

Project Name: _____ Date of Project Completion: __/__/__

Project Team Participants: _____

Project Summary:

What went well?

Category: _____

Comment:

Action/Review Comments:

Suggested Action Timeframe: _____ Responsible Person/Team: _____

What did not go well?

Category: _____

Comment:

Action/Review Comments:

Suggested Action Timeframe: _____ Responsible Person/Team: _____

Which areas require improvement? How could they be improved?

Category: _____

Comment:

Action/Review Comments:

Suggested Action Timeframe: _____

Any Additional Comments:
