Project Closeout / Retrospective Template

Status: **Draft**

Date: YYYY-MM-DD

Author: <author>

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| --- | --- |
| Project Sponsor |  |
| Project Team | [Full and Part time contributors (indicate %), roles] |
| Project Duration | [201XQY] - [201XQZ] |

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# Executive Summary

# *Project Overview: A description of the process and what the purpose of the project was.*

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# Key Accomplishments

*Did the project meet its objectives?*

* *Accomplishment A*
* *Accomplishment B*
* *Accomplishment C*

Lessons Learned

* *What went well? Why?*
* *What went wrong? Why?*
* *What processes did not work well? Why?*
* *What were the effects of key problem areas (i.e. scope creep, schedule slip etc.)? Why?*
* *Technical challenges*
* *Suggestions for next time*

# Open Items

* *Things you didn't get to.*
* *Ideas you had that you'd like to do if you only had more time.*

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# Next Steps and Future Considerations

* *Are there expected follow-up projects?*
* *And, is there any ongoing maintenance required?*

# Project Timeline

|  |  |
| --- | --- |
| Date | Milestone A |
| Date | Milestone B |
| Date | Milestone C |

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# Resources and Project Archive

* *[link in the project proposal]*
* *[link in the project plan]*
* *[link to dashboards]*
* *[link in the project meeting minutes]*