

POSTMORTEM PRE-MEETING QUESTIONNAIRE AND MEETING AGENDA TEMPLATE



POSTMORTEM PRE-MEETING QUESTIONNAIRE

Before the meeting: Answer these questions to prepare the discussion. Think about the processes and procedures that were used during the project, as well as the schedule and management of the project. Add as many as you can think of.

SUCCESSSES

What worked well? List them in the order of their impact on the project.

Why did it work?

How can we repeat these successes in future projects?

ISSUES

What didn't work well? List them in the order of their impact on the project.

Why didn't it work?

How can we avoid these issues in future projects?

POSTMORTEM MEETING AGENDA

MEETING INTRODUCTION AND OVERVIEW	TIME:

PROJECT OUTCOME AND RECAP	TIME:

DISCUSSION OF SUCCESSES AND ISSUES	TIME:

WRAP UP	TIME:

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