

## PROJECT MANAGEMENT TOOL #5: POST-PROJECT EVALUATION REPORT

Use this tool to facilitate a structured conversation that allows you and your team to learn from the group's successes and mistakes. Capture what went well, what didn't, and what you will do differently next time. The gray text is an example to help you get started.

**Project Name:**

**Date:**

### Present at this session:

Sheila, Nawid, Jesus, Jennifer

**PROJECT PHASE, TASK, OR DELIVERABLE**

Phase 1

### What worked?

Frequent and open communication between project team members and project sponsor allowed us to address potential issues early in the project.

### What didn't work?

Project sponsor was unsatisfied with initial software vendor requirements, and team had to procure new vendor late in the planning phase.

### How can we improve?

- Reaffirm expectations with the vendor before beginning work on the project plan.
- Share project updates with the project sponsor at different milestones.

## Target Analysis

How well did the team do with:

### Achieving goals and meeting project objectives?

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All goals were met. Software launched according schedule.

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### Meeting deadlines and the final completion date?

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Software testing was completed on time, but team had to work overtime on software bug fixes.

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### Monitoring and staying within budget?

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Over budget on human resources by \$5,000 due to staff overtime payment. We anticipated this risk and planned for it.

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### Communicating to stakeholders?

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Need to increase frequency of communication with project sponsor to ensure project success.

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## Resource Assessment

### Were the allocated resources appropriate, sufficient, and efficiently used?

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- Need to better plan acquisition of equipment and software for next project, especially if we're using an online software vendor.
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## Lessons Learned

### What are the key lessons learned that can be applied to future projects?

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- Share planning updates with sponsor to ensure more frequent feedback.
  - Purchase equipment and software as soon as possible.
  - Increase allocated time for software testing.
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