

Project Closeout Agenda/Questionnaire

The Project Closeout Agenda/Questionnaire is utilized when conducting a review of the project with key project team members and stakeholders. This document may be tailored to specific groups of collaborators. The aim of the review is to solicit feedback to derive best practices, enhance internal understanding of the project's evolution, and gather lessons learned. This feedback shapes internal documentation and the planning and development of future digital projects.

1. Introduction

2. Review of Project Goals and Objectives

3. Review of Project Accomplishments

4. Review of Remaining Issues

5. Project Feedback

a. Communication

- i. How well were project issues communicated throughout your involvement in the project?
- ii. Were communications appropriate, timely, and clear?
- iii. How could communication between project members have been better?

b. Project Planning

- i. Were the scope and objectives of the project realistic?
- ii. How well was the project staffed to complete the project? Were the right people included on the project team?
- iii. Were project roles and responsibilities clear?
- iv. Was the initial project timeline realistic? What could have been done to better assess, set, and evolve the project schedule?

c. Project Management

- i. How well did the project manager do to shepherd the project? What could have been improved?
- ii. Did the project manager ensure that you understand the scope, objectives, and goals of the project?
- iii. Could reporting of project development have been more transparent?
- iv. How well were you able to find and access project documentation?
- v. How well (or not) was change managed? What could have been improved?
- vi. What value did project management bring to this project?

d. Issues Management

- i. What obstacles or unanticipated events made it difficult to complete the project?
- ii. What could have been done at the outset to mitigate these obstacles from happening?

Project Lead: [Name] – [Project Name]

- iii. What were the most significant issues on the project? And what did you learn from them?
- iv. How well were issues resolved?

e. Overview

- i. Did the project meet the requirements of the project sponsor/granting agency?
- ii. Was the project true to the scope outlined in the project charter?
- iii. What resources and tools were most beneficial to the development of the project?
- iv. What, if any, unanticipated project benefits were derived?
- v. How will this project inform how future digital projects are developed, managed, and launched? Based on what you know now, what should have been done differently?
- vi. What other lessons did you learn on this project?