**Prepared by:** **Date:**      

**Project:**

Project Manager:

Scope Lessons

* What did we do well in defining scope?

* What could we improve in defining scope?

* What did we do well in controlling and managing scope?

* What could we improve in controlling and managing scope?

Schedule and Budget Lessons

* What did we do well in estimating?

* What could we improve in estimating?

* What did we do well to stay on schedule?

* What could we improve to stay on schedule?

* What did we do well in meeting the budget?

* What could we improve in meeting the budget?

Team Building Lessons

* What did we do well in developing a team spirit?

* What could we improve in developing a team spirit?

* What did we do well in gaining the commitment of team members?

* What could we improve in gaining the commitment of team members?

Customer Relationship Lessons

* What did we do well in managing customer expectations?

* What could we improve in managing customer expectations?

* What did we do well in using customer resources?

* What could we improve in using customer resources?

* What did we do well in gaining customer confidence?

* What could we improve in gaining customer confidence?

* What did we do well in achieving customer satisfaction?

* What could we improve in achieving customer satisfaction?

* What did we do well in handover of the product to the customer?

* What could we improve in handover of the product to the customer?

Vendor Relationship Lessons

* What did we do well in gaining vendor co-operation?

* What could we improve in gaining vendor co-operation?

* What did we do well in understanding vendor status?

* What could we improve in understanding vendor status?

Internal Company Lessons

* What did we do well in acquiring resources for the project?

* What could we improve in acquiring resources for the project?

* What did we do well in keeping management informed of project issues?

* What could we improve in keeping management informed of project issues?

* What did we do well in handover to production?

* What could we improve in handover to production?

Quality Lessons

* What did we do well in defining quality for the project?

* What could we improve in defining quality for the project?

* What did we do well in ensuring quality for the project?

* What could we improve in ensuring quality for the project?

Risk Lessons

* What did we do well in defining project risks?

* What could we improve in defining project risks?

* What did we do well in managing project risks?

* What could we improve in managing project risks?