[insert name of project here] – project evaluation

Date: [insert today’s date here]

Your name and responsibility: [insert your name and responsibility here]

Document purpose:

The purpose of these questions are to collect information on what worked well and what we need to change until next time to improve our the project process, information distribution, tools etc for the next project of this type.

Instructions:

Please feel free to add more information if you feel necessary and skip any points you find irrelevant to your contribution or role in the specific project.

After completing this form, please return to your project manager for evaluation.

From your experience working with this project, please answer the following questions:

**Tools**

1. Did [insert company name ] have the tools necessary for you to perform your work?
2. If not did it take long to obtain the tools you needed for your work?
3. Which tools do you recommend to obtain for the future and why are they better then the ones we have now – or what benefits will the tools/software/etc bring to future projects?

**Information**

1. Did you have the information necessary to perform your work upon starting your tasks and contribution to the project?
2. Our internal team meetings – where they effective? too many? or to few?
3. Our external client or supplier meetings – where they effective? too many? or to few?
4. Were your tasks, responsibilities and deadlines clearly communicated to you?

**Team**

1. How well did your team work as a group?
2. The communication in the group – how did you experience this?
3. Was our approach effective? If yes- why? if no - why?

**Challenges and desired improvements**

1. What did you experience as difficult, challenging or did not work at all?
2. Do you have any suggestions for improvements for the next project of this type?
3. What would you want to do differently next time?

**Your experience**

1. What lessons have you learned?
2. To what extent did the project make you more comfortable with working with [insert specifics about your project here]?
3. Was anything holding up or in the way for you to perform your work in time for your deadline?
4. Any suggestions to make this a better experience in the future?
5. Do you have anything else you would like to add?