

Post-Project Assessment Survey Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

Think about the named project from kickoff to delivery. Share observations about work you directly saw and avoid confidential client details.

1. What was your involvement in this project?

- ☐ Planning
- ☐ Delivery
- ☐ Review or approval
- ☐ Support
- ☐ Several stages
- ☐ Another role

2. How clear was the agreed project scope?

- ☐ Very unclear
- ☐ Somewhat unclear
- ☐ Neither clear nor unclear
- ☐ Somewhat clear
- ☐ Very clear
- ☐ Not sure

3. How well did handoffs between contributors work?

- ☐ Very poorly
- ☐ Somewhat poorly
- ☐ Neither poorly nor well
- ☐ Somewhat well
- ☐ Very well
- ☐ Not applicable

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All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

4. How satisfied are you with how the project was delivered?

- ☐ Very dissatisfied
- ☐ Somewhat dissatisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Somewhat satisfied
- ☐ Very satisfied
- ☐ Not enough information

5. What caused the most avoidable difficulty?

6. What should we repeat on the next project?

7. What should we change before the next project starts?
