



Postmortem Meeting

Postmortems provide an opportunity for teams to reflect back on a project once it is complete. Once a project is complete, you can use this postmortem template to structure your process, lead discussion, and capture notes and takeaways.

Project name

Meeting Date

Participants

Helpful Links

Link any reference links (survey results, documents) that participants can view ahead of the meeting here.

Overall Postmortem Process

- Schedule a postmortem shortly after the project ends so that the experience is fresh in people's minds.
- Send out a survey to collect feedback from team members.
- Share meeting agenda/template with all team members (A copy of this document).
- Discuss initial project objectives and compare to actual outcomes.
- Recap timeline and compare to the original plan.
- Review team feedback around specific items from the survey (processes, outcomes, goals) and discuss what worked well and what could have gone better.
- Identify and assign items for improvement for future projects.
- After the postmortem, share takeaways and areas for improvement with team members and key stakeholders to apply to projects going forward.



Agenda

What was the overall goal for this project? Did outcomes meet this goal?

What went well?

What could have gone better?

What are improvements we can make for next time?



What was the timeline for this project? How did this compare to the original plan?

What went well?

What could have gone better?

What are improvements we can make for next time?



Project Discussion Area

List subcategories or discussion questions from the survey that require further discussion. Feel free to create as many copies of this page to ensure all relevant topics are discussed fully.

Project Discussion Area 1:

What went well?

What could have gone better?

What are improvements we can make for next time?



Project Discussion Area 2:

What went well?

What could have gone better?

What are improvements we can make for next time?



Project Discussion Area 3:

What went well?

What could have gone better?

What are improvements we can make for next time?



Project Discussion Area 4:

What went well?

What could have gone better?

What are improvements we can make for next time?



Project Discussion Area 5:

What went well?

What could have gone better?

What are improvements we can make for next time?



Notes

Overall notes or takeaways

A large, empty light blue rectangular area intended for taking notes or summarizing key takeaways.