**Questions to ask in a project retrospective survey**

Describe the project

State its expected deliverables/goals

Name the project manager

Name the project sponsor

Questions:

* Were the project objective and goals clear and well understood?
  + Yes
  + No
    - If No: What could we have done to make the objectives or goals more clear?
* How well did the delivered solution meet the stated goals?
* In what way was the project organizational structure effective? In other words, how well did the actions of these groups contribute to the success of the project: stakeholder and steering committees, sponsor, project managers and project team?
  + Highly Effective
  + Moderately Effective
  + Not Effective
  + Unknown
* Were the right people involved and actively participating in the project at the right time? If not, please explain.
* Were expectations of workload and involvement adequately established for project participants?
  + Yes
  + No—this took much more time and effort than I expected
  + No—this took much less time and effort than I expected
  + My expectations were not set
* Were appropriate people and teams involved in requirement gathering and user focus sessions to evenly represent the needs of OSU?
  + Yes
  + No
    - If No: Who else should have been included
* Were there any extraordinary efforts from participants that should be acknowledged?
* Was communication about project status and tasks effective?
  + Yes
  + No
    - If No: How could we have communicated better?
* (Describe deployment approach) Please comment on the success of the implementation strategy.
* Have we appropriately prepared and transitioned responsibilities for long term support, service ownership and prioritization of change and enhancement requests?
  + Yes
  + Mostly—some lingering concerns
  + No
* Where changes were required, we made the adjustments to the following components (describe any changes made to scope/schedule/resources and show flexibility matrix). Were these changes and trade-offs made appropriately?
  + Yes—the biggest changes were made where the project was most flexible
  + No—we should have deal with issues in a different way
    - If No: Please explain how changes and trade-offs could have been made more appropriately.
* What project tools/techniques worked especially well that we should carry forward in future projects?
* In what way could we improve the project tools or techniques used in future projects?
* What was the most gratifying/successful part of the project?
* What discoveries about working with the vendor (or with future vendors) should we carry forward?
* Are there any additional comments you’d like to make about the project?
* What was your role on the project?
  + Project Sponsor, Stakeholder Committee, Steering Committee
  + Project Implementation Team
  + Testing Team or Training Team
  + Other
* Your name (optional)