*The purpose of this document is to provide formal documentation of the project’s status at completion. The project manager and project team document their ratings and comments, to be used as references on future projects.*

project evaluation:

project name

|  |  |
| --- | --- |
| Project Name & Document History | |
| To: | [Team Members here] |
| CC: | [Project Directors, Sponsors, Partners, Vendors, as applicable] |
| From: | [Project Manager] |
| Version: |  |
| Issue Date: |  |
| Changes: |  |

|  |  |
| --- | --- |
| Document Review and Approval | |
| Date: |  |
| Status (Review, Approved): |  |
| Approver (Name(s), Position/Title): | [Project Directors, Sponsors, Partners, Vendors, as applicable] |
| Signature: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Project:** | ❒ New ❒ Replacement ❒ Expansion ❒ Upgrade | | |
| **Schedule:** | Project Start Date: | Project End Date: | On Schedule: ❒ Yes ❒ No |
| If no, please state reason: | | |
| Budget: | ❒ On Target ❒ Under Budget ❒ Over Budget | | |
| If over, please state reason: | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Brief Description / Objectives | | | | | |
| Deliverables: | | | Deliverable Met | | |
| Yes | No | Comments / Feedback |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| Service Level Agreement | | Review and link as applicable | | | |
| System Summary | | Review and Iink as applicable | | | |

| Project Evolution Survey | | | |
| --- | --- | --- | --- |
| Ratings Key:  1 = Not at All or Poor  2 = Adequate or Satisfactory  3 = Exceed expectations or Excellent | | Rating | Comments |
| 1. | Performance |  |  |
|  | Project Team |  |  |
|  | Project Steering Committee |  |  |
|  | Management Committee |  |  |
| 2. | Project Effectiveness |  |  |
| *a.* | How effective were the “services” met, pertaining to the needs of the customer and the organization? |  |  |
| *b.* | Project Performance – effectiveness of project performance throughout the project life cycle? |  |  |
| *c.* | Risk Management – effectiveness of risk management throughout the project, identified risks that actually occurred, and the effectiveness of the mitigation plan? |  |  |
| *d.* | Communications Management – effectiveness of the Communications Plan developed for the project? |  |  |
| *e.* | Acceptance Management – effectiveness of the Acceptance Plan for the project deliverables defined in the project plan? |  |  |
| *f.* | Organizational Change Management – effectiveness of the organzitional change management activities? |  |  |
| *g.* | Issues Management – effectiveness of issues management throughout the project? |  |  |
| *h.* | Business Support – effectiveness of the support provided by the Customer prior to acceptance of the “service” |  |  |
| *i.* | Project Implementation and Transition – effectiveness of the activities planned for and transitionining into production? |  |  |
| *j.* | Performance of the Project Team – effectiveness of the Project Team in the respective phases of the project management life cycle toward accomplishing project goals? |  |  |