

Lessons Learned

The purpose of this is not to point fingers; it is to gain information for future projects about the project process, personnel interactions, and tools used during the project.

1. How useful were the development tools you were given to use?
2. How was the support you received from other departments?
3. How effective was the team composition (enough developers, testers, or leadership)?
4. Did the team members have the right skills?
5. Please rate the team structure
6. Were issues resolved at the appropriate level?
7. Were you given the authority you needed to do your job?
8. Were you asked to take responsibility for things that should have been handled further up the “food chain”?
9. Was adequate time scheduled for each of your tasks?
10. Were the requirements clear?
11. Was the specification clear?
12. Was adequate documentation made available to you?
13. Were questions/issues resolved to your satisfaction?
14. Did you feel that your input/contribution was important and valued?
15. Was this project successful?
16. Were the processes adequate?
17. Were the right processes in place?
18. Please evaluate the contribution of executive management

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19. Was the project vision clear?
20. How supportive were the other team members?
21. How effective was communication on the team?
22. Why was this project a success, a failure, or neither?
23. Please evaluate the team leadership (including Project Manager).
24. What were the problems with this project?
25. What would you have done differently to make this project more successful?
26. Would you make any changes in the team organization? If so, please elaborate (draw an organizational chart by job/title).
27. Did you lose any time/productivity because of the tools? If so, which ones and how much?
28. Did you lose any time/productivity because of the processes? If so, which ones and how much?
29. Please restate the project vision in your own words
30. What was the most enjoyable time in the project? Why?
31. Please add your own comments.