# Project Background

Briefly describe the reason for the project, calling out clearly its stated goals.

# Successes

List and describe key achievements, explaining what went well and why. Be specific and consider listing them in order of importance.

* What worked and why?
* Major milestones and deliverables
* Processes and areas of business improvements
* Unexpected outcomes

# Problem Areas

So what did not go well? Be specific and assume that context is required for those not close to the project.

# Learnings

Summarize and describe the key lessons from the project.

# Actions

What learnings require actions right now?

# Circulation List

List those that need to digest this post mortem.

* A
* B
* C

# Feedback

The following commentary was accepted and noted. Such commentary may have surfaced through meetings, water cooler conversations, emails, formal reviews, phone conversations.

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| --- | --- | --- | --- |
| **WHO** | **WHEN** | **HOW** | **COMMENT** |
| Someone | 12 May | Email | Some comment duly noted. |
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|  |  |  |  |