

POST-PROJECT EVALUATION FORM

PROJECT NAME: _____

PROJECT NUMBER: _____

OWNER: _____

CLIENT: _____

PROJECT LOCATION: _____

COMPLETED BY: _____

Participants in Evaluation Process:

Instructions for Filling Out This Form:

This form is an aid for identification of strengths and weaknesses in the performance of its projects. Please be as objective as possible when filling out this form. We will use this information to reinforce our strengths and to find ways to eliminate our weaknesses.

Poor Satisfactory Excellent

SCOPE AND SERVICES:

Project met owner's requirements.	1	2	3	4	5
Comments:					

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	<u>Poor</u>	<u>Satisfactory</u>	<u>Excellent</u>		
Were the plans neat, thorough and technically correct?	1	2	3	4	5
Comments:					

Was project scope under control throughout the project?	1	2	3	4	5
Comments:					

What did we learn that might improve the management of future projects?
Comments:

SCHEDULE:

Was project completed on schedule?	1	2	3	4	5
Comments:					

Was the original schedule appropriate?	1	2	3	4	5
Comments:					

What did we learn that might improve the scheduling of future projects?
Comments:

BUDGET:

Was project completed within expected budgetary constraints?	1	2	3	4	5
Comments:					

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	<u>Poor</u>	<u>Satisfactory</u>	<u>Excellent</u>		
Was the profit target met?	1	2	3	4	5
Comments:					

What did we learn that might improve the budgeting of future projects?
Comments:

COMPENSATION:

Were invoices paid on time?	1	2	3	4	5
Comments:					

What did we learn that might improve compensation planning, billing and collections on future projects?
Comments:

PROJECT TEAM:

Were staff skills adequate for project requirements?	1	2	3	4	5
Comments:					

Was there excessive overtime on this project? (Was the staff trained to meet schedules?)	1	2	3	4	5
Comments:					

Did consultants perform to expectations?	1	2	3	4	5
Comments:					

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	<u>Poor</u>	<u>Satisfactory</u>	<u>Excellent</u>		
Was the contractor's performance adequate? Comments:	1	2	3	4	5
How well was the project team on track throughout the project? Comments:	1	2	3	4	5
Were there any difficulties in managing the client? Comments:	1	2	3	4	5
Were there any difficulties in managing the consultants? Comments:	1	2	3	4	5
What did we learn that might improve the team efforts on future projects? Comments:					

GENERAL MANAGEMENT:

Were there any difficulties in marketing? Comments:	1	2	3	4	5
Were there any difficulties in project planning? Comments:	1	2	3	4	5

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	<u>Poor</u>	<u>Satisfactory</u>	<u>Excellent</u>		
Were there any difficulties in negotiating? Comments:	1	2	3	4	5
How effective was information flow and communications with client? Comments:	1	2	3	4	5
How effective was information flow and communications with consultants? Comments:	1	2	3	4	5
How effective was information flow and communications with contractor? Comments:	1	2	3	4	5
Did procedures for control/course corrections work as expected? Comments:	1	2	3	4	5

Other comments about this project that might be helpful: