|  |  |
| --- | --- |
| **DEBRIEF TEMPLATE** | |
| PROJECT TITLE |  |
| EXECUTIVE SPONSOR |  |
| PROJECT LEADER |  |
| TEAM MEMBERS |  |

|  |  |
| --- | --- |
| KEY DATES | |
| START DATE |  |
| COMPLETION DATE |  |

|  |
| --- |
| PROJECT OBJECTIVE |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| EVALUATION | | | |
|  | WHAT WORKED | WHAT DIDN’T | RECOMMENDATIONS |
| PEOPLE |  |  |  |
| PROCESSES |  |  |  |
| PLATFORMS |  |  |  |

**DELIVERABLE TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DELIVERABLES | | | | | |
| Tactic | Audience | Person(s) Responsible | Date/ | Results/Learnings |
| *Before Changes - Launch* | | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| *During Changes- Adoption* | | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| *After Changes - Recovery* | | | | | |
|  |  |  |  |  |
|  |  |  |  |  |