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| **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* |
|  |  |  |  |  |
|  |  |  |  |  |