



## 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
<i>Before Changes - Launch</i>				
<i>During Changes- Adoption</i>				
<i>After Changes - Recovery</i>				