# Post-Project Survey

## [Project Name]

### Version of TAC 216 Companion Guide: [Version]

### Start: [Date]

### End: [Date]

**Note to the Author**

Use this template to help you write a post-project survey. The template includes instructions to the author, boilerplate text, and fields that should be replaced with specific project values.

**Blue** text enclosed in angle brackets (<text>) either provides instructions to the document author, or describes the intent, assumptions and context for content included in this document. **Delete the blue text** as you fill out the survey sections.

**Brown** text enclosed in square brackets ([text]) indicates an example. **Replace the brown text** as you fill out the survey sections.

**Please delete this text before sending the survey.**

<This template provides basic questions you can ask of your stakeholders. Please add or remove questions as needed for each stakeholder group. Additional questions are available in the Lessons Learned template.>

How effective was the project team at each of the following?

|  | Very Effective | Somewhat Effective | Neither Effective nor Ineffective | Somewhat Ineffective | Very Ineffective |
| --- | --- | --- | --- | --- | --- |
| Delivering the agreed upon product | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Delivering on time | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Delivering on budget | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Keeping you informed about project progress and activities | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Communicating with you in an understandable and effective way | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Preparing you to use the product or service created | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Were you given a reasonable level of input on project decisions?

[ ]  Yes

[ ]  No

Please explain:

What did you want to know that was not communicated?

Please explain:

How satisfied are you with the final result of the project?

[ ]  Very satisfied

[ ]  Somewhat satisfied

[ ]  Neither satisfied nor dissatisfied

[ ]  Somewhat dissatisfied

[ ]  Very dissatisfied

Please explain:

What went well on this project?

What could be done differently next time?