**Postmortem Worksheet**

The goal of a postmortem is to build a shared metal model that can be applied to future projects. It is an opportunity for a team to step back once a project is completed and learn from past mistakes and wins.

There are multiple ways to approach this exercise. Customize the template below to suit your needs.

**Part 1. What happened?**

Build the timeline of events. Work with your team to develop a timeline of actions taken and events that happened from project kickoff to completion.

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| **Date** | **Owner** | **Action/ Event** |
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**Part 2. Actionable takeaways**

What can we do differently next time to ensure the process is smooth? List any key roadblocks or problems faced throughout the project and how they will be fixed. Assign an owner to the actionable takeaway.

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| --- | --- | --- |
| **Problem** | **Action** | **Owner** |
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