1) **Review of Project Success**

Indicators/fulfillment of pre-defined targets:

a. Budget
b. Timeliness
c. Team member satisfaction / enjoyment of the project / mental health
d. Client satisfaction / expectations / quality
e. Extent to which client goals were met
f. Evaluation influence
g. Other benefits – future opportunities, knowledge building
h. Other?

2) **What Influenced Project Success and How?**

Team brainstorming (some examples: scope, communication, methods of organizing data)

3) **Lessons Learned**

Every team member picks 2 items for each question:

a. What worked well and what should we do again?
b. What should be done differently next time?