

Draft Interim Project Manager Reflection Guide¹

Background information for the project manager:

Around the same time the project manager touches base with the client for an interim interview, they should also take a short time to reflect on the progress of the project themselves.

1. How do you feel about how the evaluation is going so far?
2. What is working well? Why is it working well?
3. What is not working as well? Why isn't it working well? What can we do to improve?
4. Based on what you have observed or heard to date, has the evaluation had any influence on the client's organization or initiative? If yes, please describe.
5. Does it seem like the evaluation will contribute to the client's evaluation goals? If no: what can we do to get back on track?

¹ If you modify this tool and wish to give credit to Cathexis, then we would prefer that you use the following wording: "This is a modified tool based on the November, 2007 *Draft Interim Project Manager Reflection Guide* by Cathexis Consulting Inc."