

Team Disbandment Checklist

Project Name: _____
Project Manager Name: _____
Signature: _____

Project Number: _____
Position: _____
Date: _____

Results

		Comments	Yes	No
1.0	How well did the team do in achieving the project's results		☐	☐
1.1	Were the results set at the beginning of the project realistic?		☐	☐
1.2	Are there other results the team achieved beyond those defined at the start of the project?		☐	☐
1.3	What has improved in the organisation as a consequence of the team achieving its projects goals?		☐	☐
1.4	What could be improved by learning from project mistakes or missing out on team objectives?		☐	☐
1.5	What are you especially proud of achieving as a project team?		☐	☐

Individual strengths

		Comments	Yes	No
2.0	How well did individuals contribute their strengths to the benefit of the team?		☐	☐
2.1	In what areas have individuals improved their strengths?		☐	☐
2.2	What new skills have been developed?		☐	☐
2.3	What are team members now able to do that were not possible before the project started?		☐	☐
2.4	What opportunities have been created from developing strengths and/or gaining new skills?		☐	☐
2.5	What comes next as a result of this?		☐	☐

Teamwork

		Comments	Yes	No
3.0	How well did the team develop?		☐	☐
3.1	What helped make teamwork work?		☐	☐
3.2	What caused any issues or problems?		☐	☐
3.3	What new process skills for team working have you developed?		☐	☐

3.4	What things did you enjoy doing together as a project team?		☐	☐
3.5	If you were starting the project team again what would you change?		☐	☐

Alignment

		Comments	Yes	No
4.0	How did the team leader align results, team and individual strengths?		☐	☐
4.1	What styles of leadership did the team find particularly valuable?		☐	☐
4.2	What improvements could be made in team leader approach or performance?		☐	☐

Team Stages

		Comments	Yes	No
5.0	Which stage do you think the team reached?		☐	☐
5.1	Why?		☐	☐
5.2	What helped and what hindered in progressing through the project stages?		☐	☐
5.3	What could have been done better?		☐	☐

5.4	What have you learnt for the next team?		☐	☐
Environmental factors				
		Comments	Yes	No
6.0	How did the team benefit other teams and the wider organization?		☐	☐
6.1	What organizational processes, structures and procedures helped or hindered the team? How should they change?		☐	☐
6.2	What is the organization now able to do that it couldn't before because of the work the team has done?			
6.3	What factors beyond the organization have affected the team's performance?			
Improvement				
Continual Improvement				
		Comments	Yes	No
	Any final comments?			

Reference: [Team Building Question | How do you disband a team? - The Happy Manager \(the-happy-manager.com\)](http://the-happy-manager.com/Team-Building-Question-How-do-you-disband-a-team/)