Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Template Instructions:

Team evaluation is considered one of the best practices in project management which helps to identify and acknowledge achievements by the project team members and provides some highlights for areas of improvements. The project manager should observe and evaluate each team member’s contributions to the project and how effective each member was throughout the project lifecycle.

For each team member, analyze and list the top three to four accomplishments. Accomplishments includes any significant achievements or strengths each team member has contributed to the project such as how well each team member communicated with other team members in order to achieve the project objective. Also, what about teamwork? Did each team member work well with the team and provide any feedback for improvements along the way?

Next, identify any areas that need improvements for each individual in order to achieve better future project results. Suggest actions to be taken in order to strengthen each team member’s ability and effectiveness to improve and work on future projects. Areas of improvements do always exist. Ask questions such as what went wrong and how could it be improved. Be honest and do not be biased. Project success is dependent on how each team member is transparent with each other and whether or not each team member is buying-in and willing to improve.

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| --- | --- | --- | --- |
| **Team Member** |  | **Project Manager**  |  |
| **Strengths and Achievements** | **Area for Improvement** | **Proposed Action** | **Comments** |
|  |  |  |  |

 Prefilled Example:

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| --- | --- | --- | --- |
| **Team Member** | **John Smith** | **Project Manager**  | **Siwan Sero** |
| **Strengths and Achievements** | **Area for Improvement** | **Proposed Action** | **Comments** |
| Supported the project goals and objectives. Always communicated clearly and participated in giving frequent feedback to improve results. Solved a complex reporting module performance issue and improved module performance by 10%.Demonstrated leadership by assuming more responsibility for the reporting module and the administrative module. | Needs some improvements in problem-solving methodology in order to provide efficient reporting results and follow a standardized problem-solving strategy. | Allocate time for training in problem-solving and decision making.Nominate for quarterly Xanadu management award | Supporting form and documentation attached.  |