

1) Project evaluation – internal

Why do we do it?

To check the final delivery, to lift good parts about the project and learn from any mistakes.

How do we do it?

By using the [Project evaluation retrospective template](#) that allows us to go through all the parts of the Delivery process and see that everything worked out the way it was supposed to.

A retrospective meeting is to be held within 1-2 weeks after the final delivery. The completed template is to be [saved accordingly](#).

Who's responsible for the internal retrospective and who shall participate?

The **Project Manager (PM)** is responsible for making the internal retrospective meeting happen. It is mandatory for every team member to participate in the meeting (including the sales person).

Once the internal retrospective meeting's been held, PM informs the Quality Assurance Manager (QA) it's done.

QA is responsible for gathering the information from these meetings, in order for Awave to be able to evolve and improve.