## 

**Project Name and Number:**

**State Entity Name:**

**Project Phase:**

## Reflection of Objectives

* What was the original goal (or objectives) of the Proof of Concept (POC)?
* Did we achieve the primary objective(s)?

## Collaboration and Communication

* How effective was communication among team members during the POC process?

## Challenges and Roadblocks

* Were there any unexpected technical issues that affected the POC? If so, what were they, and how did you get around them?

## Team Dynamics and Performance

* Were there any issues with roles, responsibilities, or leadership? If so, how can we improve team dynamics for future projects?

## Results and Lessons-Learned

* What were the key takeaways from the POC, both positive and negative?

## Process Improvement

* What worked well during the POC that we should repeat in future projects?
* What, if anything, could we have done differently to improve the outcome(s) of the POC?
* How can we improve the POC process (e.g., quicker iterations, more precise communication, more staff) for future projects?

Other

* Is there any additional information learned from this POC that you would like to share?