

Project Pre-Mortem Template

Pre-Mortem Project Examination

“What If” for Issues with Implementation and Negative or Null Impact

<p>Introduction</p>	<p>This Project Pre-Mortem is intended for use in Stage 1 of an experiment, leveraging “prospective hindsight” to identify risks to the successful completion of the experiment.</p> <p>A project pre-mortem is a proactive exercise conducted at the start of a project where the team imagines the project has failed and works backward to determine what might have caused that failure.</p> <p>Like a risk register, the pre-mortem formally identifies potential risks and their impacts and outlines a specific mitigation strategy or contingency plan. Unlike a risk register, it is not used to track these risks as the experiment continues to progress.</p>
<p>How to use this template</p>	<p>To use this template, download/open and save a copy for your personal use.</p> <p>Add content by clicking on the tables and writing text in the relevant sections.</p>
<p>Key terms</p>	<p>Project Requirement: The essential scientific or administrative milestones that must be met for the trial to be successful, such as recruiting a sufficient number of participants or successfully developing intervention materials.</p> <p>Actions to Achieve Requirement: The specific, proactive steps or tasks the research team must take to fulfill a project requirement.</p> <p>Supporting Activities / Materials: The secondary resources, tools, or administrative processes—such as training manuals, software development, or pilot tests—that enable the primary actions to be completed.</p> <p>Measures of Achievement: The quantifiable indicators or observable signals used to verify that a project requirement has been met (e.g., identifying a specific number of eligible participants).</p> <p>Expected Outcome: The anticipated result or specific impact intended for each action, often linking the completion of a task to the broader success of the trial stage.</p> <p>Date of Actions/Measures: The specific deadline or timeframe in the trial's detailed project timeline when a task must be completed or a measure recorded.</p> <p>Counter Measures (If Required): The contingency plans or specific mitigation strategies established to address identified risks or failures in meeting project requirements</p>
<p>Version</p>	<p>1.1 (23/02/2026)</p>

Project Requirement	Actions to Achieve Requirement	Supporting Activities / Materials	Measures of Achievement	Expected Outcome	Date of Actions/ Measures	Counter Measures (If Required)
Recruit Sufficient No. of [participants]						
Identify [#] of [participants]						
Recruit [#] of [participants]						
Additional recruiting targets						

Project Requirement	Actions to Achieve Requirement	Supporting Activities / Materials	Measures of Achievement	Expected Outcome	Date of Actions/ Measures	Counter Measures (If Required)
Each [provider] Supplies Sufficient Initial [participant] Data						
Each [provider] Supplies [participant] Data [type 1]						
Each [provider] Supplies [participant] Data [type 2]						
Each [provider] Supplies [participant] Data [type 3]						

Project Requirement	Actions to Achieve Requirement	Supporting Activities / Materials	Measures of Achievement	Expected Outcome	Date of Actions/ Measures	Counter Measures (If Required)
Platform and Materials Successfully Developed						
Content/Layout Successfully Identified						
Platform/application developed with [designers/software]						
Materials Designed with [designers/software]						
Platform Successfully Piloted w. [participants]						
Materials Successfully Piloted w. [participants]						

Project Requirement	Actions to Achieve Requirement	Supporting Activities / Materials	Measures of Achievement	Expected Outcome	Date of Actions/ Measures	Counter Measures (If Required)
Intervention is Successfully Designed & Delivered						
Intervention is Successfully Designed						
Intervention is Successfully Piloted						
Intervention Attendance is Achieved						
Intervention Success is Achieved						

Project Requirement	Actions to Achieve Requirement	Supporting Activities / Materials	Measures of Achievement	Expected Outcome	Date of Actions/ Measures	Counter Measures (If Required)
Research Data is Supplied (Quantitative)						
Each [provider] Supplies Timely [outcome 1] Data for each [participant]						
Each [provider] Supplies Timely [outcome 2] Data for each [participant]						
Each [provider] Supplies Timely [outcome 3] Data for each [participant]						

Project Requirement	Actions to Achieve Requirement	Supporting Activities / Materials	Measures of Achievement	Expected Outcome	Date of Actions/ Measures	Counter Measures (If Required)
Research Data is Supplied (Qualitative)						
Each [provider] Supplies Timely [outcome 1] Data for each [participant]						
Each [provider] Supplies Timely [outcome 2] Data for each [participant]						
Each [provider] Supplies Timely [outcome 3] Data for each [participant]						