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Feedback Collection Template

What is Feedback Collection Template?

A Feedback Collection Template is a structured tool used to gather input and insights from stakeholders involved in an enterprise architecture initiative, ensuring a systematic approach to understanding their needs, experiences, and suggestions. From an Enterprise Solution Architect's or Architecture Project Manager's perspective, this template aligns with best practices outlined in frameworks like TOGAF, facilitating effective communication and engagement throughout the architecture development lifecycle. By utilizing such a template, teams can systematically capture feedback on architectural artifacts, proposed solutions, or project deliverables, which is crucial for iterative improvement, stakeholder alignment, and maintaining adherence to enterprise architectural principles. This enhances the overall quality of the architecture process and fosters a collaborative environment conducive to successful project outcomes.

template

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AI Prompt: Feedback Collection Template

Imagine you are an [Application Lifecycle Management (ALM) advocate] tasked with improving your organization's project outcomes through effective feedback collection. Your request is to design a comprehensive [Feedback Collection Template] that facilitates the gathering of insights from stakeholders at various stages of a project. For example, you might include sections for [rating project phases] or [commenting on team performance], ensuring that input is both quantitative and qualitative. To enhance usability, consider incorporating options for [customizable fields] that reflect different project requirements and team structures. Aim to output a [user-friendly document] that is visually appealing and easy to navigate, allowing users to quickly understand how to provide their feedback effectively. As an extra touch, think about integrating tips for making feedback actionable, ultimately fostering a culture of continuous improvement within the enterprise architecture space.

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Feedback Collection Template

Project Information

- **Project Name:**
- **Project Manager:**
- **Date:**

Stakeholder Information

- **Name:**
- **Role:**
- **Department:**
- **Email:**

Feedback Sections

1. Overall Satisfaction

- **How satisfied are you with the project overall?**
(1 = Very Unsatisfied, 5 = Very Satisfied)

Rating:

2. Communication

- **How would you rate the communication throughout the project?**
(1 = Poor, 5 = Excellent)

Rating:

Comments:

3. Deliverables

- **How satisfied are you with the quality of the deliverables?**
(1 = Very Unsatisfied, 5 = Very Satisfied)

Rating:

Comments:

4. Collaboration

- **How would you rate the collaboration between teams?**
(1 = Poor, 5 = Excellent)

Rating:

Comments:

5. Challenges Faced

- **What challenges did you encounter during the project?**
Comments:

6. Suggestions for Improvement

- **What suggestions do you have for improving future projects?**
Comments:

7. Additional Comments

- **Any other feedback or comments:**
Comments:

Follow-Up

- **Would you like to be contacted regarding this feedback?**
(Yes/No)
If Yes, preferred contact method:

Thank you for your feedback!

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A large, empty rectangular area with a thin black border, intended for collecting feedback. It occupies the majority of the page's vertical space.

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Last update: **2024/11/04 10:57**

