

Retrospect

4 hours



A structured facilitated meeting or workshop at the end of a project (or major project stage), to capture the knowledge before the project team disbands.

Retrospect

Appoint a facilitator and call the meeting soon after the close of the project/project stage.

Invite all the people and key stakeholders who were involved.

- 1.** What was the objective of the project?
What did or didn't we achieve? Why?

- 2.** What were the successes? Why?
How can we or others repeat the success in the future?

- 3.** What were the disappointments Why?
How can we or others avoid them in the future?

- 4.** Marks out of 10 for the project as a whole?
What would have made it a 10?

Capture the lessons learned in a repository for the benefits of others