

# Retrospect

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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.

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**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**