Debriefing

**|| Purpose ||**

Debriefing is a powerful tool for improving performance, enhancing learning, and promoting continuous improvement.

**|| Guiding Principles ||**

1. Encourage open communication–create a non-judgmental atmosphere for participants to feel comfortable sharing their perspectives, experiences, and insights. ​​This can help identify any gaps in knowledge or understanding and provide a more complete picture of the situation.
2. Clearly state the purpose and objectives of the debriefing session. E.g., the purpose is to learn from our first product launch so our second one can go even better, and the objectives are to review the marketing efforts, product development process, and launch event.
3. Gather information prior to the debrief–gather as much information as possible in advance of the session. This can include reviewing any relevant documents, conducting analysis, and getting feedback from others who were involved.

**|| Debriefing Process ||**

1. Reflect on the project, decision, or event using sample questions below.
2. Analyze the root causes of any problems that arose. This can help prevent similar issues from occurring in the future.
3. Develop action plans to address areas for improvement and root causes. These could include developing new policies, procedures, or training programs.
4. Follow-up and monitor progress to ensure that action plans are being implemented and learnings are built into future work.

**|| Sample Questions ||**

1. What were the objectives, and were they achieved?
2. What were the biggest challenges faced, and how were they overcome?
3. Were the scope, timeline, and budget met? If not, why?
4. What were the key milestones and accomplishments during the project, and what contributed to their success?
5. What were the key risks, and how were they managed?
6. Who was involved, and were they involved at the right time in the process? Whose perspectives and expertise could have been helpful but wasn’t included? Who was involved but didn’t need to be?
7. Were all stakeholders satisfied with the outcome? If not, why?
8. What lessons were learned, and how can they be applied to future work?
9. What could have been done differently to improve the outcome?
10. What were the most effective communication and collaboration strategies used?
11. How did the team's dynamics contribute to the success or challenges?