

What is post-mortem?

Post-mortem is a document, where we tell what went successful and not successful, at the end.

Goals

The main goal is take this with you in the next project. This is how it is created less risks and less mistakes.

When to write?

If the project is done, then we write this document. Also if the project is small or big, the best is always to write this after a project.

What is in it?

Here you find the structure from the document:

- Team feedback
- Why did we get the results that we did?
- What action steps are we committing to?

Some tips to keep in mind:

- Have a post-mortem for every project, no matter how small or how big, no matter what the outcome.
- Schedule the post-mortem directly after the project concludes.
- Set a constructive mindset.
- Create an agenda.
- Send out a questionnaire to all the participants prior to the meeting.
- Identify the moderator.
- Keep it relaxed.
- Encourage participation.
- Leave the laptops behind.
- Develop actionable takeaways.
- Share post-mortem takeaways.

Process

Below you find the 5 steps for during the last meeting:

- Set tone / explain format (5 min.)
- Recap the project (2 min.)
- Recap the outcome (3 min.)
- Team member questions (40 min.)
- Wrap-up (10 min.)

References

<https://www.lucidmeetings.com/glossary/post-mortem-meeting>

<https://www.portent.com/blog/project-management/tips-for-a-successful-post-mortem.htm>

<https://usefyi.com/postmortem-report/>