Post Mortem of 2-Day Offsite Training  
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# Post Mortem of Offsite Plan

Now that the company has completed their offsite training and the project is over, a postmortem review needs to be completed.

## Benefits of Postmortem Reviews

After a project has completed it is always nice to complete a post mortem review. At this point the project is still fresh in everyone’s head. Participates can quickly and easily recall the successes and failures.

During this reflection time the team will be able to suggest various optimizations or design improvements that can better aid the next iteration or project. These thoughts can also be captured into a memo and provided as a project summary for management.

Another advantage to having a postmortem is that it gives everyone involved closure. The project is officially done, out the door and they can start to think about the next challenge. Focusing on the next activity causes everyone to stop thinking about the tiny details of shipping and look at the macro aspects of building. For many this can reduce stress and increase moral.

## Drawbacks of Postmortem

Not only are there many reasons for having postmortems, and also reasons against holding them. The first being that the project has completed, continuing to focus efforts on something that is finished reduces resources for something in progress.

Another is that since the project is done, it is not possible to produce any actionable work for that specific project. There may be ideas to improve future projects, but those need to be addressed within the budget of those later projects.

Finally it can be difficult to get the necessary quorum of representatives to have an effective discussion. If only five people show up, how can the leadership team be confident the results are not bias or incomplete?

## Who Needs to Attend the Meeting

If everyone that participated in a project was attended the postmortem review, it would be difficult to capture notes or maintain control of the room. Instead a subgroup of representatives need to be selected.

Good candidates would include members of the stake holders, project managers, area leads, and key individual contributors. Ideally between 10 to 30 people, will attend this meeting.

## Discoveries at the Conclusion

A post mortem that is well orchestrated will produces useful results for future projects. For instance the cost estimates can be reviewed against real data, allowing for inflation or deflation next time.

Ideas to improve efficiency will come up allowing the team to be more agile and quick to market. This can provide a competitive advantage over other organizations lacking this experience.

Finally identify who were the MVPs of the project; are there unsung heroes? Perhaps little Suzy did a great job facilitating and organization the project in the background. These MVPs would be good candidates for raises, promotions, or other employee retention strategies.