

Retrospect



A structured facilitated meeting 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 the lessons learned repository for the benefit of others.

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KM Toolkit: <http://kfh.libraryservices.nhs.uk/knowledge-management/>