

ACADEMY REFLECTION · BRING TO ONSITE 2

Phase Debrief · Academy.

The same five questions, applied to your own work from Onsite 1 to Onsite 2.

NAME _____ OFFICE _____ DATE _____

YOUR GOALS The 3 goals you set at Onsite 1

Tied to: Establish Clarity, Control Advancement or Protect Integrity.

GOAL	TIED TO	PROOF

RECORDS YOU READ Since Onsite 1

☐ Plans ☐ Change logs ☐ Invoices ☐ QC Forms

QUESTION 1 What were you trying to do?

Read your 3 goals from Onsite 1, what each is tied to, and the proof for each. Write them in the table above.

QUESTION 2 What happened?

Read your project records. What do they show for each goal?

QUESTION 3 What went well, and why?

Your strongest result, and the practice that helped produce it.

QUESTION 4 What went wrong, and why?

The goal that needs the most attention, and what got in the way.

QUESTION 5 What will you do next time?

One action you can carry forward, with a date.

ACTION	OWNER	DATE	CHECKED AT (MONTHLY REVIEW)
	You		

"I need to bill more often" leaves the work undefined. **"I'll review the prebill on the 25th of every month, starting this month"** tells you what to do and when. Check the evidence at your monthly review. **Bring this form to Onsite 2.**