



DEBRIEF FORM · MODULE 12

Phase Debrief.

End of each phase. About 20 minutes. Open with the last debrief's actions, then take the five questions in order.

PROJECT

PHASE

DATE

START HERE Actions from the last debrief

Ask each owner to show what changed in the work.

ACTION	OWNER	DATE	WHAT CHANGED IN THE WORK

IN THE ROOM Records

☐ Phase plan ☐ Phase numbers from BST ☐ Change log ☐ QC Form for the phase

QUESTION 1 What were we trying to do?

Read the success statement and the plan. Agree on the target before you judge the result.

QUESTION 2 What happened?

Walk the records in order: dates, costs, decisions, changes. Facts before causes. Record differences the records don't settle.

QUESTION 3 What went well, and why?

Name the practice behind the result. Ask what people actually did.

QUESTION 4 What went wrong, and why?

Steps, tools, decisions, time, people, skills. Other views first. What people did and the conditions they faced.

QUESTION 5 What will we do next time?

At least one action. Correct a problem or repeat what worked. Name the owner and set a date.

THE ACTION One action for the next phase

ACTION	OWNER	DATE	SENT TO	CHECKED AT

