



DEBRIEF FORM · MODULE 12

Project Debrief.

Closeout, before the team disperses. About an hour. Bring the records, open with the last debrief's actions, then take the five questions in order.

PROJECT

PHASE OR PERIOD REVIEWED

DATE

LED BY

ATTENDEES

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

☐ Success statement ☐ Plan ☐ Final numbers ☐ Change log ☐ QC Forms ☐ Client feedback

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.

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Questions 3 to 5. End with at least one action, an owner and a date.

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 At least one

Route each action by level. You: into your next plan. Team: to the person responsible. Firm: to the person who owns the standard.

ACTION	LEVEL	OWNER	DATE	SENT TO	CHECKED AT
	You · Team · Firm				
	You · Team · Firm				
	You · Team · Firm				

Record and share this debrief's lessons so they inform the next project's approach. The Storyteller writes the action into the A3 before the archive request.