

TOOL DESCRIPTION

Debriefing Past Process Phases



A tool that is used to develop lessons learned in a compact way and that involves the affected parties.






The tool is used to gain insights for the future by specifically developing lessons learned from a project. By using this method, the most important experiences can be collected and structured to fit the process timeline. From this learnings for the future can be derived. These learnings can then be analyzed further and translated into concrete actions.

The debriefing happens by involving the affected parties, allowing many perspectives to be linked in a common process; therefore, deeper insights can be achieved than, for example, through individual interviews. This involvement also increases the chance that participants will support any changes that may be implemented based on what has been learned.

The focus is on rapidly and directly recording the most important findings rather than on performing a comprehensive evaluation.

Duration 2–4 h	Participants ideally 10–20 people, maximum of 30	Facilitation visualization of project phases incl. milestones on separate posters, post-it notes in different colors, pens
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Debriefing Past Process Phases | Process

Preparation 	Warming up 15–20 min 	Individual reflection 10 min 	Discussion 30–90 min 	Summary 15 min 
<ul style="list-style-type: none">• Define the topic: Which project or process should be the subject of the workshop?• Select the participants.• Inform the participants to prepare for the workshop beforehand.• Prepare a presentation of important phases and the milestones that took place during these phases.• Evaluate relevant data.	<ul style="list-style-type: none">• Introduce the topic, reminding everyone of the process.• Go through prepared process phases.• Does the structure fit? Is something missing in the phases or needs to be realigned?• Assign the phases chronologically.	<p>Ask the participants to write down (from their point of view):</p> <ul style="list-style-type: none">• mistakes/failures,• most important successes <p>of the process on red or green post-it notes for all process stages.</p>	<ul style="list-style-type: none">• Facilitate a dialogue for each stage and read and categorize the cards.• Together with the group, work out conclusions for each stage: What do we learn from it?• The facilitator writes down findings/insights on a third color of post-it notes.• Hold another round of dialogue with the group: How could we implement what we have learned in the future?	<ul style="list-style-type: none">• The facilitator provides a summary of the results and checks whether all important findings are recorded and if anything additional can be learned.• Discuss whether any findings should be subjected to a further in-depth analysis.• Create intervention ideas or an action plan for future activities.

Debriefing Past Process Phases | Template

