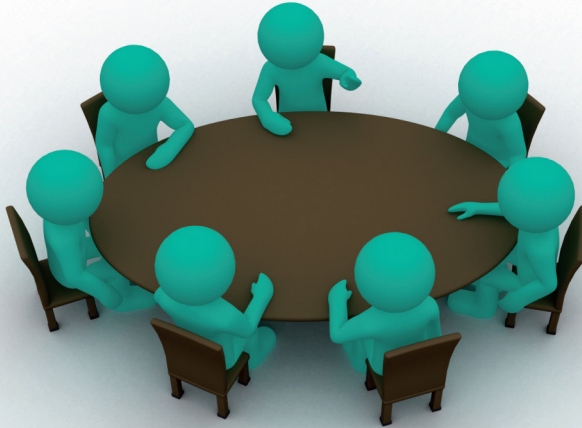


# Retrospect



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/>