

# Retrospect

---

4 hours



A structured facilitated meeting or workshop 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 a repository for the benefits of others

E-Mail: [HEE.knowledgeforhealthcare@nhs.net](mailto:HEE.knowledgeforhealthcare@nhs.net)

URL: <https://rebrand.ly/KMTELL>