Post Project Debrief

Evaluate Results

Always do a PIR (post-implementation review)

- Did the scope change
- Which objectives met
- Was it effectively run
- Quantify costs/time
- Team satisfaction
- Customer satisfaction

Discuss:

- Share your last project and any post evaluation.

Identify "Lessons"

Look at what went well and what didn't and learn

- Estimating effort
- Adequate information
- Early successes
- Early/ongoing concerns
- Skills to be developed
- Communicate results

Discuss:

- Which lessons need to be learned often?

Celebrate Success

Find "small" wins and celebrate as you go

- Give one another praise
- Make sure leaders know
- Share results widely
- Reward key players
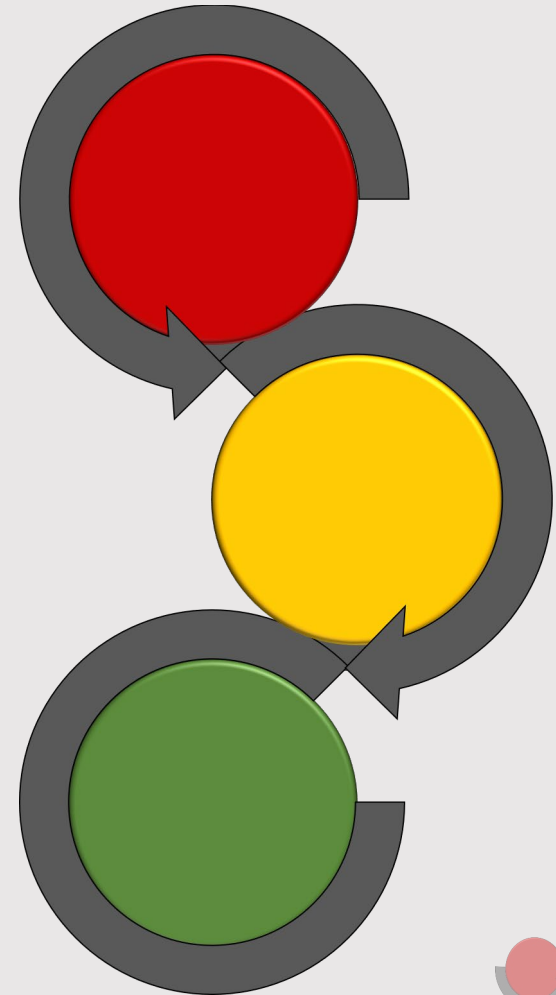- Gather together for fun
- Keep a "brag" board

Discuss:

- What do you/your team like to do to celebrate?

Closing: Post Project Debrief

Use the stoplight model (from College of Education)

- What should NOT be done again?
  (things that were problematic)

- What should we look closely at?
  (things that we are not sure about)

- What SHOULD be done again?
  (things that contribute in a good way)

Resources: *Post Project Debrief*

LinkedIn Learning

- Capturing Lessons Learned (~ 2 minutes)
  https://www.linkedin.com/learning/project-management-for-creative-projects-3/capturing-lessons-learned?resume=false&u=50844473
- Evaluating Your Intended Results (~ 2 minutes)
  https://www.linkedin.com/learning/corporate-instruction-foundations/evaluating-your-intended-results?u=50844473
- Identifying Performance Metrics (~ 3 minutes)
  https://www.linkedin.com/learning/corporate-instruction-foundations/identifying-performance-metrics?u=50844473
- The Importance of Project Leadership (~ 1 minute)
  https://www.linkedin.com/learning/project-leadership/the-importance-of-project-leadership?u=50844473

Online Sources

- 6 Ways of Measuring Project Success https://project-management.com/6-ways-of-measuring-project-success/ (copy and paste into browser)
- How to Prepare for the Post-Project Evaluation
  https://www.dummies.com/careers/project-management/how-to-prepare-for-the-post-project-evaluation/

More Resources: *Post Project Debrief*

More Online Sources

- 5 Reasons Why Evaluation Matters to Your Project
  https://www.nichq.org/insight/5-reasons-why-evaluation-matters-your-project
- Project Evaluation Planning: The General Guidelines
  https://mymanagementguide.com/project-evaluation-planning-the-general-guidelines/
- How Do I Critically Evaluate My Project?
  https://davidsummertonconsulting.co.uk/2019/10/10/how-do-i-critically-evaluate-my-project/

JMU Talent Development Resource Collection Books

- *The Juggler's Guide to Managing Multiple Projects* ©1999 by Michael Singer Dobson
- *Made to Stick: Implement strategies for your specific needs* ©2008 by Chip and Dan Heath
- *Managing Multiple Bosses: How to Juggle Priorities, Personalities and Projects - and Make It Look Easy* ©1998 by Pat Nickerson
- *The New One-Page Project Manager: Communicate and Manage Any Project with a Single Sheet of Paper* ©2013 by Clark A. Campbell and Mick Campbell
- *The One-Page Project Manager* ©2007 by Clark A. Campbell