# Postmortem exercise

A postmortem is an opportunity for a team to step back once a project is completed and learn from past mistakes and wins. You can't always anticipate all issues through a premortem — problems may change and new ones might emerge along the way. And while these moments might feel disheartening at first, they can teach us a lot.

There are multiple ways to approach this exercise. Customize the template below to suit your needs.

**Overview:** Schedule a 30-60 minute meeting with your project team. This activity consists of two parts:

1. Review all the phases of your project and discuss what happened as a team. Consider asking your team members to make their own list of what went well and what didn't before the team discussion.
2. Discuss what you learned from the project and what you can do next time to ensure the success of future projects.

**Roles needed:** Facilitator, notetaker

## Part 1. What happened?

*"Failure is only opportunity to begin again. Only this time, more wisely." - Henry Ford*

- Set the tone: remind your team the importance of approaching issues with a growth mindset and create a space where your team can feel motivated and comfortable sharing ideas. Check out the Manager Actions for Psychological Safety for some tips.

As a group, discuss…

**What went well?**

<br>

**What didn't go so well?**

<br>

**Where did we get lucky?**

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## Part 2. What can we do differently next time?

- Work together to document what you've learned from these issues and come up with next steps.
- *Note: Encourage your team to continue talking about what you can do differently as a team in the future beyond this initial team discussion.*

| Owner(s) | Action Item(s) | Deadline(s) |
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