

The background of the slide is a photograph of a business meeting. Several people are seated around a wooden table, looking at documents and a laptop. A laptop screen in the foreground displays various business charts and graphs. A coffee cup is also visible on the table. A large teal-colored geometric shape is overlaid on the left side of the image, containing the main title text.

NEW BUSINESS ENGLISH 6

Lesson 50 Project Debrief



LEARNING GOALS

- ◆ Project Debriefing
- ◆ Key Questions for Project Debrief



Warm-up

- ◆ Why is a project debrief necessary after completing a project?





Lena is running a debrief meeting at the end of the project. The group is talking about the experience and lessons they have learned.

Situational Dialogue

Listen to the audio.

Lena: I am honored to announce that we accomplished the project within the time frame. Let us take a quick review. Is there anything that worked well?

Barry: The quality of the deliverables is particularly satisfactory.

Lena: Were any processes overly complicated or prone to errors or delays?

Barry: So far, none. Following a **thorough** testing process, the perfect material was selected. Also, the production process was tracked in **real-time**, leading to higher quality.

Lena: Yes, and what areas do we need to improve?

Ashley: It would be beneficial to strengthen the **time allocation**. The schedule for the production phase was too tight to deal with unexpected emergencies.

Lena: Thanks, everyone. So how are we going to avoid this problem in the future?

Barry: We had better set aside some "Oops time" when making plans.

Role-play

Read the dialogue and answer the questions.

Lena: I am honored to announce that we accomplished the project within the time frame. Let us take a quick review. Is there anything that worked well?

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Lena: Yes, and what areas do we need to improve?

Ashley: It would be beneficial to strengthen the time allocation. The schedule for the production phase was too tight to deal with unexpected emergencies.

Lena: Thanks, everyone. So how are we going to avoid this problem in the future?

Barry: We had better set aside some "Oops time" when making plans.

∴ Project Debriefing

A project debrief is a meeting where teams review and analyze a completed project **to identify** what caused a project's **successes** and **failures**.

- It is an opportunity for successful projects to identify processes that worked well, make incremental improvements, and celebrate success.
- It is an opportunity to identify what went wrong, suggest process changes, and keep morale high after a setback for projects that don't go well.

Reasons For Conducting a Project Debrief:

- Conclude a Project
- Celebrate Success
- Improve Morale
- Learn From Mistakes
- Improve Processes

∴ Key Questions for a Project Debrief

A debriefing is more than just a casual discussion of what worked and what didn't. It delves into why things happened. It can go over these 3 key points:

- 1 → **Where did we hit/ miss our objectives?**
Compare these expectations to the project's actual results.
Examine your findings to ensure that everyone is on the same page.
- 2 → **What caused our results?**
Make an effort not to overlook both the good and the bad.
- 3 → **What should we start, stop, or continue doing?**
Discuss whether something should be done, stopped, or continued.

Note:

Commit to being open and honest about what went right and wrong, and to making any necessary changes and optimizing your team's approach.

∴ Key Questions for a Project Debrief (Examples)

1 →

Where did we hit/ miss our objectives?

- What was successful?
- What went wrong?
- What could have been prevented?

2 →

What caused our results?

- Were any processes overly complicated or prone to errors or delays?
- Was communication between the team and management open and clear?

3 →

What should we start, stop, or continue doing?

- What modifications would you make in the future?
- What should we do now that we know what the root causes are?

Note:

Project debriefs are useful because they allow you to reflect on the good, bad, and ugly aspects of a recently completed project.

Oral Practice

Scenario:

A project has just been finished, and as a project manager, you have been tasked to conduct a project debrief. Ask the key questions to your members.



∴ Hints for Conducting a Project Debrief

- *Project Objectives*
- *Accomplishments*
- *Failures*
- *Future Project Enhancements*
- *Things to Avoid*

What Makes a Good and Effective Debrief?

Active Self-Learning

Individuals must engage in reflection and sharing rather than simply receiving ideas from others.

Focus on Specifics

It should include specific reflection on specific situations instead of general reflection on strengths and weaknesses.

Developmental Intent

It should be focused on learning and improvement rather than evaluation.

Multiple Information Sources

This can be met in a team environment by involving multiple team members in the debrief.



1. *Have you ever taken part in a project debrief?*
2. *What topics did your team discuss?*

Overview

Keywords and expressions:

thorough/ real-time/ time allocation

Key Questions for Project Debrief

1. *Where did we hit/ miss our objectives?*
2. *What caused our results?*
3. *What should we start, stop, or continue doing?*

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