



To help a team collectively reflect on their process, procedures, and environment to learn something new about themselves and continuously improve.

DIY: TEAM REFLECTION AND STRATEGY TOOL



DT-FBCG-35

Project/Problem Area:

Date and Time:

PARTICIPANTS

1

Who was involved in the reflection session.

KEY DATA

2

Essential information needed for the review.

INSIGHTS

4

The most significant discoveries or findings.

ACTIONS

5

Specific steps that should be taken as a result of the session (e.g., "What measures can be taken?").

THE DESTINATION (GOAL)

The common objective or vision the team is pursuing



ACCELERATION FACTORS

Elements that were positive and provided momentum to the project



ACCELERATION

3

INHIBITORY FACTORS

Aspects that didn't go well and caused delays



RISK FACTORS

EXTERNAL CHALLENGES

Hazards or risks beyond the team's control



OBSTACLE