

Debriefing Form

Attendees: _____

Date: _____

1. What was the Goal
you were trying to
achieve?

2. What went well?

3. What went less well?

4. CASSI Check -
*Do any steps need
clarifying, Automating,
Simplifying or
Standardising? In order to
improve the process.*

5. What will you do
differently next
time?
*It would be even better if
we did this...
List 1% improvements or
specific actions to
complete. Assign
someone responsible and
a date to collect it by.*
