Minnesota Department of Health

# Team Debrief

[Team] | Date

## Debrief

Source: [Adapted from "Debriefing: A Simple Tool to Help Your Team Tackle Tough Problems," by Doug Sundheim](https://hbr.org/2015/07/debriefing-a-simple-tool-to-help-your-team-tackle-tough-problems)

Debriefing is a structured learning process designed to continuously evolve plans while they’re being executed. It originated in the military as a way to learn quickly in rapidly changing situations and to address mistakes or changes on the field. In business, debriefing has been widely documented as critical to accelerating projects, innovating novel approaches, and hitting difficult objectives. It also brings a team together, strengthens relationships, and fosters team learning. In my experience, teams who debrief regularly are more tight-knit than those who don’t. They communicate more effectively across the board. They are more aligned on values and purpose. In essence, they become higher performing teams.

MDH uses a Debrief as a way to evaluate the project as a whole and understand how to continuously improve for future processes.

## What were we trying to accomplish?

Start by restating the objectives you were trying to hit.

## Where did we hit (or miss) our objectives?

Review your results, and ensure the group is aligned.

## What caused our results?

This should go deeper than obvious, first-level answers.

## What should we start, stop, or continue doing?

Given the root causes uncovered, what should we do next, now that we know what we know?