

Failure Analysis Checklist

Questionnaire:

1. Why do you consider this a failure?
2. What did you expect to happen that did not? And what did you expect to happen that did?
3. What was the reason of this outcome?
 - a. Were you afraid?
 - b. Was the goal not clear?
 - c. Was it something you didn't want to pursue?
 - d. Was the learning curve making me anxious?
 - e. Something outside my control
4. What could you have done differently?
 - a. Planning: time spent/consideration of details/clear deadlines
 - b. Communication: circulation of information in team/clarity/frequency/documentation
 - c. Expectations: people skills/scope of goal/ways to monitor progress
5. Did something partial go right? How can I ensure it goes right next time as well?
6. If nothing changed, what was the bright side?
7. What have you learned about yourself, in the process?