![LIFE CYCLE INSTITUTE]

Post-Implementation Review Worksheet

At the conclusion of an RCA, double-check the team's actions.

1 What lessons did we learn? What should we stop doing, keep doing or start doing as part of our practices or RCA processes going forward?

2 Have the appropriate documents, records, pieces of evidence and reports been collected and stored in a manner that will allow for easy retrieval and review in the future?

3 Were the right teams, functions, persons, interests, skills and authority levels represented on the project team? Does everyone know our 'go forward' plan?

4 How can we communicate what occurred with the failure and remedy that would benefit other work groups?

5 What grade would we give ourselves for: 1. applying RCA effectively and efficiently, 2. solving the problem, 3. preventing its recurrence and 4. learning from the experience?