

SCORING GUIDE

SCORE

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Setup

Start on time, end on time, and clearly establish the agenda



Debrief begins and ends on time. Debrief Agenda is clearly articulated

Debrief does not begin and/or end on time.

Debrief Agenda is not clearly articulated

Debrief Agenda is not articulated and the start/end times are not adhered to

Little to no Debrief setup evident

Tone

Establish a tone of open communication



Establish a tone of open communication

Tone of open communication is not present throughout entire Debrief

Team is not receptive to critiques directed at them

Leader is not receptive to critiques directed at him or her.

Tone of open communication is not established.

Executing vs. Objective

State the Mission Objective up front, restrict conversations to items that pertain to that MO, and end Debrief with an analysis of Mission Objective completion



Mission Objective is clearly stated at beginning and analyzed for completion status at the end. Comments focus on the Objective.

Some comments are not focused on Mission Objective.

Mission Objective is not Stated upfront

Comments are not focused on Mission Objective, Mission Objective completion is not analyzed

Little to no reference to Mission Objective.

Analyze Execution

Analyze each step of the Plan. Identify missteps and successes. Clearly articulate root causes for each.



Execution is analyzed for successes and missteps. Root causes for each are clearly identified.

Execution is analyzed, but root causes are not always established.

Execution is analyzed at a superficial level with little to no root cause analysis

Execution is not fully analyzed, and missteps or successes are not identified

Little to no analysis of execution.

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Lessons learned

Create Lessons Learned associated with root causes that were identified



Specific Lessons Learned are created from the root causes identified from previous Debrief step. Lessons Learned are clearly actionable.

Lessons Learned are created from all root causes, but they are too general or are not clearly actionable

Lessons Learned created are vague and incomplete.

Lessons Learned created are vague and incomplete

Little to no reference to Lessons Learned to change future behavior.

Transfer Lessons Learned

Articulate a plan to disseminate Lessons Learned of significance to the entire organization



A clear plan to disseminate specific Lessons Learned (LL) to the entire team is articulated.

Plan to disseminate LLs is missing some key LLs that were identified in the Debrief.

Plan to disseminate LLs is not clear and is missing some key LLs.

Plan to disseminate Lessons Learned is complete but not actionable

Little to no reference to a plan to disseminate Lessons Learned to the rest of the organization.

High Note

Identify the Lessons Learned, but finish by reminding the team of the victories that occurred during Mission Execution



The Debrief ends on a review of the Execution successes.

The Debrief ends on a review of Mission successes, but some key successes are missed.

The Debrief does not end on a review of the Execution successes.