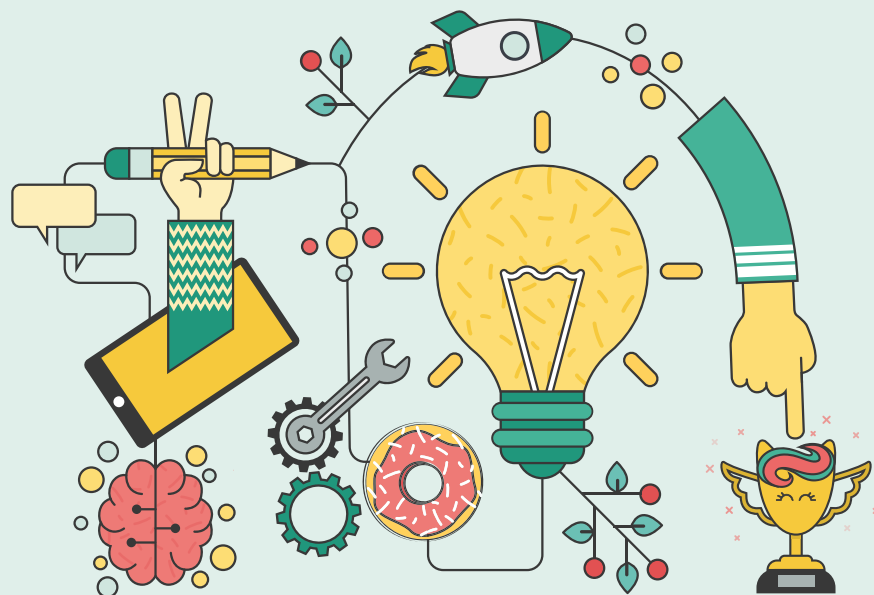


A TOOL INSPIRED BY

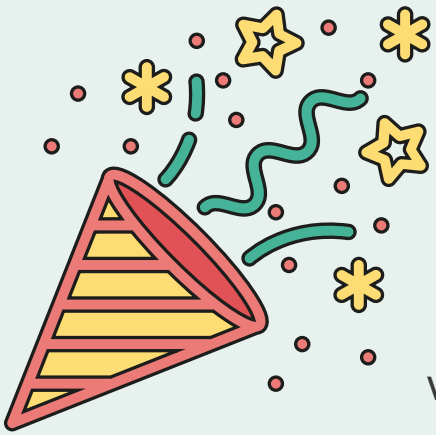
LA **GRANDE**  
**JOURNÉE**  
DES **PETITS**  
**ENTREPRENEURS**



# The Project **FACTORY**

STEP 6. WRAP UP THE FUNDRAISER

**Debriefing**



# Time to debrief!

Once your project is complete, hold a meeting with everyone who was involved. This is your chance to:

- Celebrate your successes
- Identify what went well
- Look at how things could have gone differently
- Analyze your team's workflow
- Identify areas for improvement
- Run the numbers with a fundraiser balance sheet
- Organize a closing meeting with everyone who worked on the project
- Document the project design and execution
- Note any improvements that could have helped avoid problems encountered throughout the project
- Acknowledge and thank those who worked on the project



## IDEAS ON HOW TO USE ANY SURPLUS



# Post-mortem questions

Answer these post-mortem questions on your own,  
in a group or with all project participants.

**Did you meet the financial goal to complete your project?**

**Was it realistic and achievable?**

**What were your strategies to achieve it?**

**What were some of your successes in the project?**

**What obstacles did you face in carrying out your project?**

**What solutions did you come up with to overcome these obstacles?**



# Post-mortem questions (cont.)

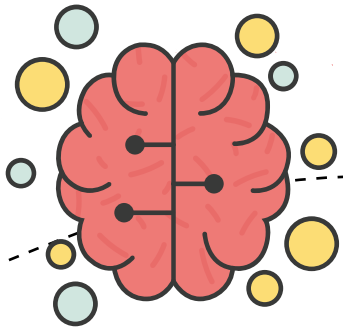
What would you do differently if you could redo the same project?

Did you try something you'd never done before? If so, what?

Was the workload shared fairly? If not, why?

What's next for your project?

Did your experience leave you wanting to tackle other projects? If so, what?



# Post-mortem questions (cont.)

What did you learn about yourself?

What did you learn about running a project that could help you in life?

What are you most proud of and what lessons did you take away from the time spent on this project?

*"You can achieve anything you want in life if you have the courage to dream it, the intelligence to make a realistic plan, and the will to see that plan through to the end." (Sidney A. Friedman)*

