Baton Passing Lesson Tracking Follow-Up

1. **Explain purpose of meeting** - to evaluate the baton passing techniques that were used in April to capture and transfer lessons for the web team as they move on to their new web project. Aim is for interview only to last 20 minutes. **Check they have the lesson plans in front of them!**

2. **Set the context** - The plan is for this technique to become part of a lessons learned toolkit that we are developing for project managers in the British Council.

3. Then ask them to comment on the **training & the technique**

   3.1 Content of the presentation (Very good, good, poor) Andrina only attended the morning session

      3.1.1 If VG/ G: what made it so/ memorable/ effective? The presentation felt interactive X felt involved especially involved in the outcomes.

   3.2 The Baton Passing process introduced in the workshop (Very good, good or poor).

      3.2.1 If VG/ G: what made it so/ memorable/ effective? Very good for the same reasons that are mentioned above.

   3.3 Facilitation demonstration - then ask whether the interviewee thinks (Very good, good or poor).

      3.3.1 If VG/ G: what made it so/ memorable/ effective? X wasn’t sure about the difference between the presentation and facilitation demonstration. Although she feels she has a good understanding of the process and what was involved.

   3.4 Opportunities & Applications –

      3.4.1 Have you applied this technique or variants on it already?

         3.4.1.1 Yes (where?)

         3.4.1.2 No (no why not?) They haven’t done any similar meetings since as a lot of the team have been on leave.

      3.4.2 Are you planning to use this training technique yourself in the future?

         3.4.2.1 Yes, and where? They are planning a next steps session in the future where they will use the technique.

         3.4.2.2 If not, any reasons why not?

4. Go into the **documented action plan** (Lesson Plan Tracker Document)

   4.1 Have they implemented the lesson described, or something similar?
4.1.1 Yes or No

Lesson / action plan update
there is no strategy at the moment the team is working on a vision that will be presented to the board shortly once the strategy / vision is in place they will be in a better position to address actions 1 – 6 on the list. X made a comment that once the strategy was in place she wasn’t sure what to do next.

4.2 Did Baton Passing identify useful lessons?
– Yes or No.

4.2.1 If No – Ask what made it difficult? Lack of strategy / vision.

4.2.1.1 Classify the different answers into specific reasons, for example

a) Situation has changed
b) my job has changed
c) haven’t had time
d) another reason.

4.3 How did this experience compare to other lesson learned exercises that you have done in the past in regard to effectiveness? Haven’t done any lessons learned activities before.

4.3.1 Ask interviewee to try and judge whether it is

/ much better

/ better

/ the same (as which technique: what is it called?)

/ or worse (than which technique: what is it called?)

5. In general terms anything else not already covered which you have learned through using this technique? None.

6. Interviewer’s Immediate Thoughts: X is going to keep us informed about the next planning day and thinks a round up of where everyone is up to with their actions will be useful.