Business case debriefing session questions guide

The key areas a business case debriefing process should cover are:

* what worked well (and why)
* what was not a success (and why)
* any opportunities to improve.

These questions are provided as a guide to help facilitate your debriefing discussion. You should alter or add to them as appropriate.

For more information on debriefing, see the web page in our Business Case Approach guidance.

[Debriefing after a business case](https://www.nzta.govt.nz/planning-and-investment/learning-and-resources/business-case-approach-guidance/supporting-guidance-for-the-business-case-approach/debriefing-after-your-business-case/)

# Overall business case

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| Did the business case deliver its intended output?  |
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| What elements were a success? And why? (This is not necessarily focused on the result/output, but on which components of the business case development were successful).  |
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| What elements were not a success or was more challenging to produce? And why?  |
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| Did the client provide adequate resources and support to enable the business case to be delivered as intended? If not, what contributed to this and/or what more was needed?  |
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| What could have made the process easier and/or better?  |
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# Scope

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| Was the scope of the business case well-defined from the outset and did it contribute to a successful process?  |
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| Were unexpected changes necessary and, if so, how were these managed?  |
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| Were opportunities to innovate included and, if so, were they taken and what was the result?  |
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| Were all items included in the scope valuable to achieving the desired outcome?  |
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# Opportunities

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| In retrospect, were there things you would’ve done differently?  |
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| Are there areas for improvement within the business case process?  |
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# Further comments?

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| Is there anything else you would like to add (on the business case or the debriefing process)?  |
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