Capturing learning from projects

Why use this tool
Far too few organizations take the time and effort to capture learning from various projects and pass it on to people who are working on similar things or who could learn valuable lessons from the experiences of others. This tool first asks why it would be important for your organization to capture and share learning and then asks how easy it is to actually do this. Once you have completed the exercise agree what actions to take to develop organizational learning capability.

How to use this tool
This is a two part tool. The first part is a ranking exercise which you can do in various ways: for example, as an online survey to individuals, or as a group discussion tool where the ranking is agreed by the whole group.

The second part asks you to rate your agreement with various statements. You can use this part either together with part one, or as a separate exercise in its own right. (Here the instructions are for a two-part exercise).

Part 1: Why capture learning from change management projects

Rank the six statements in order. One = this brings (or would bring) the most benefit to our organization. Six = this brings (or would bring the least benefit to our organisation)

1. Capturing project learning helps in fast and better decision making on future projects
2. Capturing project learning helps in enhanced productivity or service quality.
3. Capturing project learning results in sharing best practices.
4. Capturing project learning results in enhanced collaboration within the organization.
5. Capturing project learning helps in constant and continuous transformation of individual learning to organizational learning and vice versa.
6. Capturing project learning sustains and improves our corporate memory.

Collate and discuss your results. Agree which statement(s) would bring the most benefit if you strengthened or developed your project learning capability.

Part 2: Ease of capturing learning from change management projects

For each of the following statements indicate your level of agreement

7   Information is readily available on change projects delivered in this organization

Strongly agree   Agree   Disagree   Strongly disagree

8   There are well defined processes for creation and capture, and acquisition of project learning.

Strongly agree   Agree   Disagree   Strongly disagree

9   There are well defined forums for disseminating, sharing and acting upon.project learning

Strongly agree   Agree   Disagree   Strongly disagree

10   There is an organizational will to learn from each other which facilitates sharing of experiences and information.

Strongly agree   Agree   Disagree   Strongly disagree

11   The organization provides incentives to motivate users to learn from experiences

Strongly agree   Agree   Disagree   Strongly disagree

12   The organization continuously strives for learning, unlearning and re-learning about change management experiences

Strongly agree   Agree   Disagree   Strongly disagree

Once you have completed this part validate any identified weakness in your learning capture will and approach.

Decide what actions to take to strengthen your organizational learning processes to gain the benefits you identified in part 1.