

# SUMMATION

Each project that you complete offers valuable lessons. However members and leaders may feel defensive and nervous about the organization reviewing what they did or did not do. Here is an approach and questions to use that will help structure a summation process and keep it focused on lessons instead of blame.

## **Agree on the process**

- Discuss the importance of organizations summing up their work on a regular basis. The organization and each member will gain from each experience and grow stronger over time.
- Agree that the group and its members are experimenting and learning. Mistakes and miscommunications are likely to happen. Mistakes provide valuable lessons to the group and to the individuals that make them.
- Agree that the summation process will not involve blaming people. Actions should be described and discussed and criticized when appropriate, but no one should be subject to negative assumptions or judgments.

## **Review the goals of the project**

- List all of the goals the group had in initiating the project

## **Take Time to Reflect**

- Give members a few minutes to reflect and write down their ideas on how the project went as well as how they feel about their own participation.

## **Discuss: *How well did we achieve our goals?***

- What were the main reasons for achieving or not achieving each goal?
- What can we learn from this experience?
- What might we do differently next time?

## **Discuss: *How well did each of us complete what we agreed to do?***

- What were the main reasons for achieving or not achieving each goal?
- If tasks were not completed well, what was the impact to the group or the project?
- What can the group and/or individual member learn from this experience?
- What might the group and/or individual member do differently next time?
- Encourage members to give each other constructive feedback, including specific, observable examples.

## **Agree on the main lessons learned.**

- Document these lessons and file them where they are accessible to members.

This Activity Sheet was written by staff and student leaders of SOMeCA. The concepts and tips have been developed through application and reflection.