Premortem Planner

Team 5: Premortem

2/3/2021

Brief Overview

- Premortem is a 5-step process that is run at the start of a project to help members understand what could go wrong and possible solutions to help the project progress more smoothly.

Users and Environment

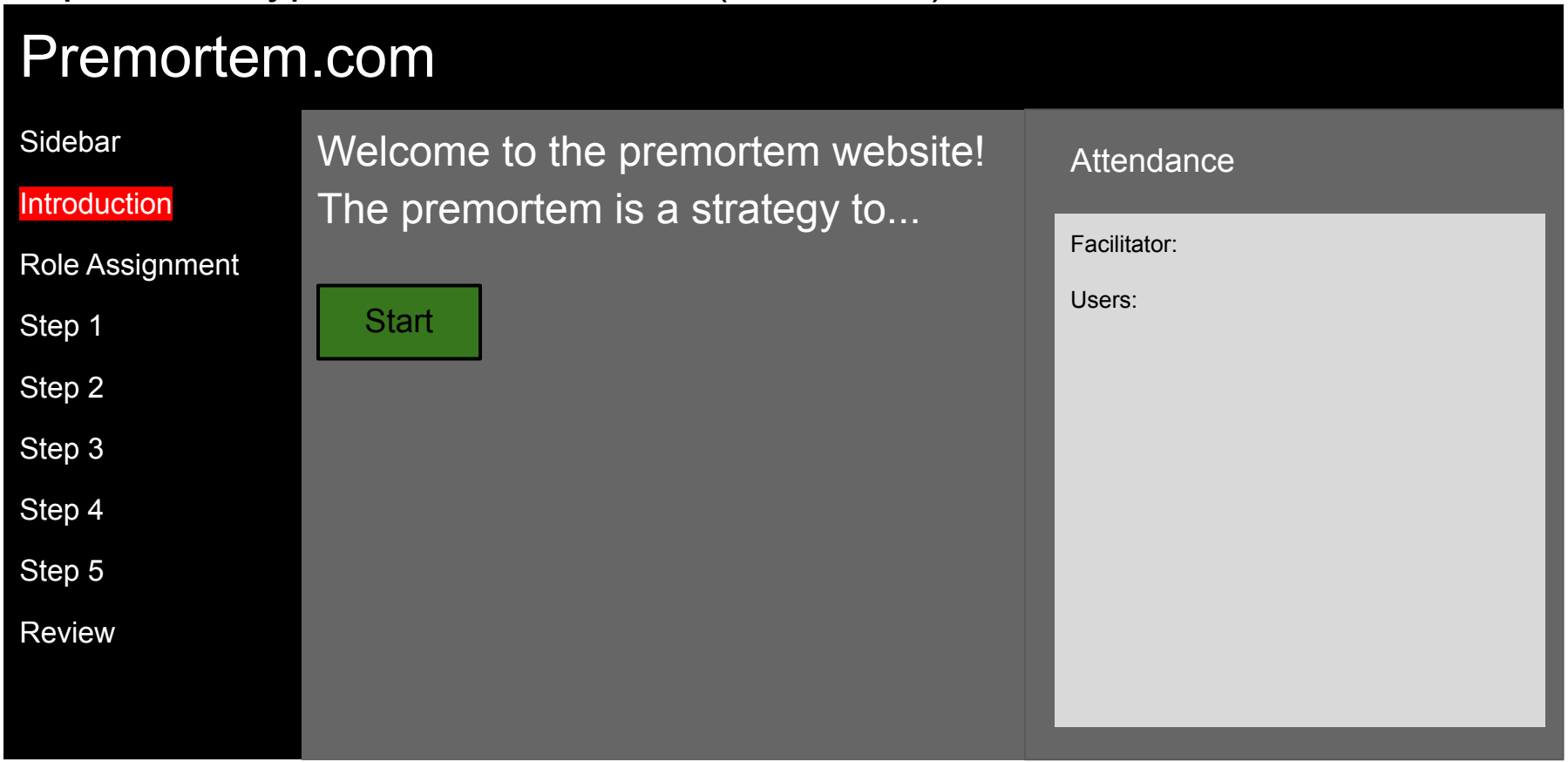
- Seth Travers
  - Facilitator
  - Team leader for a team in Enterprise, and is also a member of the team
- Emily Chan
  - User
  - Team member for the same group project in Enterprise
- Environment
  - Anywhere a team needs to meet and work through the process
    - Used for an Enterprise team in this case
    - Team leader is running the walkthrough

Use Scenarios

- Scenario 1:
  - The facilitator wants to start a new premortem using the app. They will be in communication either online or in person with the rest of their team, and will launch the app. The process will begin and they'll wait in the app for the rest of their team, then begin the 5-step process. The facilitator will direct the group. The group will make contributions during the timed steps, then the facilitator will ask people to share their responses. The team will perform this process twice - once for the problems and once for solutions. The facilitator will then review with the group outside the app and print results.

- Scenario 2:
  - The user is a member of the group and is going through the premortem process with the rest of their team. They will wait for the rest of their team to join and wait for the facilitator to begin the process. The user will then go through a similar process to scenario 2, but as a follower with less permissions.

Paper Prototype - Use Scenario 1 (Facilitator)



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Role Assignment

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Review

Please enter your name, and indicate if you are a facilitator

Name:

User | Facilitator

Delete User

Next Step ->

Attendance

Facilitator:
John Doe

Users:
Jimmy
Stanley
Joe
Mike
Seymour
Holden

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Review

Review your Plan

Discuss your plan…

Facilitator, please enter a plan title and plan number below.

Title:

Number:

Enter

Next Step ->

Attendance

Facilitator:
John Doe

Users:
Jimmy
Stanley
Joe
Mike
Seymour
Holden

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Step 2: Assume the plan failed

Instructions: Imagine it is 2 months or years in the future and this plan has completely failed – catastrophically.
Generate reasons why it failed.
Ask your team to generate possible reasons why it failed.
The team will have 2 minutes to submit answers.

Start

Attendance

Facilitator:
John Doe

Users:
Jimmy
Stanley
Joe
Mike
Seymour
Holden

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Step 2: Assume the plan failed

2:00

Instructions: Imagine it is 2 months or years in the future and this plan has completely failed – catastrophically. Ask your team to generate possible reasons why it failed.
The team will have 2 minutes to submit answers.

Attendance

Facilitator:
John Doe

Users:
Jimmy
Stanley
Joe
Mike
Seymour
Holden

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Step 3: Consolidate reasons

Instructions: Ask your team members to submit their top reasons for failure, one-by-one for each member. Once they've submitted an answer, ask other members if they came up with a similar response.

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Attendance

Facilitator:
John Doe

Users:
Jimmy
Stanley
Joe
Mike
Seymour
Holden

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Step 3: Consolidate reasons

Instructions: Ask your team members to submit their top reasons for failure, one-by-one for each member. Once they've submitted an answer, ask other members if they came up with a similar response.

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Team's Submitted Problems:

Not enough time allotted	5
I don't know how to read	4
Team lacked experience	3
Poor communication	2
The bureaucracy of capitalism	1

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Step 4: Generate a List of Solutions

Instructions: Based on the generated reasons of failure, ask your team to list possible solutions for any of the reasons of failure.
The team will have 2 minutes to submit answers.

Start

Team's Submitted Problems:

Not enough time allotted	5
I don't know how to read	4
Team lacked experience	3
Poor communication	2
The bureaucracy of capitalism	1

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Step 4: Generate a List of Solutions

2:00

Instructions: Based on the generated reasons of failure, ask your team to list possible solutions for any of the reasons of failure.
The team will have 2 minutes to submit answers.

Team's Submitted Problems:

Not enough time allotted	5
I don't know how to read	4
Team lacked experience	3
Poor communication	2
The bureaucracy of capitalism	1

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Step 5: Consolidate solutions

Instructions: Ask your team members to submit their top solutions, one-by-one for each member. Once they've submitted an answer, ask other members if they came up with a similar response.

Team's Submitted Solutions:

Have realistic timeline	5

Next Step ->

Team's Submitted Problems:

Not enough time allotted	5
I don't know how to read	4
Team lacked experience	3
Poor communication	2
The bureaucracy of capitalism	1

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Review

Review and Export Plan

Download

Premortem Name

Reasons

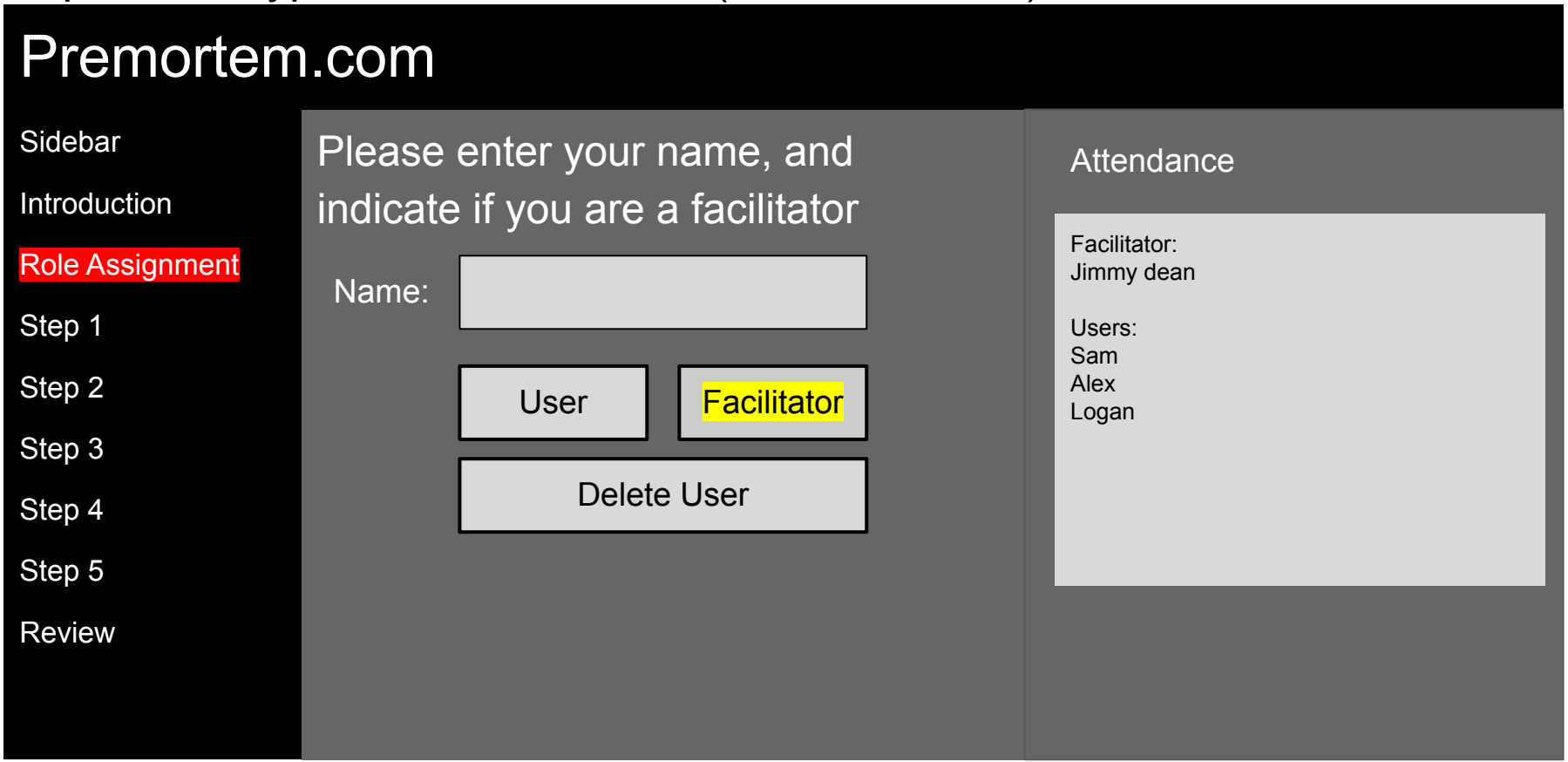
- 1
- 2
- 3

Solutions

- 1
- 2
- 3

New Premortem

Paper Prototype - Use Scenario 2 (User w/ Errors)



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Role Assignment

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Review

Please enter your name, and indicate if you are a facilitator

Name:

Attendance

Facilitator:
Jimmy dean

Users:
Sam
Alex
Logan

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Step 2: Assume the plan failed

Instructions: Imagine it is 2 months or years in the future and this plan has completely failed – catastrophically. Generate reasons why it failed.
Reminder: List as many reasons as possible.
You will have 2 minutes.

Next Step ->

Attendance

Facilitator:
Jimmy dean

Users:
Sam
Alex
Logan
Tim

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Step 2: Assume the plan failed

2:00

Instructions: Imagine it is 2 months or years in the future and this plan has completely failed – catastrophically. Generate reasons why it failed.
Reminder: List as many reasons as possible.
You will have 2 minutes.

Submit

Your Submitted Problems:

- Not enough time allotted
- I don't know how to read
- Team lacked experience
- Poor communication
- The bureaucracy of capitalism

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Step 3: Consolidate reasons

Instructions: When asked, submit your top entry. Click vote on a submitted answer if you had a similar answer.

Next Step ->

Your Submitted Problems:

Not enough time allotted	Submit
I don't know how to read	Submit
Team lacked experience	Submit
Poor communication	Submit
The bureaucracy of capitalism	Submit

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Step 3: Consolidate reasons

Instructions: When asked, submit your top entry. Click vote on a submitted answer if you had a similar answer.

Team's Submitted Problems:

Team lacked experience	5	Vote

Next Step ->

Your Submitted Problems:

Not enough time allotted	Submit
I don't know how to read	Submit
Team lacked experience	Submit
Poor communication	Submit
The bureaucracy of capitalism	Submit

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Step 4: Generate a List of Solutions

Instructions: Based on the generated reasons of failure, list possible solutions for any of the reasons of failure. List as many solutions as possible.
You will have 2 minutes.

Team's Submitted Problems:

- Not enough time allotted
- I don't know how to read
- Team lacked experience
- Poor communication
- The bureaucracy of capitalism

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Role Assignment

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Step 4: Generate a List of Solutions

2:00

Instructions:
reasons of fai
for any of the
Reminder: Lis
possible.
You will have

Please submit a response.

ok

Submit

Team's Submitted Problems:

Not enough time allotted

don't know how to read

eam lacked experience

oor communication

he bureaucracy of capitalism

Your Submitted Solutions:

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Step 4: Generate a List of Solutions

2:00

Instructions: Based on the generated reasons of failure, list possible solutions for any of the reasons of failure.
Reminder: List as many solutions as possible.
You will have 2 minutes.

Submit

Team's Submitted Problems:

- Not enough time allotted
- I don't know how to read
- Team lacked experience
- Poor communication
- The bureaucracy of capitalism

Your Submitted Solutions:

- Have a realistic timeline

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Step 5: Consolidate solutions

Instructions: When asked, submit your top solution. Click vote on a submitted answer if you had a similar answer.

Team's Submitted Solutions:

Have realistic timeline	5	Vote

Finish

Your Submitted Solutions:

Have a realistic timeline	Submit
Learn to read beforehand	Submit
Gauge people experience before	Submit
Establish communication device	Submit
Get good	Submit

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Review and Export Plan

Download

Premortem Name

Reasons

- 1
- 2
- 3

Solutions

- 1
- 2
- 3

New Premortem

Instructions/Help

- There will be an information page that describes to the user the 5-step premortem process.
  - Review your plan
  - Generate possible reasons of failure
  - Consolidate reasons
  - Generate possible solutions for the failures
  - Consolidate solutions

Usability Goals and Concerns

- Goals
  - A user should be able to join or host a premortem meeting with no prior experience with the app or the process
  - An easy and paper free way to complete a premortem
- Concerns
  - Facilitator selecting “next step” before ready
  - Users running the app after the session has started
  - Multiple people try to be the facilitator