SWOT Analysis

Strengths and Weaknesses: the internal environment - the situation inside the organization. Factors tend to be in the present tense.

STRENGTHS - What worked well?	WEAKNESSES - What could be done differently?
OPPORTUNITIES - Where did we miss an opportunity?	THREATS - What limits the success of our project?

Opportunities and Threats: the external environment - the situation outside the company or organization. Factors tend to be in the future tense.