

TEAM RETROSPECTIVE

What's the purpose of your retro?

Are you reflecting on a specific event, project phase or whole project?

Write the first element you will reflect on...

Describe what this involved...

What elements will you reflect on?

Shortlist the key things you did.

This will change depending on your focus, but may include things like Planning, Comms, and Reporting.

Run your retrospective

As individuals, add pink, blue and green post-its under the corresponding heading. After 5 minutes, take turns speaking about your thoughts to find common themes. Write actions you will take forward to iterate how you have been working on a different colour of post-it.

Rose

What was good?

Thorn

What could have been better?

Bud

What opportunities do we see?