

## Project Retros

### What's a Retro?

A Retro (Retrospective) is a meeting you hold *after* a project (or series of projects) ends to reflect on what you achieved and how you can improve the way you work together.

### Why are Retros important?

Retros help your team learn faster. Recurring Retros are also an easy way to foster a feedback culture (which promotes continuous improvement and learning).

### How does a Retro look?

- Schedule a Retro after each project wraps *or* on a recurring basis to review how you've been working together overall (most teams find that a quarterly cadence works well).
- Set aside 60-90 minutes to reflect on the past and devise ideas for the future.
- Use a consistent Retro template so everyone knows what to expect (see below for ideas).
- Capture notes in a running Google Doc (or similar tool) so that you can track action items.
- Keep blame out. If one person made a mistake, share feedback in private, then use the Retro to focus on process and communication improvements your entire team can make.

## Project Retro Template

**1. Purpose:** The purpose of this meeting is to assess how we've been working together so we can keep improving. We won't focus on any one person but on our *process* to apply what we've learned.

### 2. What went well?

3 minutes: participants write one observation per *yellow* Post-It (or type into a doc for virtual meetings)

2 minutes: facilitator groups the responses by theme

10 minutes: open the floor to discussion and questions

### 3. What needs improvement?

3 minutes: participants write one observation per *blue* Post-It (or type into a doc for virtual meetings)

2 minutes: facilitator groups the responses by theme

10 minutes: open the floor to discussion and questions

### 4. Extract the learning! What can we learn from what happened? What are our next steps?

15 minutes: extract the learning and discuss ideas for optimizing how you work together

15 minutes: commit to next steps (including recording dates and owners)

**Bonus:** If you haven't already, schedule a [Kick Off Meeting](#) for your next project.



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