Retrospective: Project Name *Date*

**Owner:**

**Collaborators:**

**Status:**

**Self Link:**

# Project Summary

*[Write up a short summary of the project, could be large or small or just point to a project planning doc. Objectives, Sponsors/Stakeholders, etc.]*

|  |  |
| --- | --- |
| **Project Status:** | [Active, Closed, Stalled] |
| **Project Goals and Objectives:** | [Link to any docs that spell these out] |
| **Duration of project:** | [Start to finish] |
| **Team:** | [Full and Part time contributors (indicate %), Stakeholders, sponsors] |
| **Link to Project Doc(s)** | [point to the main project doc of home page for the project for reference] |
| **Methodology:** | [waterfall, adhoc agile, scrum, SAFe, etc.] |
| **Project Resources:** | [Links to Charter, Plan, PRD, Test Plans, websites, bug hotlists, okrs] |

# Lessons Learned

## Things that went well:



## Things that need improvement:



## Where we got lucky:



# Action Items

What actions should we take as a result of our lessons learned?

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Type**  [tool, process, team] | **Owner** | **Links** |
|  |  |  |  |

# 

# Future Considerations

What would we recommend future projects of a similar nature mitigate or design contingency plans for?

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Type**  [technical, process, team, schedule] | **Contact** | **Link(s)** |
|  |  |  |  |

# Optional Supporting Materials and Notes

## Retrospective Meeting Notes

**Date:**

**Owner:**

**Attendees:**

**Agenda:**

**Notes:**