

Iteration Retrospective Facilitator Checklist

Preparation Checklist

- ☐ Decide on which retrospective techniques to use and setup the room accordingly
- ☐ Prepare quantitative performance metrics
- ☐ Send out invitations and agenda, specifying any pre-work required
- ☐ Prepare needed inputs
 - ☐ Issues surfaced during the Iteration Review
 - ☐ Improvement items from previous retrospectives
 - ☐ Iteration Goals and relevant performance metrics

Expected Outputs of the Iteration Retrospective

- ☐ One to two improvement Stories to deliver in the next Iteration
- ☐ Feedback on the retrospective technique used

Actions to take from the Iteration Retrospective

- ☐ Add improvement Stories into the Iteration backlog with a clear owner
- ☐ Review the progress of the improvement Stories throughout the Iteration
- ☐ Take program concerns to the RTE

Tips and Techniques

- Hold retrospectives at the end of each Iteration with the goal of making small, continuous improvements
- The Scrum Master should spend time preparing the retrospective, as it is a primary vehicle for improvement
- Avoid focusing on problems that are outside of the team's control
- Ensure everyone in the team contributes
- Focus on what to preserve as well as what to improve
- Make sure the event ends with actionable improvement Stories added to the backlog
- Avoid inviting people from outside the team (especially management) to the retrospective
- Encourage continuous improvement between retrospectives
- To show progress, make sure improvement stories from the previous iterations are discussed either at the Iteration review or the beginning of the quantitative review