Retrospective: Project Name Date

Owner: Collaborators:					
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:					
Project Goals and Objectives:					
Duration of project:					
Team:					
Link to Project Doc(s)					
Methodology:					
Project Resources:					
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)

Retrospective Meeting Notes

Date:

Owner:

Attendees:

Agenda:

Notes: