**Retrospective Template**

This template has been created to help you **analyse**, **evaluate** and **reflect** on your project using a series of questions. It is a guideline and you do ***NOT*** have to use it.

As you write your retrospective, we strongly recommend you familiarise yourself with the marking criteria on your Bb module in the ***How we mark your work*** section. Further guidance is also provided in the ***Writing Your Retrospective*** document.

Make sure you check your work carefully for **spelling and grammar** before submitting and use **Harvard Referencing** for all sources you use.

Remember that **using images to support your text** is encouraged and is likely to improve the quality of your retrospective and help your reader better understand your work processes and outcomes.

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| Module name: |
| Assignment/Brief: |
| Word Count: |
| Student ID number: |
| Student name: |
| **Introduction** (approx. 15% of your word count)  Use this section to provide a contextualisation of the project you undertook. Clearly outline the project’s scope, objectives and its importance to developing an understanding of industry practice. (Where necessary provide explanations and definitions of specialised industry terms and acronyms.) |
| **Analysis and Engagement** (approx. 25% of your word count)  Use this section to consider how you performed on the task, the role(s) you undertook and how you worked individually (or as part of a team). You may wish to comment on:   * How did you approach the task(s)? * What was the workflow like? * How did you respond to feedback? * Did you adapt your way of working during the project(s)? |
| **Evaluation** (approx. 25% of your word count)  **First, evaluate the effectiveness of the technical decisions you took (individually and/or as a team) & the processes involved in making the product**  Use this section to outline the strategies you employed in reaching agreement on key issues.   * What informed these approaches and how did you deal with disagreement? * Report the processes you used and how effective they were.   **Secondly, evaluate the product’s development and creation against current industry practice**  Use this section to outline the contemporary theories or methodologies that guided the research, preparation and progress through the key stages of the project.   * Evaluate the final work that you produced:   + What are its merits and shortcomings?   + How does it compare to work produced by industry? |
| **Reflection** (approx. 25% of your word count)  **Reflect on your performance (looking back)**  Use this section to reflect on the differences between your expectations at the beginning of the project and the results you achieved.   * What would you do differently next time if you approached a similar project? * What were the major contributing factors to the effectiveness of your work? * Were there any ethical/legal issues that could emerge if this was a fully commercial piece of work?   **Reflect on Learning and Development (looking forward)**  Use this section to report on the major learnings from the project and the skills you developed along the way.   * What did you intend to learn in the process of this project and were you successful in achieving this knowledge? (if not, what prevented this and how would you overcome this in the next project) * What areas would you hope to explore in the next project that you did not have the opportunity to do here? |
| **Conclusion** (approx.10% of your word count)  Use this section to provide an overview of your report (don’t introduce new ideas here).   * Summarise the main ideas and opinions you have developed above and what you have learnt. * Highlight how what you have learnt will influence your future practice. |

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| **References** (not included in word-count)  Include the references you have cited in your retrospective. List too, examples of artists work or sources of inspiration (e.g., the genre or style you chose). Also, you must acknowledge and reference any use of AI technologies in completing your retrospective - [Escape Studios Policy](https://lib-guides.escapestudios.ac.uk/ld.php?content_id=35556223)  Please use Harvard Referencing for all media - [Guidance for Harvard Referencing.](https://lib-guides.escapestudios.ac.uk/friendly.php?s=writing/harvardreferencing) |