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)** |
| --- | --- | --- | --- |
|  |  |  |  |

# Optional Supporting Materials and Notes

## Retrospective Meeting Notes

**Date:**

**Owner:**

**Attendees:**

**Agenda:**

**Notes:**