Sprint Retrospective Facilitator Guide

# Introduction

This guide will give an insight on how to run a successful Sprint Retrospective

## When should the meeting take place?

A Sprint Retrospective should take place at the end of a sprint, **after a sprint review** and before the next sprint planning meeting.

## What does it involve?

A sprint retrospective is used to reflect on a sprint after its conclusion, so that improvements and changes can be made. All members of the team should ideally be present at the sprint retrospective.

## Why have a Sprint Retrospective?

It is a chance to discuss successes and failures and come up with solutions and changes of processes so that the same mistakes are not made again.

# Sprint Retrospective Meeting Outline & Rules

## Introduction (~5 mins)

* The ScrumMaster will welcome everyone to the meeting and set the ground rules (see below)
* The ScrumMaster will discuss the outcome of the sprint

## Inspect (~10 mins)

* The Development Team should either talk or write down their thoughts on a sticky note about what they thought went well throughout the sprint.
* The successes during the sprint should be concerned about the processes used, how people worked with one another, and the tools used.

## Identify (~15 mins)

* The Development Team should go on to talk or write about improvements they feel could be made for the next sprint.

## Output (~10 mins)

* The Development team should think and discuss how improvements can be made, and how they are going to try to make those improvements happen.

## Meeting Conclusion (10~ mins)

* The ScrumMaster will thank the participants for attending the meeting
* Any follow up items will be announced by the ScrumMaster

## Etiquette

* Keep the atmosphere positive, this is not a blame game
* Individual actions of team members should not be criticised, it is systems and workflows that are being scrutinised.
* Stay focused, don’t backtrack
* Don’t speak over other team members
* Be on time to meetings

## Other Tips for success

* A retrospective is not used to blame people for mistakes – mistakes should be discussed within the team, and how they can be fixed. Fingers should not be pointed. As a team you are a cohesive unit and are meant to better each other, not belittle each other.
* Mistakes should be learned from, and the same mistake should not happen repeatedly
* Ideas at the retrospective should be turned into actions
* Switching up the meeting formula can help to keep people engaged

# Meeting Outline

This is an example of a timeboxed Sprint Retrospective. This is ideally how it should be run to give the best chance of success. Timeboxing is key for a successfully meeting.

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| Start Time | Duration | Activity | Scrum Role |
| 10:00 | 5 mins | 1. Introduction | ScrumMaster |
| 10:05 | 10 mins | 1. Inspect | Development Team |
| 10:15 | 15 mins | 1. Identify | Development Team |
| 10:30 | 10 mins | 1. Output | Development Team |
| 10:40 | 10 mins | 1. Meeting Conclusion | ScrumMaster |

# Conclusion

Ultimately by following the guidelines present in this document, and paying close attention to the tips provided, a successful Sprint Retrospective can be carried out. Remember to pay close attention to ensure that this meeting is about analysing processes and workflows, and not the individual mistakes of workers.