# SOP: Project Retrospective Meeting

**Configuration Management**

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| **Document Name** | 21-SOP: Project Retrospective Meeting | | |  |
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**Purpose**

To provide a framework on how to perform a retrospective meeting in a project. The purpose of retrospective meeting is to address the process capability, scalability and efficiency issues. Retrospective in a project must be done whenever PM or senior management feels that collective as a team or organization we can solve some issues which are causing significant problem but these problems cannot be solved by any individual.

**Audience**

1. PMO head
2. HODs
3. PMs

**Guidelines**

1. Conduct at the end of phase (like Design, Purchase, Delivery Phase) or at the end of project.
2. Should be performed for each project
3. PM is responsible and PMO is accountable for this process
4. Organizational level learning should lead to change in organization level process change. Project level learning should lead to change in project plan.
5. Conduct is safe environment where people are willing to participate without feeling fear.
6. Conduct in constructive environment where people are looking for practical, implementable action items to improve the process
7. Do not let it be fault finding or court room or fixing behavior of an individual or department.
8. Departments should not be protective about their people or processes but open to listen and participate
9. It should be time driven & agenda driven meeting
10. One of the format of retrospective is as below
    1. Moderator should speak about the scope of meeting discussion (projects, duration etc)
    2. Check whether meeting will be fruitful or not. You can use secret ballot voting for this.
    3. Ask all the good things team has done in the project/duration (depending upon scope of meeting). Discuss each depending upon the need.
    4. Ask all the good things which could have been done better in the project/duration. Discuss each depending upon the need.
    5. Ask all the things which should not have been done. Discuss each depending upon the need.
    6. Identify top 3-5 action items and prepare an action plan for implementation.
    7. Thanks to all and declare close of the meeting

**Inputs**

1. Project or Phase is completed.
2. Retrospective Meeting Format

**Steps**

NIL

**Exit Criteria**

1. Meeting has been conduction and action plan is agreed by the partcipants.

**Validation**

1. Retrospective Meeting MoM.