**Instructions:** This worksheet will document your retrospective on the Infinity Wireless application development program.

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| Infinity Wireless Retrospective |
| **Part I: What went well?**  List all activities that went well during the program definition phase. |
| **Comprehensive program business case:**   * Clear and compelling executive summary. * Detailed financial projections and potential ROI. * Identification of key risks with potential impacts and response strategies. * Consider social, environmental, and legal factors, ensuring compliance with relevant regulations.   **Well-defined program charter:**   * Documentation of the program's need and purpose. * Alignment with the organization's strategic goals. * High-level schedule with milestones shared. * Initial stakeholder engagement plan, identifying key stakeholders and establishing effective communication channels.   **Effective risk management:**   * Thorough risk identification and analysis, ensuring potential challenges were recognized early. |
| **Part II: What didn’t go well?**  List all issues or problems encountered during the program definition phase. |
| **Incomplete implementation plan:**   * Lack of detailed milestones and deliverables in the estimated timeline. * Resource limitations and constraints were identified but not adequately addressed.   **Inadequate strategic alignment:**   * Insufficient articulation of the linkage between strategic goals and program components. * Undefined executive ownership for benefits realization, causing uncertainty about responsibility and accountability.   **Deficient program management plan:**   * Incomplete program roadmap, leaving dependencies across components unidentified. * Lack of clear measurement criteria and tracking mechanisms in the benefits realization plan. * Unfinished approval process for subsidiary plans, causing delays in the program lifecycle delivery phase. |
| **Part III: What changes are required?**  What actions must be taken to gain approval of the program management plan? |
| **Finalize the implementation plan:**   * Develop a detailed timeline with specific milestones and deliverables. * Address resource limitations by identifying additional resources or reallocating existing ones effectively.   **Enhance strategic alignment:**   * Clearly articulate the linkage between strategic goals and program components. * Define executive ownership and accountability for benefits realization.   **Complete the program management plan:**   * Finalize the program roadmap, identifying dependencies across components. * Develop a comprehensive benefits realization plan with clear measurement criteria and tracking mechanisms. * Before proceeding to the delivery phase, ensure all subsidiary plans are approved and integrated into the overall program management plan. |