

eCL Iteration Retrospective\Lessons Learned Q3/OY4

Revision History

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| **Date** | **Version** | **Description** | **Author** |
| 3/29/2017 | 0.1 | Initial Draft | Mike Ingram |
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# Goal

# Perform an end of iteration retrospective\lessons learned

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| Review with the team the approach taken to development and collaboration, the effectiveness of the development environment, the suitability of the working environment, and other factors. Discuss what things went well, what could have gone better, and how things could be changed to deliver better results. Capture in the current Iteration Plan the assessment results, stakeholder feedback, and actions to be taken to improve the development approach for the next iteration. Record lessons learned in this iteration with a collection of lessons learned for the entire project. |

# Objectives

|  |  |  |
| --- | --- | --- |
| **Iteration** | **Primary objectives** (risks and use case scenarios) | **Scheduled start or milestone** |
| Q3 | Objectives:   * Work Items as needed * Security and system patching * Issue Log research and resolution | 12/1/16 – 2/28/17 |

# Evaluation criteria

# Each iteration covers 3 months and 1.6 FTE. The amount of allocated hours is 2920. On average we expect that 8 small (< 20 hrs), 5 med (20 – 80 hrs), 1 large ( > 120 hrs) work items will be done per quarter. This projection is based on conversations with the program and historical data. This evaluation criteria is used to meet the iteration objective.

# Assessment and Lessons Learned

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| --- | --- |
| Assessment target | *Entire Iteration* |
| Assessment date | *March 29, 2017* |
| Participants | **Palacherla, Susmitha C**; **Hinman, Dave**; **Stearns, Douglas**; **Tiongson, John**; **Hackman, Mark**; **Ingram, Michael**; **Huang, Lili** |
| Project status | *Green* |

Lessons Learned:

Improvements:

* Mike provide updates on all eCL Work Item’s status and hours remaining by COB Tuesday so Mark can add information to the weekly eCL program meeting agenda.
* Program team should continue to improve on getting full requirements and setting priorities for new work items.

Concerns and deviations:



Other Comments:

* Team continues to do a great job on their work quality, being flexible and meeting project deadlines.