

DataKind [Partner Logo]

[Project/Engagement Title]: Retrospective

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Introduction

In the spirit of continuous improvement, retrospectives are a great way to learn about what went well during your project, the best practices that it followed, as well as gaps and opportunities to change and improve. This template provides the foundation to conduct a retrospective with your team along with a suggested agenda for a 45-minute retro meeting. The project manager should complete the "recap" section in advance, and send out the document ahead of time so folks can read it and come prepared to discuss. Adjust accordingly for your project or event's needs!

Focus of project/event retro: Succinctly summarize the goal of this retro to focus the conversation.

→ For example: *"The focus of today's retro will be to reflect on areas of the event/project that can be improved upon for future initiatives, which we will adequately document and share with the right stakeholders".*

Check-in (suggested 5-10 minutes)

Begin the discussion with a "round robin" check-in, letting all team members type or speak their answers. For example:

- What was the highlight of this project or event for you (i.e., DataCorps, DataDive, Discovery Day, etc.)?

Recap (suggested 5-7 minutes for each question)

Discuss these questions to give context to the project/event, preparing for the brain dump of suggestions.

- What were the **goals** of the project and/or event? [Option to link supplementary links, like *Project Brief*, [here](#)]
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- What were the **metrics of success**? [Option to link supplementary links, like *success metrics*, [here](#)]
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- What **feedback** has been provided? [*Option to link supplementary links, like survey responses from volunteers and partners here*]
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Brain dump (suggested 15 minutes)

Retros give you and your team the opportunity to think about what went well, what didn't go well, and what opportunities exist to change or do something differently to improve. It's recommended that you give a few minutes for silent reading and thinking, allowing the opportunity to make direct contributions in the document. This can be followed by an optional opportunity to share ideas out loud. In other words, allow team members to contribute as they are most comfortable!

Project/Event Stage or Topic Area <i>Option to address pluses, minuses, and deltas across different project/event stages (e.g., pre-event, etc.)</i>	Loved <i>What went well?</i>	Lacked <i>What didn't go well?</i>	Learned <i>What lessons did you learn that you want to capture for others to also learn from?</i>	Longed for <i>How could we improve? What are your dreams and aspirations for this type of work going forward?</i>
Topic area 1 (optional): For example, your project may have been broken up into different areas, such as: • Pre-event, kick-off, report-back sessions • The six project stages: Discover, Design, etc.				

• Work sprints • Workstreams, such as communication, technology, projects, volunteer management, etc.				
Topic area 2 (optional):				

Closing (suggested 5 minutes)

[End the discussion with a closing round robin so that everyone can share their main points/takeaways from the retro]

- What was your biggest takeaway from this event/project? What do you think is the most important lesson from this event/project?

Next Steps and Course of Action (suggested 5 minutes)

Before ending, take several minutes to determine a plan of action to put these learnings into action. For example:

- After compiling all this information, who needs to be notified?
- Where should these learnings be documented? What will be added to the Playbook?
- What follow-up discussions should take place and with whom (e.g., DataKind operations, Product Team Chapter Leaders, etc.)?
- How should these takeaways be updated in Asana and/or project task boards?
- Who will be in charge of making sure all next steps are implemented?