Project Retrospective Process

1. Project Overview

- Project Name:
- Project Manager:
- Team Members:
- Project Duration:
- Project Objectives:

2. Pre-Retrospective Preparation

- Preparation Tasks:
- Documentation Review:
- Survey or Feedback Collection:

3. Meeting Logistics

- Date and Time:
- Location/Platform:
- Facilitator:
- Agenda:
 - 1. Opening and Welcome



- 2. Review Project Overview
- 3. Discuss Key Achievements
- 4. Identify Challenges and Issues
- 5. Analyze Process and Workflow
- 6. Brainstorm Solutions and Improvements
- 7. Develop Action Plan
- 8. Closing and Next Steps

4. Discussion Topics

A. Key Achievements

- Successful Deliverables:
- Milestones Met:
- Positive Feedback:

B. Challenges and Issues

- Major Obstacles:
- Unmet Objectives:
- Technical Difficulties:
- Team Dynamics:

C. Process and Workflow Analysis

- Project Planning:
- Communication:
- Resource Management:



• Risk Management:

D. Lessons Learned

- What Worked Well:
- What Didn't Work Well:
- Unexpected Learnings:

5. Action Plan and Next Steps

- Improvement Actions:
- Responsible Parties:
- Timeline:
- Follow-up Meetings:

6. Feedback and Closing

- Retrospective Feedback:
- Final Thoughts:
- Documentation and Sharing:

7. Appendices

• Survey Results:



- Detailed Meeting Minutes:
- Supporting Documents:

