

Project Retrospective Process

Use this template to plan and conduct a project retrospective as an individual or a team.

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:

