

Project Retros

What's a Retro?

A Retro (Retrospective) is a meeting you hold *after* a project or project phase ends to reflect on what you achieved and how you can improve the way you work together.

Why are Retros important?

Retros help your team learn faster. Recurring Retros are also an easy way to foster a feedback culture (which promotes continuous improvement, learning, and trust).

How does a Retro look?

- Schedule a Retro after each project wraps *or* on a recurring basis to review how you've been working together overall (most teams find that a quarterly cadence works well).
- Set aside 60-90 minutes to reflect on the past and devise ideas for the future.
- Use a consistent Retro template so everyone knows what to expect (see below for ideas).
- Capture notes in a running Google Doc (or similar tool) so that you can track action items.
- Keep blame out. If one person made a mistake, share feedback in private, then use the Retro to focus on process and communication improvements your entire team can make.

Project Retro Template

1. Purpose: The purpose of this meeting is to assess how we've been working together so we can keep improving. We won't focus on any one person but on our *process* to apply what we've learned.

2. What went well?

3 minutes: participants write one observation per yellow Post-It (or type into a doc for virtual meetings)

2 minutes: facilitator groups the responses by theme

10 minutes: open the floor to discussion and questions

3. What needs improvement?

3 minutes: participants write one observation per blue Post-It (or type into a doc for virtual meetings)

2 minutes: facilitator groups the responses by theme

10 minutes: open the floor to discussion and questions

4. Extract the learning! What can we learn from what happened? What are our next steps?

15 minutes: extract the learning and discuss ideas for optimizing how you work together

15 minutes: commit to a *small number* of next steps (including recording dates and owners)

Bonus: If you haven't already, schedule a [Kick Off Meeting](#) for your next project.



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