Problem, Ideas & First Steps

Collaborative retro empowering teams to solve their own problems.

Purpose:
- **Shared understanding of what a problem is.**
- Allows the team to identify and discuss problems together.
- Empowers the team to solve their own problems.
- Breaks problems down and creates first steps on the path to continuous improvement.

Can be used face to face or remotely.

Problem, Ideas & First Steps

The Plan

Set the Stage
- What does the word problem mean to you?
- Each person to explain what it means to them (gain a shared understanding of a problem).
- Introduce Problem, Ideas and First Steps.
- **Total time - 10 mins.**

Gather Data
- Explain the board and steps.
- Team to add sticky notes to the problem area.
- Team to add sticky notes to the ideas area.
- Group sticky notes if you have duplicates.
- **Total time - 15 mins.**

Insights
- Discuss the sticky notes in the problem and ideas area. Can any help solve the problems above?
- As a team identify first steps to take to solve problems (breaking down the ideas into smaller steps) and add sticky notes to the first steps area.
- **Total time - 45 mins**

Decide Actions
- Dot vote on first steps sticky notes.
- Agree the actions for the top voted first steps.
- Add actions to the actions agreed to take forward.
- **Total time 15 mins.**

Close
- Rate the retro.
- Line chart left to right.
- Place a a dot on the line for your vote.
- **Total time - 5 mins.**

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Team Name:

Last Retro Actions:

Date:

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A practical approach to agile working.

Set the Stage — What does the word problem mean to you?

Gather Data — Add sticky notes to the problem area for all the problems you can identify.

Add sticky notes to the ideas area for your ideas to solve any problems.

Problems
What are our problems?

Ideas
What ideas do you have to improve/solve these problems?

Insights — Discuss as a team the first steps you can take towards solving any problems and add them as a sticky note to the first steps area.

First Steps
How do we start to solve the problems

Decide Actions — Create actions. Dot vote on the First Steps sticky notes to create your actions.

Close — Rate the retro.

Actions:

Not for me ———————————— Loved it

Place a dot on the scale