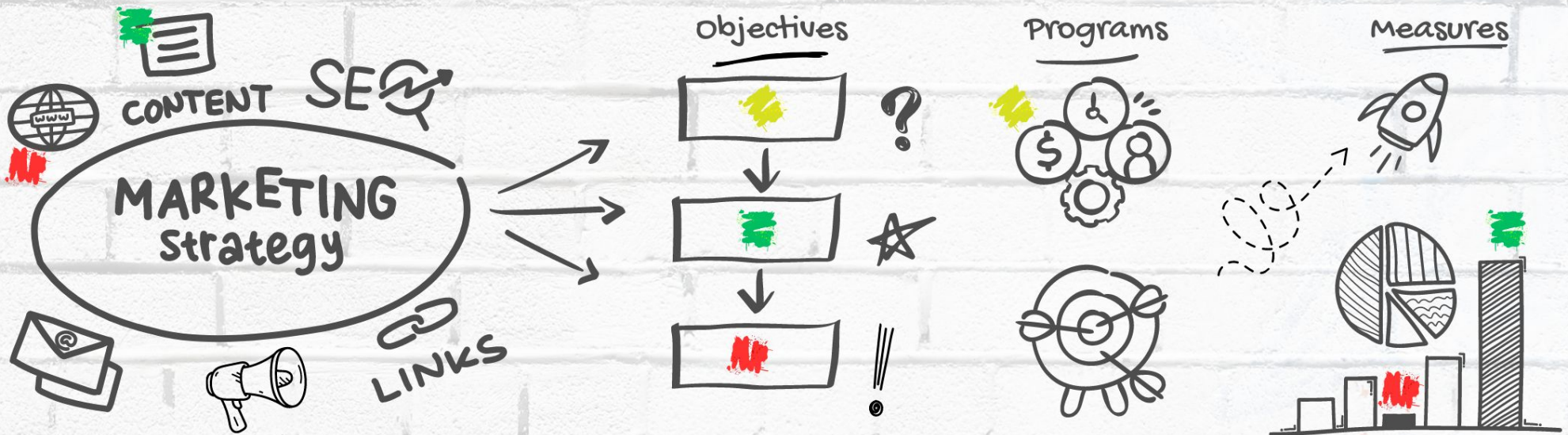


Project Retrospectives

What was effective, and what wasn't?

Top performing teams practice the art of reflection.



What is a Project Retrospective?

A project retrospective is a systematic review and evaluation of a completed project. It involves the entire project team coming together to reflect on three major components: what worked well, what could have been improved, and what are recommended actions.

A project retrospective can be a powerful tool for team growth and development if done correctly. Adopt a well-defined retrospective format that suits your team's preferences and project needs. **The following example agendas are designed to help you jump start the process.**



SAMPLE AGENDA

Start-Stop-Continue

Total Duration: Approximately 60 minutes

Note: The time allocations provided are approximate and can be adjusted based on the complexity of the project and the number of participants in the retrospective meeting.

SAMPLE AGENDA

Start–Stop–Continue

Welcome & Introduction (5 minutes)

Welcome and recap the purpose of the retrospective.

Review of the Project (10 minutes)

Summarize the project's objectives with a brief overview of the strategies and tactics employed.

Start–Stop–Continue Exercise (25 minutes)

Divide participants into groups or conduct a brainstorming session:

Identify actions or strategies to **Start**: New ideas and initiatives to explore.

Discuss actions or strategies to **Stop**: Activities or approaches that didn't yield desired outcomes.

Determine actions or strategies to **Continue**: Successful practices worth maintaining.

Group Discussion and Prioritization (15 minutes)

Share the findings from each group. Facilitate a discussion to prioritize the most impactful Start, Stop, and Continue actions.

Action Planning (10 minutes)

Assign responsibilities for implementing the identified actions. Set a timeline for action items and follow-up.

Conclusion (5 minutes)

Summarize key takeaways from the retrospective.

Thank team members for their contributions and commitment.



SAMPLE AGENDA

4Ls

(Liked, Learned, Lacked, Longed for)

Total Duration: Approximately 80 minutes

Note: The time allocations provided are approximate and can be adjusted based on the complexity of the project and the number of participants in the retrospective meeting.

SAMPLE AGENDA

4Ls (Liked, Learned, Lacked, Longed for)

Welcome & Introduction (5 minutes)

Welcome and set the stage for the retrospective meeting. Clarify the purpose and process of the 4Ls exercise.

Reflection on the Project (10 minutes)

Remind the team of the project's scope and objectives. Encourage participants to think about their experiences during the project.

4Ls Exercise (30 minutes)

Ask participants to individually jot down what they **Liked** about the project.

Share **Learnings** or insights gained from the project.

Identify areas that **Lacked** the necessary resources, support, or attention.

Explore what participants **Longed** for, their aspirations, or unfulfilled needs.

Group Discussion and Insights (20 minutes)

Facilitate an open discussion for participants to share their 4Ls reflections. Analyze common patterns and trends across the responses.

Action Planning (10 minutes)

Discuss actionable steps to build upon the positives, Liked and Learned.

Brainstorm solutions to address the areas of Lack and Longing.

Wrap-up (5 minutes)

Summarize the main findings and conclusions. Thank team members for their input and engagement



SAMPLE AGENDA

Glad-Sad-Mad

Total Duration: Approximately 85 minutes

Note: The time allocations provided are approximate and can be adjusted based on the complexity of the project and the number of participants in the retrospective meeting.

SAMPLE AGENDA

Glad–Sad–Mad

Welcome & Introduction (5 minutes)

Welcome participants and provide an overview of the retrospective's purpose. Explain the significance of expressing emotions in a constructive manner.

Project Overview (10 minutes)

Recap the key aspects and milestones of the project. Highlight its impact on team members and the organization.

Glad–Sad–Mad Activity (30 minutes)

Divide participants into smaller groups. Ask each group to share their Glad, Sad, and Mad reflections about the project. Encourage participants to express emotions openly and respectfully.

Group Discussion and Action Items (20 minutes)

Bring all participants back together and discuss the insights from each group. Identify common themes and key takeaways from the emotional reflections. Extract actionable items to address the concerns raised and reinforce the positives.

Action Planning and Follow–Up (15 minutes)

Assign responsible team members for implementing the action items. Set a timeline for the action plan and schedule follow–up meetings.

Conclusion (5 minutes)

Summarize the main findings and the importance of emotional expression. Thank team members for their contributions to the retrospective.



Helpful Information

Helpful Information

TIPS

- Set aside 10–15 minutes each day to capture improvement opportunities for future projects.
- Approach retrospectives with a positive attitude, including constructive criticism.
- Promote a blame-free approach, use data and facts, and be receptive to feedback.
- Recognize team successes and foster a culture of accountability and ownership.
- Document and share in the spirit of learning and continuous improvement for future projects.

LEARN MORE



About Beth Peck

With 30+ years of marketing experience, Beth serves as a fractional Chief Marketing Officer for B2B tech firms. She is highly respected for her expertise in strategic planning, product marketing, demand generation, communications, branding, and operational excellence. She drives impactful results with her vision, talent, and tenacity.

