<Project> Retrospective Summary Report

<date>

<Team Members and roles>

## Summary

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| --- | --- |
|  |  |
| Coordinator | <name> |
|  |  |
|  |  |
| Sponsor | <name> |
|  |  |
|  |  |
| Participants | <names and roles> |
|  |  |
|  |  |
| Facilitator | <name> |
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|  |  |
| Metrics | <the total labor hours spent on planning and performing the retrospective>  Planning:  Meeting (meeting duration multiplied by the number of participants):  Documentation Production: |
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## Things That Went Well

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| --- | --- | --- |
|  | |  |
| Business Issues | 1. <For each applicable area, enter one or more things that went well. Each entry should be followed by a paragraph or two describing why the team felt this was the case, as well as citing any appropriate metrics that would support the claim.> | |
|  |  | |
|  |  | |
| Requirements |  | |
|  |  | |
|  |  | |
| Process |  | |
|  |  | |
|  |  | |
| Project Management |  | |
|  |  | |
|  |  | |
| Technology |  | |
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| <other category> |  | |
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| <other category> |  | |
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## Things That Could Have Gone Better

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| Business Issues | 1. <For each applicable area, enter one or more things that could have gone better. Each entry should be followed by a paragraph or two describing why the team felt this was the case, as well as citing any appropriate metrics that would support the claim.> | |
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| Requirements |  | |
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|  |  | |
| Process |  | |
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|  | |  |
| Project Management |  | |
|  |  | |
|  | |  |
| Technology |  | |
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| <other category> |  | |
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| <other category> |  | |
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## Things That Surprised Us

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| Business Issues | 1. <For each applicable area, enter one or more things that surprised the team. Each entry should be followed by a paragraph or two describing why the team felt this was the case, as well as citing any appropriate metrics that would support the claim.> | |
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| Requirements |  | |
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|  |  | |
| Process |  | |
|  |  | |
|  |  | |
| Project Management |  | |
|  |  | |
|  |  | |
| Technology |  | |
|  |  | |
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| <other category> |  | |
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|  |  | |
| <other category> |  | |
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## Lessons Learned

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| Business Issues | 1. <For each applicable area, enter one or more things that was learned from the experience. Each entry should be followed by a paragraph describing why the team felt this was the case.> | |
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| Requirements |  | |
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| Process |  | |
|  |  | |
|  | |  |
| Project Management |  | |
|  |  | |
|  |  | |
| Technology |  | |
|  |  | |
|  |  | |
| <other category> |  | |
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|  |  | |
| <other category> |  | |
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## Final Thoughts

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| Things to Keep | 1. <Conclude with ideas from each team member.> | |
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| Things to Change |  | |
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