<Project> Retrospective Summary Report

<date>

<Team Members and roles>

## Summary

|  |  |
| --- | --- |
|  |  |
| Coordinator | <name> |
|  |  |
|  |  |
| Sponsor | <name> |
|  |  |
|  |  |
| Participants | <names and roles> |
|  |  |
|  |  |
| Facilitator | <name> |
|  |  |
|  |  |
| 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

|  |  |
| --- | --- |
|  |  |
| 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 |  |
|  |  |
|  |  |
| <other category> |  |
|  |  |
|  |  |
| <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 |  |
|  |  |
|  |  |
| Process |  |
|  |  |
|  |  |
| Project Management |  |
|  |  |
|  |  |
| Technology |  |
|  |  |
|  |  |
| <other category> |  |
|  |  |
|  |  |
| <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 |  |
|  |  |
|  |  |
| Process |  |
|  |  |
|  |  |
| Project Management |  |
|  |  |
|  |  |
| Technology |  |
|  |  |
|  |  |
| <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 |  |
|  |  |
|  |  |
| Process |  |
|  |  |
|  |  |
| Project Management |  |
|  |  |
|  |  |
| Technology |  |
|  |  |
|  |  |
| <other category> |  |
|  |  |
|  |  |
| <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 |  |
|  |  |