Sprint Retrospective Process Guidance Documentation

### Introduction:

A true retrospective occurs at the end of the sprint

The Sprint Retrospective is a critical aspect of Agile methodologies, allowing teams to reflect on the previous sprint, identify areas for improvement, and enhance their processes. This documentation provides a step-by-step guide for conducting an effective Sprint Retrospective.

Scrummaster establishes “safe zone” - Sprint Retrospective is an opportunity for open and honest communication. Safe place - to give praise, criticism, discuss process, and to make change

Encourage a safe environment where team members can share their thoughts without fear of blame. By embracing a culture of continuous improvement, your team can refine its processes and achieve greater success with each sprint.

The team reflects on what happened in the iteration and identifies actions for improvement going forward.

### Preparation:

Select a Facilitator: (Usually the ScrumMaster) Designate a facilitator responsible for guiding the retrospective process and ensuring active participation.

During we reflect on what we **Liked, Lacked, Learned and what was Longed For.**

We listen to our peers & team members discuss important issues that impressed, educated or perhaps weighed heavily - What went well and what can be improved next sprint/iteration

Behaviors and process changes are strongly reinforced using the peers/team-only approach

### During the Retrospective:

#### Set the Stage (10%):

Facilitator welcomes the team and reviews the retrospective's purpose.

Briefly remind the team of the sprint's goals and outcomes.

#### Gather Data (30%):

Use data from the sprint, such as burndown charts, user feedback, and velocity, to initiate the discussion.

Encourage team members to share their observations and perceptions about the sprint.

#### Generate Insights (30%):

Facilitate an open discussion to identify what went well and what could be improved.

Use brainstorming techniques to generate insights without judgment.

#### Decide What to Do (20%):

Collaboratively prioritize the identified improvement areas using techniques like dot voting or consensus decision-making.

Encourage the team to suggest actionable items for each chosen area.

GT & PHX - Desired outcome is to determine top #3

1. ≈(3) items TEAM will try to do differently
2. ≈(3) items COMPANY will try to do differently

#### Close the Retrospective (10%):

Summarize the key findings and action items.

Thank the team for their participation and insights.

#### Action Plan:

Document the agreed-upon action items, assigning owners and setting deadlines.

Create user stories or tasks in the backlog to implement the improvements.

Follow Up!!!

Regularly review the progress of the action items during daily stand-ups or sprint planning meetings.

Discuss the outcomes of implemented changes during the next retrospective.

**Continuous Improvement:** Use the retrospective outcomes to influence process changes and enhance future sprints.