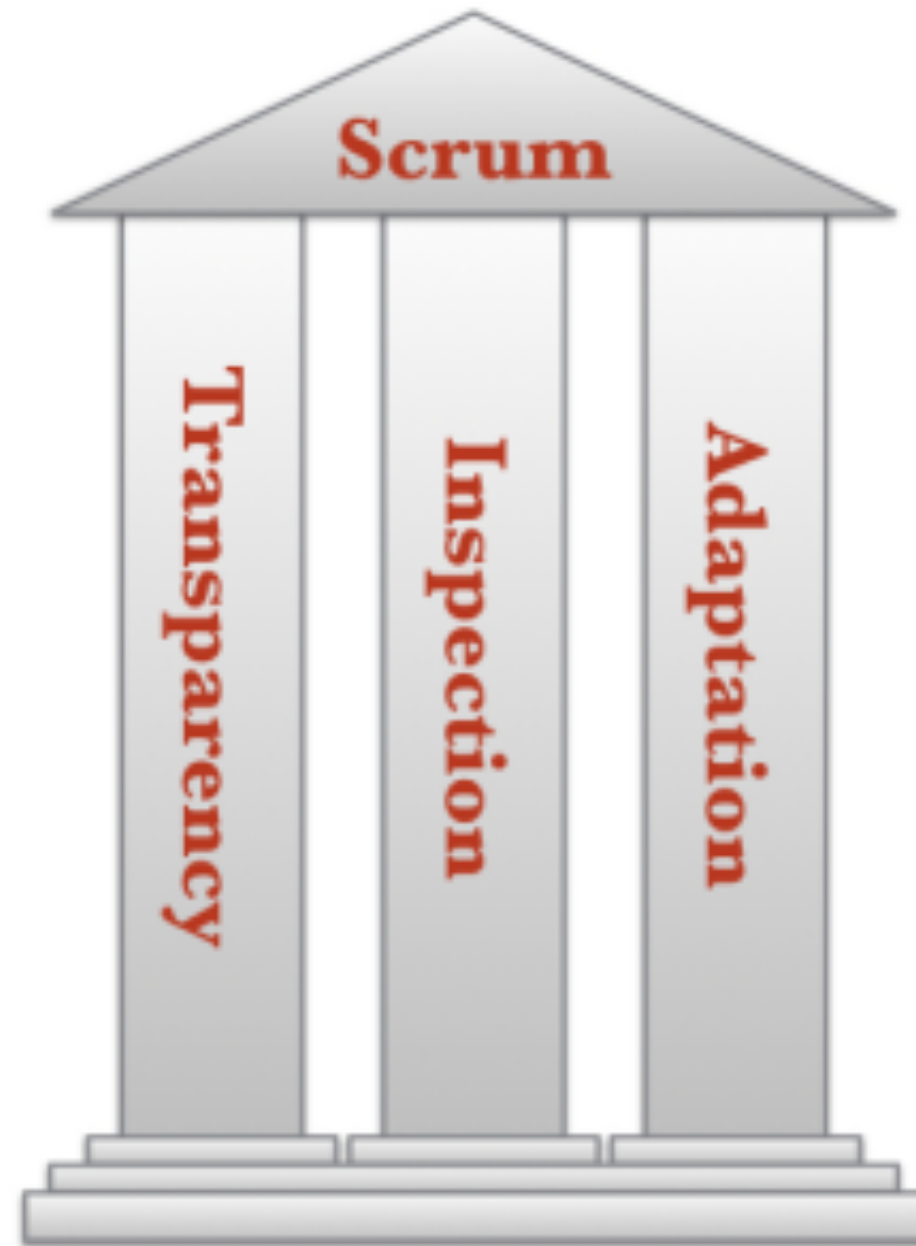


Sprint retrospective

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Pillars of Empiricism



Sprint retrospective

- Purpose:
 - To **inspect** the “how” of what happened during the sprint.
 - To decide to **adapt** some aspects.
- Who participates:
 - The team: team members, scrum master, product owner
 - Note! In this course: You decide if PO should be part of the retrospective since they are also teachers. And we started out assuming that would NOT be the case.
- Who plans:
 - Scrum master
- Who leads:
 - Scrum master or someone else in the team.
- How long (time box):
 - Not more than one hour.
- Where and the environment:
 - Preferably not in your usual work space - and fika is good.

Simple framework for retrospective

1. Set the stage
2. Gather data
3. Generate insights
4. Decide what to do
5. Close the retrospective

But first: safety

- Read this first (Kerth's prime directive):
- **Regardless of what we discover, we understand that everyone did the best job they could, given what they knew at the time, their skills and abilities, the resources available, and the situation at hand.**
- At the end we all know much more than at the beginning. This is a strength not a weakness. And especially in a course that is what we want. Withhold judgement and do not embarrass anyone.

Safety check: 1-5

1. I'll smile claim everything is great and agree with managers
2. I'm not going to say much. I'll let others bring up issues.
3. I will talk about some things but other are hard to say
4. I will talk about almost anything - others are hard to bring up.
5. No problem. I will talk about anything

Safety check: ESVP

- Explorer
- Shopper
- Vacationer
- Prisoner

1. Set the stage

- What is the purpose of the meeting?
- What is the envisioned outcome?

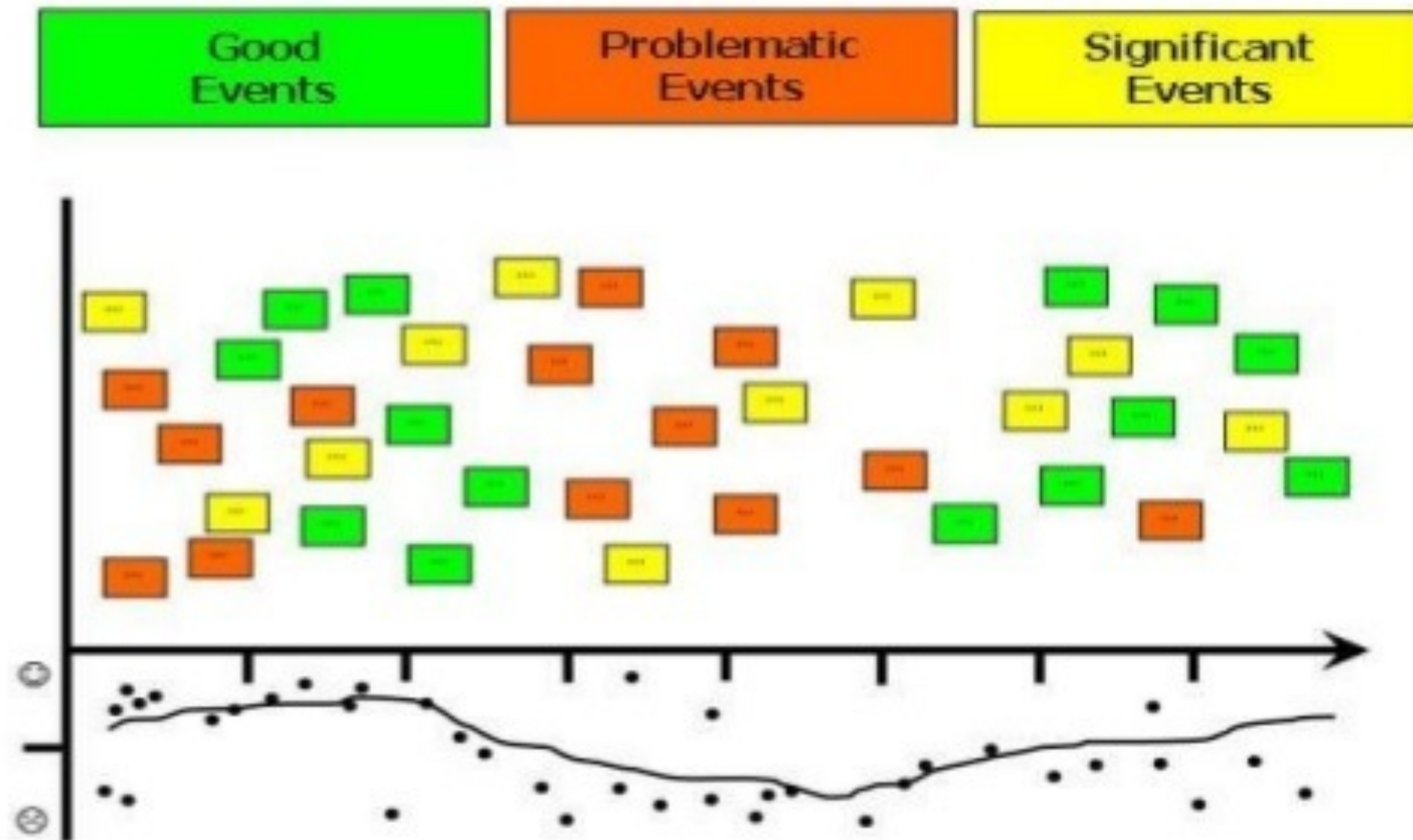
2. Gather data

- Use:
 - Team logbook
 - Trello board
 - Individual logbooks
 - Memories
 - Anything else!
- Maybe make a timeline of the sprint

3. Generate insight

- Interpret data, root cause analysis; Identify solution and improvements
 - Individual first maybe
 - Let everyone say something
 - Consistent picture?
 - Don't forget to mention the good things!!!
 - For example: If you were stuck - what helped you get unstuck?

Retrospective timeline



<http://www.thekua.com/rant/2006/03/a-retrospective-timeline/>

Starfish model



4. Decide what to do

- Prioritize: Which actions to address
 - How should that be done? Voting?
- What do we **want** to work on? vs
- What do we **need** to work on?
- Not too many things!
 - Better select only a few and really focus on them.

5. Close out

- Summarize and review plan of actions

Afterwards

- **Where** do you keep your list of actions so it is not forgotten?
- **Who** will be responsible for reminding the team about the actions?
- **When** do you review your changes so far?

Tool - Dialogue sheet

Retrospective Dialogue Sheet (Sprint V5 A1 - General)

1. Start here
This is a dialogue sheet. It is designed to promote good conversation. Team members should seat themselves equally around the sheet so each question can be read by at least one person easily. Take one question at a time, skip questions if you like. The person closest to the question should read out the question and take notes of the discussion. Each person should get a chance to read and note at least one question.

2. Set up
Does everyone have a pen or the sheet?
Agree how long you will spend working on this sheet and write it in this box:
If time is short then, in the box next to each question, write the number of minutes you will spend on the question.

3. Set up
Does everyone agree to follow Kerth's Prime Directive (left) while working on this sheet?
The aim of this sheet is to find better way of working, not to apportion blame. Focus on the cause of problems and not the individuals involved.

4. Create a timeline
Create a timeline for the sprint you are considering in the space above.
Mark the start and end of the sprint (iteration) then mark significant and memorable events.

5. Successes
What do you consider to be the greatest successes of this sprint?
Highlight successes on the timeline or write it on the sheet.

6. Difficulties
What difficulties did you encounter during this sprint?
Record the difficulties on the timeline or elsewhere sheet.

7. Keep
Collectively make a list of all the things you did which you want to keep doing.
Make a long list, include all ideas then quickly count (and record) how many of you agree with each idea.

8. Stop
Is there anything you should stop doing?

9. Do different
Make a list of things you could do differently next sprint to work better.
Write the list on this sheet, include as many ideas as possible - at least 4!

10. Action plan
From the lists in #8 & #9 choose 3 things you will do, or not do, to make the next piece of work better?

11. Who?
Note the names of everyone who took part in this exercise here

Before you begin
The aim of this sheet is to help you find better ways of working.
The sheet will take about 15-20 minutes to complete and make notes on. It is designed to be used in a group of 4-6 people. It is not a template and you can adapt it to suit your needs.

Use this space however you like notes, ideas, comments and suggestions - you can write anywhere you like on this sheet!

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Resources

- <https://www.slideshare.net/jchyip/a-guide-forpreparingandfacilitatingretrospectives>
- http://retrospectivewiki.org/index.php?title=Agile_Retrospective_Resource_Wiki
- <https://www.scrum.org/resources/blog/11-ideas-spice-your-retrospective>