

AgileWork Retrospective Cheat Sheet

Basics of AgileWork

Agile Axioms:

- We are Creators
- Reality is Perceived
- Change is Natural

Agile Disciplines:

- Empower the Team
- Amplify Learning
- Eliminate Waste

Agile Practices:

- Self-Organizing Team
- Deliver Iteratively
- Adaptive Planning
- Communicate Powerfully
- Test Everything
- Measure Value
- Clear the Path

Agile Roles:

- Queue Master
- Process Facilitator
- The Team

Agile Artifacts:

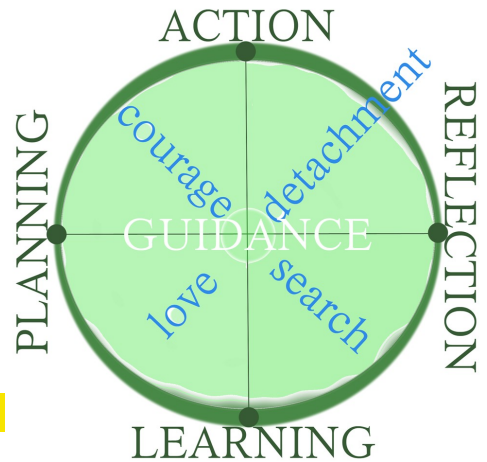
- Work Item List
- Tasks
- Record of Obstacles
- Delivered Final Results

TRUTHFULNESS

Purpose: to formally **reflect** and **learn**

How can we do our work better?

- Technology
- Work space
- Corporate culture
- Teamwork
- Work planning and execution
- Skill sets
- Interpersonal dynamics
- External groups
- Personal circumstances
- The process itself

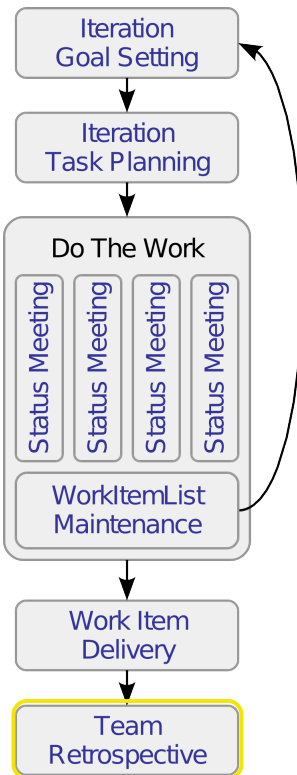


Is the Team coming clean?

The Retrospective Prime Directive

Regardless of what we discover, we understand and truly believe 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. (retrospectives.com)

-- remind the Team of the Retrospective Prime Directive at the start of every retrospective --



Retrospective Method One

(Preferred for new teams)

Materials: 3x5 cards, highly visible writing surface such as flip chart or whiteboard, sufficient pens/Sharpie's for the whole Team

Setup: participants sit in a circle, facilitator stands visible to all at writing surface, allocate at least one hour, but up to three hours for the retrospective immediately following the Work Item Delivery step, each participant is given six 3x5 cards

Rules: absolutely no discussion unless the facilitator says so, each person must participate fully

Facilitator welcomes everyone and describes the retrospective process

Recite the Retrospective Prime Directive

Part One: What Went Well?

Everyone takes three 3x5 cards and on each one writes a single specific example of something that went well in the iteration

Facilitator gathers cards such that no one can see them

Facilitator reads out the cards in a constant tone of voice and without commentary

Facilitator asks the group to identify themes and records them visibly on writing surface

Part Two: What Needs Improvement?

Same as part one, then...

Vote on most important themes

Discuss each theme in priority order until allocated time is used up – end each discussion by identifying action items and volunteers

Retrospective Method Two

(Preferred for well-established teams)

Materials: highly visible writing surface and reliable writing implement

Setup: participants sit gathered around the writing surface, facilitator stands at the writing surface, allocate at least one hour, but up to three hours for the retrospective immediately following the Work Item Delivery step, facilitator writes three headings on the writing surface: pluses (+), deltas (Δ), action items (!)

Rules: no interrupting, no criticism of ideas during brainstorming, cell phones/pagers/Blackberrys/laptops turned off

Facilitator welcomes everyone and describes the retrospective process

Recite the Retrospective Prime Directive

Part One: Brainstorming What Went Well

As people are inspired, they share things that went well in the iteration and the facilitator writes each one down under the (+) heading (possibly in abbreviated or reworded form)

Part Two: Brainstorming What to Change

As people are inspired, they share things that need to change from this iteration to the next and the facilitator writes each one down under the (Δ) heading

Part Three: Creation of Action Items

Participants collaborate on how to implement the things that need to change

The facilitator makes sure that action items are prioritized and that each one has a volunteer to ensure that it is executed

Good Books / Good Sites

Fearless Change, Collaboration Explained, The Answer to How is Yes, The Workshop Book, An Introduction to General Systems Thinking, Corporate Culture Survival Guide, www.retrospectives.com, Retrospective Patterns: <http://xp123.com/xplor/xp0509/index.shtml>