

RefineM

Ace Your Retros: Best Practices for an Effective Retrospective

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CEO/Enterprise Agile Coach - RefineM

Agenda

1. Introduction
2. Best Practices for Effective Retrospective
3. What are the Objectives of a Retrospective?
4. Best Practices Before the Retrospective
5. Best Practices During the Retrospective
6. Best Practices After the Retrospective
7. Quiz – Winner will get a RefineM prize!
8. Summary / Q&A

RefineM's Virtual Lunch & Learn

This is a monthly webinar delivered during the lunch hour in the first week (Thursdays) of every month.

It's designed to help you learn while you eat lunch, providing a relaxed environment to enhance your experience.

The monthly webinars will cover a variety of Project Management / Agile topics.

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Level Setting

What do you expect from this webinar?

Go to [menti.com](https://www.menti.com) to answer



Helping organizations
turn their project
management capability
into a *competitive
advantage*

NK Shrivastava

PMP, RMP, ACP, CSP, SPC4

- CEO/Enterprise Agile Coach since Dec 2011
 - Agile Transformation/Coaching/Adoption
 - Project Management/Process Improvement Consulting
 - Project Management and Agile Training
 - ✓ PMP Exam Prep - <https://refinem.com/pmp-exam-prep-course-public/>
 - ✓ PMI-ACP Exam Prep - <https://refinem.com/pmi-acp-exam-prep-course-public/>
 - ✓ Agile Leadership - <https://refinem.com/agile-leadership-course/>
 - ✓ Self-Paced Online Training - <https://refinem.com/self-paced-online-trainings/>
 - Products for Project and Agile Professionals
 - ✓ Essential Gear for Project Managers - RefineM.com/products/essential-gear-for-project-managers/
 - ✓ PMP Exam Simulator - RefineM.com/pmp-exam-prep-practice-test/
 - ✓ Agility Assessment Tool - Agility.RefineM.com/
 - ✓ Videos – PMP and Agile - <https://vimeo.com/search?q=RefineM>
- 20+ years of successful Agile & Project leadership
 - ✓ Successfully led hundreds of projects of all sizes using Waterfall and/or Agile
 - ✓ Recovered many projects, saved millions of dollars
 - ✓ Implemented numerous process improvements
 - ✓ Coached/mentored hundreds of PMs and executives
 - ✓ Board member of SWMO PMI Chapter (2008-2014)

What's New at RefineM

Upcoming Free Webinar	Date
Churn in Agile	Oct 13

RefineM Products	Self-Paced Online Training
<u>Essential Gear for Project Managers</u> RefineM.com/products/	<u>Agile Fundamentals Self-Paced Course</u> RefineM.com/course/agile
<u>PMP® Exam Prep Test Simulator</u> Examprep.RefineM.com	<u>PM Fundamentals Self-Paced Course</u> Refinem.com/course/project-management-fundamentals/
<u>Agility Assessment</u> Agility.RefineM.com	<u>Agile BusReqs Self-Paced Course</u> https://vimeo.com/ondemand/refinembusreq
<u>PDU Bundle</u> https://vimeo.com/ondemand/refinempdus	<u>Backlog Grooming Self-Paced Course</u> Udemy.com/course/backlog-grooming-for-agile-requirements/

Survey Question

Does your team conduct retrospectives?

- A. Yes – we conduct retrospectives for every sprint.
- B. Sometimes – For some sprints, not all
- C. No – We don't conduct retrospectives at all.

Answer on **Menti.com**

Contact@RefineM.com

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Breakout Session

Each group will discuss the following:

- 1. Are your retrospectives highly effective?**
- 2. If yes, what makes them effective?**
- 3. If no, what are the challenges?**

Discuss for 5 minutes.

Update everybody after you return to the main room.

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What are the Objectives of a Retrospective?

The “Why” Part

1. Find and plan ways to improve quality and effectiveness
2. Enable team on their journey for continuous improvement

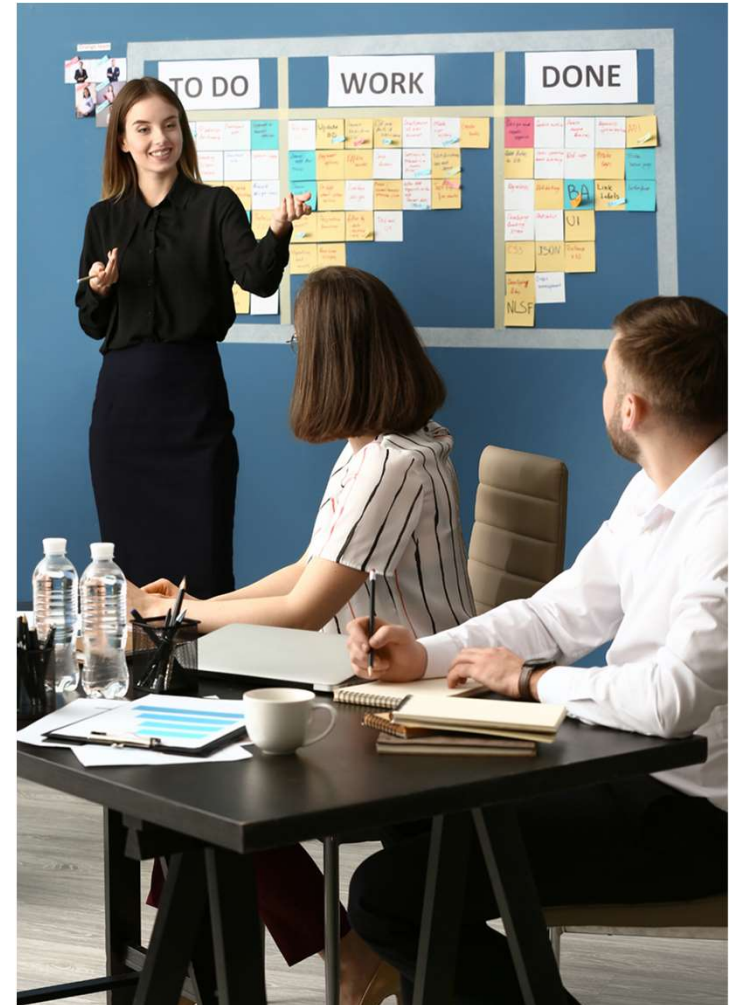


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Whereas sprint review is for inspecting team output, retrospective is for inspecting the team process

Best Practices – Before Retrospective

1. Collect metrics data (velocity, predictability, churn, cycle time)
2. Prepare the sprint burndown chart
3. Prepare a document for the team to share feedback/ideas in real time
4. Each team member should review past retrospective feedback and action items



Best Practices - During the Retrospective

1. Every team member participates actively and provides his/her candid feedback.
2. In the first 5-7 minutes (the reflection window), each team member reflects on the last sprint
3. Each team member enters his/her feedback/ideas on the retro document.
4. Columns include “What Went Well”, “What Can Improve” and “Action Items/Improvements.”



Best Practices - During the Retrospective

5. Each team member should put at least one item under each column.
6. Team members can second or put a +1 against an item already identified to reinforce it.
7. After this activity, discuss the sprint burndown chart with the team and generate more ideas.
8. After burn down, the team reviews the metrics and updates the retro document with feedback/ideas.



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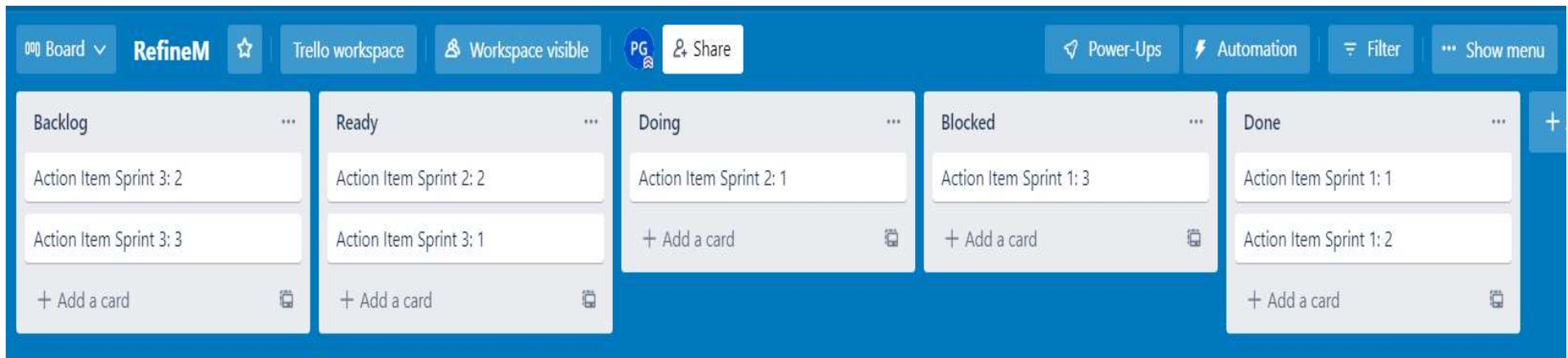
Best Practices - During the Retrospective

8. Now the team can start discussing the feedback/ideas to get a deeper understanding of those and finalize the action items.
9. The action items should include at least 2-3 improvement ideas on how to improve quality and/or effectiveness.
10. The team prioritizes the improvement ideas and picks up at least one to add to the next sprint.



Best Practices - After the Retrospective

All the improvement ideas are added to the backlog, flagged as improvement ideas, and treated as other backlog items for the team to implement in future sprints.



Survey Question

What is something new you learned about retrospectives from today's webinar?

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Quiz

Go to [menti.com](https://www.menti.com) to answer



**Winner gets free access (100% discount)
to one of RefineM's products of their choice**

1. Essential Gear for Project Managers (\$89)
2. PMP Exam Prep Simulator – 3 months (\$100)
3. Agility Assessment – 3 months (\$99)
4. PDU Bundle for 2 months (\$98)
5. Self-Paced Online Course (\$100 each)
 1. Agile Fundamentals, or
 2. Project Management Fundamentals

Next Lunch and Learn

Churn in Agile

1. What is churn in Agile?
2. How does it affect the team and stakeholders?
3. What are the root causes/behaviors that create it?
4. What are some ways to manage it?



Next Training Course

Agile for Waterfall and Operational Work



**Friday, Sept 16, 2022, 9:00 AM-4:30 PM Central
\$400 per person**

<https://refinem.com/agile-for-waterfall-and-operational-work/>

How to Earn 1 PDU for this Webinar?

1. **Log in to ccrs.pmi.org and Click on “Report PDUs” link.**
2. **Click “Courses and Training” and Input the following:**

PDU Claim Code	3990R597BU
Activity Name	<i>“Ace Your Retros: Best Practices for An Effective Retrospective”</i>
Provider	“RefineM LLC”
Date Started/Completed	September 8, 2022
Contact Person	NK Shrivastava
Contact Phone	(417) 763-6762
Contact Email	Trainings@RefineM.com
PDUs	1.00 Ways of Working.

3. **Check “I agree this claim is accurate” box and then Submit.**

**Please claim your PDU by end of October 2022.
Claim code will expire after that date.**

Training Opportunities from RefineM

Agile Courses	Over the Web
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<u>Business Requirements for Agile Projects</u>	Oct 07
<u>Agile Fundamentals</u>	Oct 11-12
<u>PMI-ACP® Exam Prep</u>	Oct 11-13
<u>Agile for Waterfall/Operational Work</u>	Sept 16
Project Management Courses	Online
<u>PMP® Exam Prep over Four Consecutive Saturdays</u>	Nov 05-Dec 08
<u>Project Management Fundamentals</u>	Oct 04
<u>Recipe to Deliver Projects Successfully</u>	Nov 04
Leadership Courses	Online
<u>Agile Leadership</u>	Oct 06
<u>Leadership Skills for Project Managers</u>	Oct 28

Questions?

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