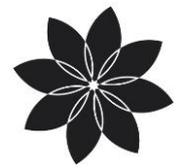


# Retrospect

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Taken from 'Learning to Fly', by C Collinson and G Parcell, 2004.

## Brief Description:

A retrospect is a tool for 'learning after doing'. It is a meeting which can last from a couple of hours to a couple of days and requires facilitation. The structure resembles that of an After Action Review, and is very reflective. A retrospect is a way for a team to reach 'completion' as well as for capturing lessons and insights for the future.

- It is a way to ensure that a project team feels 'complete'
- It allows the team to truly understand what happened and why. Something like this will happen again so let's take the time to understand what happened and why
- It is a quick and effective way of capturing the knowledge before the team disbands, securing the lessons learned for the benefit of future project teams
- It is a way of transferring lesson immediately to the next similar project, as it is about to start

## When to use:

A retrospect is most effective after the completion of a significant piece of work. Whereas After Action Reviews are helpful for even minor and ongoing aspects, during the lifetime of a project, a retrospect is carried out at the very end of the project.

## How to use:

1. Call the meeting
2. Invite the right people
3. Appoint a facilitator
4. Revisit the objectives and deliverables
5. Go through the project step by step
6. Ask 'what went well?'
7. Find out why these aspect wen well and express the learning as advice for the future
8. Then, ask 'what could have gone better?'
9. Ensure that participants leave the meeting with their feelings acknowledged
10. Record the meeting

## Timing

A couple of hours to a couple of days, depending on the nature of the project, and whether many stakeholders/ partners need to be involved.

If someone in your organisation is about to start a piece of work similar to something that has recently been completed, they can use the retrospect tool for drawing off the learning points. They have a vested interest in knowing these.

## Tips and Lessons Learnt

For a more detailed step by step explanation of how to run a retrospect see 'Learning to Fly' by C. Collinson and G. Parcell.