

Project:		Date:	Sponsor:	Team Check-In:       	
Goals / Outcomes:					
Timeline	What happened? Create a timeline of key events.				
	What were the key milestones? START END Provide more details about the milestone.				
Unpack What Happened	Discuss impact on the team and what actions to take going forward.				
	How did this impact us? Going forward, what will we do differently?				

TOOL TIPS: Retro Rundown

A structured, facilitated conversation that helps a team reflect on a completed activity or event by comparing what was expected with what happened and identifying concrete improvements.

WHEN

Hold a Retro Rundown after any completed activity or event—large (final presentation, end-of-year deliverable) or small (sponsor check-in, weekly team sync). The sooner after the activity, the better.

WHY A Retro Rundown is focused on learning and improving future performance. It helps teams:

- Refine processes and strengthen what's working
- Improve performance against specific objectives
- Discuss challenging topics constructively (e.g., "what isn't working well")
- Build shared understanding to better analyze issues and decisions

HOW

1. **Event Data:** Complete the basic information about the event, project, or activity.
2. **Project Check-in:** Each team member creates a sticky note with their name. Choose an icon that reflects how you're feeling about the project and place it under your sticky. Invite everyone to share a brief explanation.
3. **Timeline:** Create a high-level timeline of key milestones to establish a shared baseline and surface what worked, what didn't, and why.
 - **Pro tip!** Focus on the most important milestones for your work.
 - Add the start date on the left and today's date on the right (replace the text in the yellow boxes).
 - As a group, choose 3–5 key milestones and add them to the white boxes above the timeline. Prioritize decision points and major actions—not just outcomes.
 - As a group, discuss and capture additional context and details below the timeline.
4. **Unpacking What Happened:** Discuss themes and impacts to identify what to do differently going forward.
 1. **Pro tip!** Start with what matters most. If you only had time to address one thing, what would it be?
 2. Move from insights to actions. Prioritize changes that are achievable and within the team's control (or within the control of team leadership).
 3. Look for actions that improve a process or system so similar issues are caught earlier next time.
5. **Make Insights Actionable** For the highest-priority actions, agree on:
 - What will be done (specific next steps)
 - Who will lead it
 - When progress will be reviewed (check-in date)
6. **Celebrate Your Accomplishments!** Don't focus only on gaps. Take time to recognize what went well and where the team made progress.

QUESTION BANK

Additional Qs to guide discussion

1. What were our key objectives, and how did we define success?
2. What actually happened (brief timeline), and where did we deviate from the plan?
3. What results did we achieve versus what we expected, i.e. what evidence/feedback do we have?
4. What worked well that we should repeat next time?
5. What didn't work well, i.e. biggest points of friction, delays, or rework?
6. What were the root causes of the biggest issues, not just symptoms?
7. What were the key decision points, and were decision rights/ownership clear?
8. Where did communication or alignment break down (team or stakeholders), and what would fix it?
9. What are the top 3 changes that would most improve outcomes next time (within our control)?
10. For each action: who owns it, what's the next step, and when will we review progress?