

## Agile Practices Help-sheet

# Retrospective Technique – Project Timeline

### Step 1: Noting down Events

Get the team to note down events on 3 different colour sticky notes (as per the image). The types of events to consider include: when things kicked off, when the business made a decision that affected the team, when the team achieved something really amazing, etc.

Once noted down, get everyone to tack it along the timeline along a whiteboard or several sheets of paper.

It is a good idea for you to get everyone to explain events, especially if the participants may not have full knowledge of what was going on. The significant events help to put things into context and might answer a few of the puzzling questions some people might have about the project, and the good points help to identify strengths while the problematic points should lead you to discussing action items

### Step 2: How the team felt

Using dots/stickers, get the team to fill in how they felt about each event or how they felt in general for that period.

Once the team has finished plotting all their points, you can then try to draw a trend through them that helps to establish a real idea of how the project went.

### Step 3: Trawling the Timeline

Draw out a number of trends from the project. Large concentrations of a particular colour may attract your attention to a certain period and it would be worthwhile trying to pinpoint its underlying cause so you can attempt to replicate (or avoid) the same circumstances in the future.

#### Objective:

To give a visual overview of the events that occurred during the project or period for which you are doing the retrospective.

#### When To Use It?

- ✓ For projects that have run without any intermediate retrospectives
- ✓ If you need to communicate a high-level perspective for a broader set of stakeholders
- ✓ The end of a project retrospective

