Retrospective workshop

flow forward

Using the tool

Template

Example

Retrospective workshop

This tool helps you organize and apply the lessons learned from experiments, improve the development process, and determine clear next steps. By systematically documenting what you've learned, a learning canvas ensures that each experiment drives actionable decisions, guiding your team towards informed, strategic choices for future iterations.

Tips for use

A retrospective should be held at the end of each iteration. This is usually done at the conclusion of a development cycle, but it can also occur after significant milestones or project phases. The key is to hold retrospectives regularly and consistently, allowing the team to reflect on what went well, what didn't, and how processes can be improved for the next iteration.

Be inspired by the example of Amsterdam.

How to use

The goal is to foster continuous learning and improvement, so holding retrospectives at key points ensures that lessons are learned and applied in a timely manner.

Step 1 Choose Your Format

1. *Virtual:* Use online whiteboar, such as Miro.
2. *In-Person:* Use pens and sticky notes on a physical board.

Step 2: Set Up the Retrospective Board

Prepare short statements or questions to guide the team's reflection.
Space for Feedback: Create designated areas on the board where team members can place their insights, critiques, and observations. Use sticky notes for easy organization.
Action Items: Reserve a section for defining clear action steps, including who is responsible and deadlines, to ensure follow-up on the discussions.

Step 3: Facilitate the workshop

Introduce the discussion statements/questions and encourage team members to reflect and share their thoughts.
Collect Feedback: As the discussion progresses, ask participants to place their feedback in the designated spaces.
Document Observations: Make sure any additional insights are captured on the board.
Define Action Items: Conclude by outlining specific action items, assigning responsibilities, and setting deadlines to turn insights into actionable steps.

Step 4: Follow Up

After the retrospective, ensure that action items are tracked and revisited in subsequent action plan to maintain continuous improvement.

flow forward

Example Amsterdam IJ

In the pilot area Amsterdam IJ, the entire experiment team reflects on the results of the experiments and the collaboration of both the team and stakeholders every quarter.
They use Miro to capture all insights. There are 4 central questions: what helped us forward? what held us back? what could we do differently? what should we do next?

In addition, they have room for parking aspects for which there is currently no room. And icons that others can hand out on the board: 'high five' (well done), 'question' (I have a question about this), and 'direction' (which way should we go with this?)