

Project Retrospective

Date

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Together with your team, reflect on your project based on these 4 different dimensions

Project

Project name

ACHIEVEMENT RECOGNITION

What are material achievements? What are immaterial achievements?

WHAT WENT WELL?

With the client, team and outcome?

WHAT DID NOT GO WELL?

With the client, team and outcome?

ACTIONS FOR SUCCESS

- E.g:
- How might we improve the communication with the client?
 - How might we ensure presentations are well prepared?
 - How might we keep everyone engaged during the workshop?