



Release Retrospective

PPM Version 2.0

<Project or Solution Name>

U.S. Department of Housing and Urban Development

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Solution Information

	Information
Solution Name	<Solution Name>
Solution Acronym	<Solution Acronym>
Project Cost Accounting System (PCAS) Identifier	<Insert Identifier>
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Document History

Version No.	Date	Author	Revision Description

*[This document is a template of a **Release Retrospective** document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.]*

- *Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.*
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4. *To update the Table of Contents, right-click and select “Update field” and choose the option- “Update entire table”*
5. *Before submission of the first draft of this document, delete this “Notes to the Author” page and all instructions to the author,*



which appear throughout the document as blue italicized text enclosed in square brackets.

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1. Introduction

The **<Project/Solution> Release Retrospective** is to plan ways to increase quality and effectiveness at the conclusion of a release. This document will outline the process in which **<Project/Solution>** conducts this event.

1.1 Purpose

The purpose of the **Release Retrospective** for the **<Project/Solution>** is to:

- Provide a central artifact to govern the planning and control of reviewing the previous release.
- Define the general approach that will be employed to discuss specific questions and to take actionable commitments that will be used by the team to govern and improve the next release.
- Provide visibility to the team in the lessons learned and future improvements effort that adequate consideration has been given to various aspects of the project.
- Conduct a discussion with the following questions:
 1. What went well in the release?
 2. What could be improved?
 3. What will we commit to improve in the next release?
 4. What questions do we have?

2. Release Retrospective Framework

The team inspects how the last release went concerning individuals, interactions, processes, and tools. Inspected elements often vary with the domain of work. Assumptions that led them astray are identified and their origins explored. The team discusses what went well during the release, what problems it encountered, and how those problems were (or were not) solved.




The team identifies the most helpful changes to improve its effectiveness. The most impactful improvements are addressed as soon as possible. The team is encouraged to improve its process and practices to make it more effective and enjoyable for the next release. During each release retrospective, the team plans ways to increase product quality by improving work processes or adapting the definition of “Done” if appropriate and not in conflict with product or organizational standards.

By the end of the release retrospective, the team should have identified improvements that it will implement in the next release. Implementing these improvements in the next release is the adaptation to the inspection of the team itself. Although improvements may be implemented at any time, the release retrospective provides a formal opportunity to focus on inspection and adaptation.



The following table provide specific questions that will be asked and answered during the Release Retrospective. Comments will be detailed within each box.



What went well in the release?	What could be improved?
<ul style="list-style-type: none">o <Add details> 	<ul style="list-style-type: none">o <Add details> 
What will we commit to improve in the next release?	What questions do we have?
<ul style="list-style-type: none">o <Add details> 	<ul style="list-style-type: none">o <Add details> 