"Insanity: doing the same thing over and over again and expecting different results." Albert Einstein

"Working software over comprehensive documentation." Agile Manifesto

"Over and over, people try to design systems that make tomorrow's work easy. But when tomorrow comes it turns out they didn't quite understand tomorrow's work, and they actually made it harder." Ward Cunningham

"I say, forget all that and ask yourself, "What's the simplest thing that could possibly work?" Ward Cunningham

"Individuals and interactions over processes and tools." Agile Manifesto

"Requirements are not fully understood before a project begins. The user knows what they want only after they see an initial version of the software. Requirements change during the software construction process." Jeff Sutherland

"*testing to find defects* is waste; testing to prevent defects is value" Shigeo Shingo

"Done means the customer is happy with what has been developed, and all the story tests pass." Davies & Sedley

"Responding to change over following a plan." Agile Manifesto

"If you are focusing on getting to Level 3 or Level 4, you are making a mistake. The focus should be on improving the process in an orderly way." Watts Humprey

For more dialogue sheet downloads, printed sheets and information see http://www.dialoguesheets.com

Created by Allan Kelly
http://www.allankelly.net

Kerth's Prime Directive
Regardless of what we discover, we must understand and truly believe that everyone did the best job he or she could, given what was known at the time, his or her skills and abilities, the resources available, and the situation at hand.

You can, and should, write on this sheet

2. Set up

Does everyone agree to follow Kerth's Prime Directive (left)

Write a list of the team members working on this sheet now.

Agree how long you will spend working on this sheet.

We will spend ..... minutes working on this sheet.

3. Create a timeline

In the space above create a timeline for the period you are considering.
Mark the earliest and the latest dates you wish to consider.
Mark significant and memorable events. Continue to add events as you work around the sheet.

If in doubt, include the event.

4. Successes

What do you consider to be the greatest successes of this work?

Include practices, processes and results.

You don't have to agree on everything, discussion is good. Talk about both sides of the argument

5. Difficulties

What difficulties did you encounter during this work?

When did this happen?
Where did it happen?
What happened?
Who was involved?
What was the cause?

Retrospective Dialogue Sheet T3

www.dialoguesheets.com

Use this space however you like notes, ideas, comments and suggestions.

Start date

End date

1. Start here

This is a dialogue sheet, it is designed to promote good conversation.
Team members should distribute themselves equally around the sheet so each question can be read by at least one person easily. Take one question at a time, **skip questions if you like**. The person closest to the question should read out the question and take notes of the discussion. Each person should get a chance to read and note at least one question.

Before you begin
This dialogue sheet is intended for groups of 2 to 8 people. If you have a group larger than 8 then split in two or more separate groups, give each group a separate sheet to work on and compare action plans at the end.

The goal of this sheet is to help you find better ways of working.

This sheet will take at least one hour to complete and maybe over two hours.

6. Fishbone

Choose one of the difficulties from Q5. Write it on the Postit note above.

Answer the questions on the fishbone diagram (left) for the difficulty

How much time have you left? Enough? If you need to skip questions

7. More or Less

To make the work better, is there anything you needed more of?
And was there anything you would have liked less of?

8. Different / The same

If you were starting this work tomorrow, knowing everything you know now....
What would you do differently?
What would you do the same?

9. List the options

From the questions you have already answered, make a list of all the things you could do to work better next time.

10. Action plan

From the list in #9 select 3 things will you do to make the next piece of work better?
How will you know you are doing these 3 things?

#1 .....

#2 .....

#3 .....

"More people have ascended bodily into heaven than have shipped great software on time. ... Everybody's head has to be in the game if you're going to ship great software" Jim McCarthy

"Customer collaboration over contract negotiation." Agile Manifesto

"The smaller these action steps are, the more likely it is that the team can get them done. With each action step, check whether anything else needs to happen before they can get started." Davies & Sedley

"Make it so." Captain Jean-Luc Picard

Please tell us about your experience using this sheet. Send feedback to:
feedback@dialoguesheets.com

(c) Allan Kelly & Software Strategy Ltd, 2010-2017 - Permission granted for individuals and organization to print and use this sheet for their own purposes. Copying to third parties, modification, redistribution and sale of this sheet is not permitted.

Based on ideas from Royal Institute of Technology, KTH, Stockholm