



TEAM AND RESILIENCE

Project retrospective template

A blameless retrospective structure for learning from delivery, client communication, scope, quality, and the next process improvement.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

A project has ended and you want to learn without turning the review into blame.

WORK THROUGH THE CHECKLIST

- ☐ 01 **Restate the project goal**

- ☐ 02 **List what worked**

- ☐ 03 **List what created friction**

- ☐ 04 **Review evidence**

- ☐ 05 **Choose one improvement**

- ☐ 06 **Assign the follow-through**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.