

RETROSPECTIVE

ORIGINAL COMPANION / Keep evidence, assumptions and decisions distinct. Name the context and date your version.

PERIOD / TEAM / WORKING AGREEMENTS

What work are we reviewing? How will contributions and notes be handled?

EARLIER

Event, consequence and perspective:

DURING

Event, consequence and perspective:

LATER

Event, consequence and perspective:

PATTERN TO EXPLORE

What repeated and what remains disputed?

PREVIOUS IMPROVEMENT

Was it tried? What changed or prevented it?

BELOW THE SURFACE

Check the reasoning behind the next action. Preserve contrary evidence, uncertainty and practical limits.

PATTERN & ALTERNATIVE EXPLANATION

What repeated, under which conditions?

SMALL CHANGE

What will the team try in the next period?

WORKLOAD & RESPONSIBILITY

Who prepares, acts and follows through?

EXPECTED SIGNAL

What would suggest the change helps or creates burden?

OWNER & REVIEW DATE

Who tracks the experiment and brings it back?

KEEP / CHANGE / STOP

Complete after review; preserve the reasoning.