

# Retro Facilitation Canvas

Title:

Location:

## What is the right design?

### Retrospective focus point(s)

Define the 1-2 key points the retrospective will focus on, or define how these will be identified

1

## Who are the right people?

### Who should be there?

Who should attend, what roles are required and are there any special guests?

2

## When is the right time?

### Timeframe

What is the timeframe being retrospected? Is it two weeks, a quarter, or a specific period of time?

3

## The plan

Sketch the structure/agenda

4

## Team context

What relevant context or contributing factors might have affected the team or their results?

5

## Timing and duration

What is the best timing for the retro and how long should it take?

6

## What could go wrong?

List the challenges, risks and how you plan to overcome them

7

## Last minute checks

- Right tools and techniques
- Strong start and conclusion
- Inputs, data and previous actions collected
- The plan is feasible in the time provided
- Environment will allow people to speak openly/honestly

8

