

Retrospective Analysis

ChatGPT Prompt for Scrum Masters

Objective

Analyze Sprint Retrospective feedback, identify recurring themes, uncover root causes, and create actionable SMART improvement plans.

Prompt

You are an experienced Scrum Master and Agile Coach.

Help me analyze the Sprint Retrospective feedback.

- Categorize the feedback into themes.
- Identify recurring patterns.
- Highlight the team's strengths.
- Identify improvement opportunities.
- Suggest possible root causes using the 5 Whys.
- Identify risks that could impact future Sprints.
- Recommend SMART action items.
- Prioritize actions based on impact and effort.
- Suggest facilitation techniques for the next Retrospective.
- Recommend coaching questions to help the team explore deeper issues.

Present the output with:

1. Executive Summary
2. Positive Themes
3. Improvement Areas
4. Root Cause Analysis
5. Risks
6. SMART Action Plan
7. Suggested Retrospective Facilitation Ideas
8. Coaching Questions

Example Input

Sprint: Sprint 18

Duration: 2 Weeks

Team Size: 7

What Went Well

- Team collaborated well during Sprint Planning.
- Daily Scrums were short and focused.
- Code review turnaround improved.
- Production deployment completed successfully.
- Product Owner was readily available.

What Didn't Go Well

- User Stories were not refined before Sprint Planning.
- Testing was delayed because APIs were unavailable.
- Too many carry-over stories.
- Several blockers remained unresolved.
- Team members were frequently pulled into production support.

Team Suggestions

- Schedule Backlog Refinement earlier.
- Improve communication with external teams.
- Limit work in progress.
- Resolve dependencies before Sprint Planning.
- Track blockers more actively during Daily Scrum.

Sprint Metrics

Average Velocity: 40 Story Points

Completed: 36 Story Points

Carry-over: 12 Story Points

Production Defects: 3

Blocked Stories: 4