

Starfish model

TOOL 20

This model helps teams reflect or respectfully challenge the current ways of working, actions and activities. It is a retrospective which gives a voice to every member in the team. It aims to also provide clear outputs and decisions. This method prevents ideas from being lost in conversations involving up to 10 people.

MORE OF

Any aspect or process which is **useful but not fully taken advantage of**. By spending more effort in these activities, quality will be improved

KEEP DOING

Aspects that the team would not want to change as they are key to a successful retrospective

LESS OF

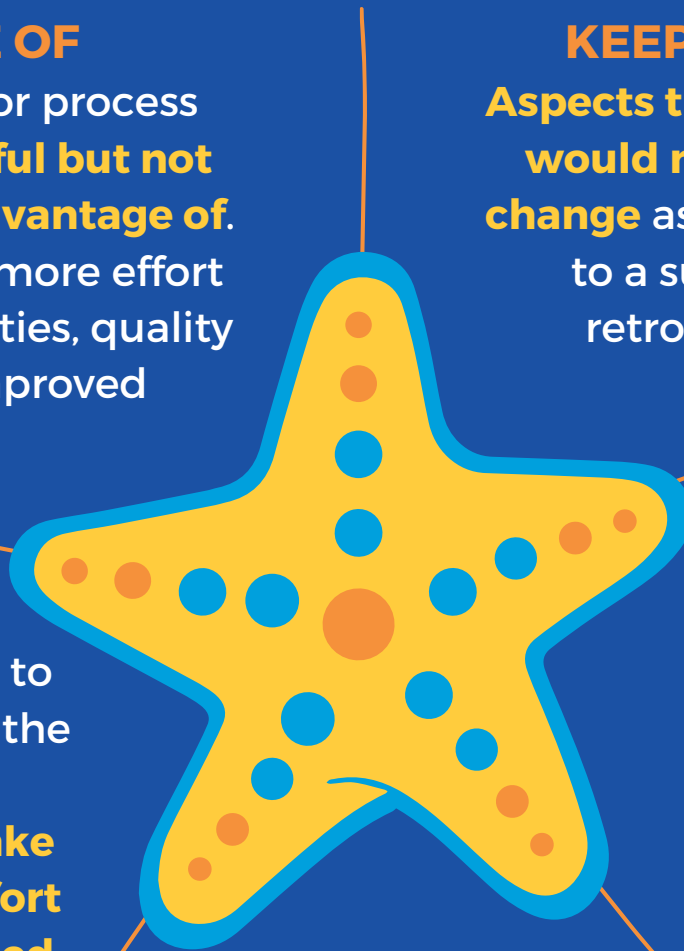
Useful processes to the team and to the delivery, but are **activities that take more time or effort than really needed**

START DOING

Introducing **new processes or activities** that will improve quality or speed of delivery

STOP DOING

Topics are typically **activities and processes that are a hindrance to progress and provide no value** to the team whatsoever nor do they improve quality of delivery



1

The leader should draw the Starfish template onto a whiteboard board, poster or virtually shared PowerPoint document

Give everyone five minutes to add their ideas onto sticky notes in the sections

2

3

Spend 10 minutes reviewing all the ideas, asking follow-up questions, and discussing

If certain ideas appear multiple times on the board, they should be given extra importance

4

5

Ask everyone to vote by adding a dot next to the three most important ideas that should be focused on in the next retrospective

Review the results and compile a list of actions & decisions to ensure changes are implemented

6