

Retrospective Reports Response Analysis

1. Response Rate Analysis

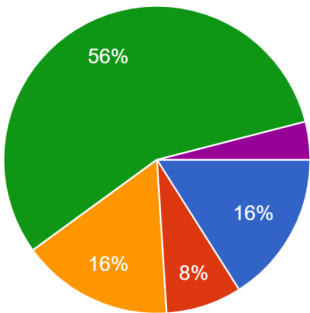
Metric	Value	Notes
Total Responses	25	Complete survey submissions
Target Population	100+	Estimated team size
Response Rate	25%	

2. Response Analysis

2.1 Interactions with the DF Reports

Help us understand your interactions with the DF Reports (Choose the most appropriate one).

25 responses



- I write reports for my circle
- I review and contribute to my circle's report before it is forwarded for publishing
- I mostly read the reports after they are published.
- I learn of the content of the reports when respective Circle Coordinators present...
- I write monthly reports on the operations of the LatAm Hub, which I understand...

Presentation-Based Learning Dominates (56%) - The majority of respondents learn about report content through Circle Coordinators presentations. This suggests the reports serve primarily as an information delivery mechanism rather than a collaborative tool.

Insights:

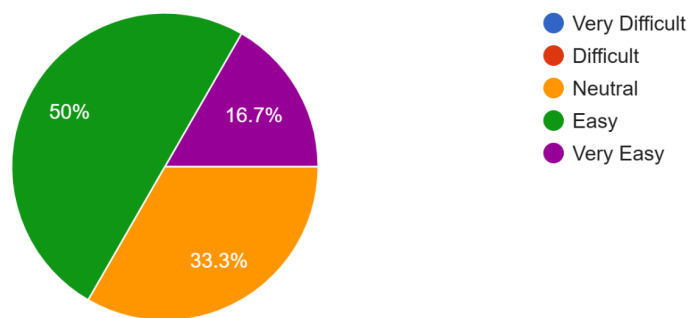
- Limited Active Participation (24%)**

- 16% write reports
- 8% review/contribute before publishing
- **Passive Consumption (16%)** learn of the content of the report after its published
- **Other Reporting Roles (4%)** - Community Hub Reports.

2.2 Coordinators Perspective

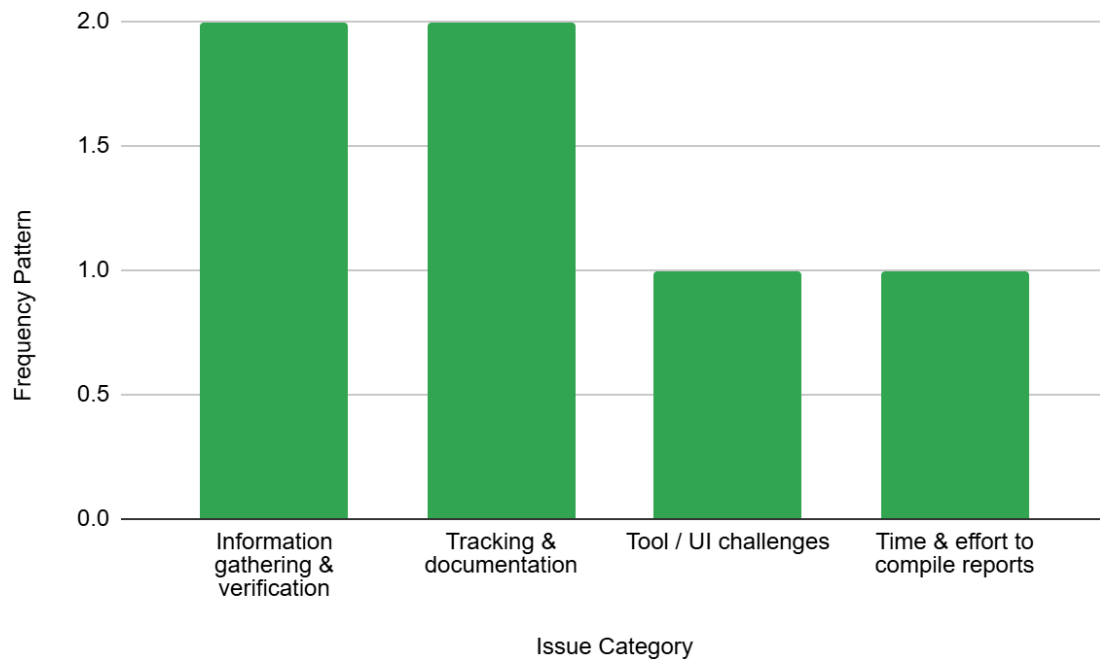
2.2.1 How easy is it to prepare your retrospective reports using the current system?

How easy is it to prepare your retrospective reports using the current system?
6 responses

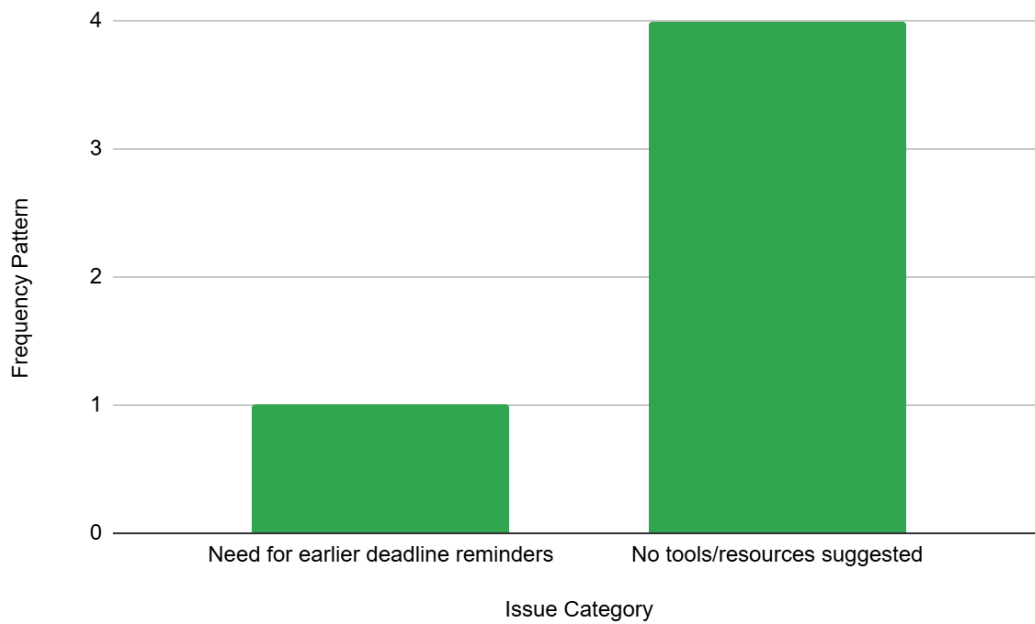


Sentiment Category	Percentage
Positive Sentiment	66.70%
Neutral Sentiment	33.30%
Negative Sentiment	0%

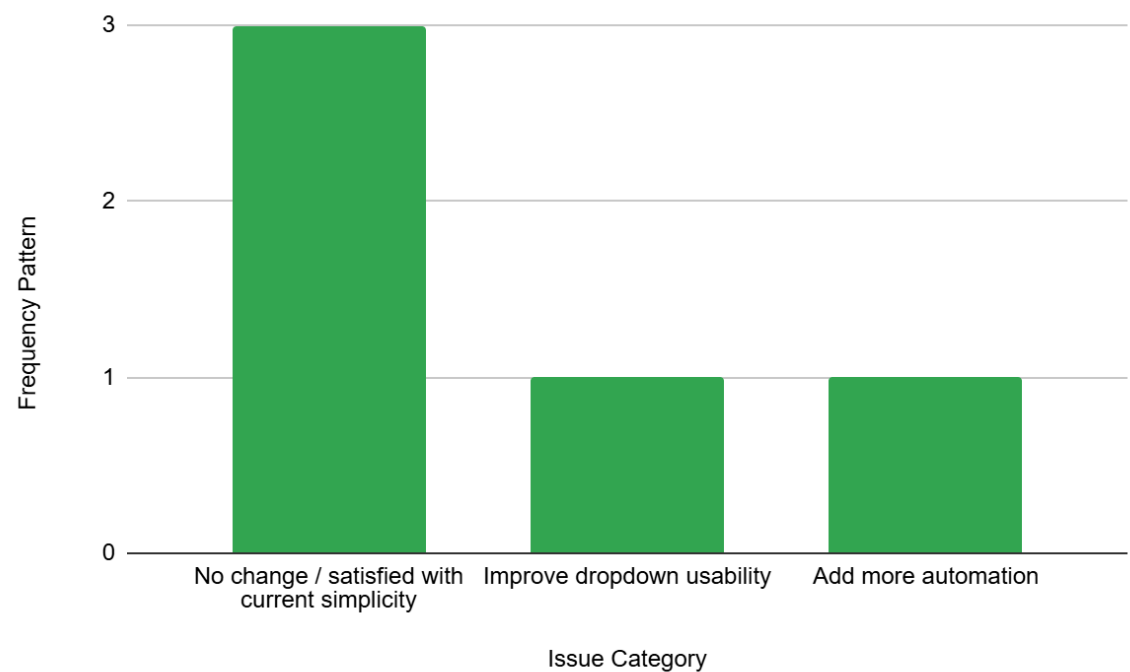
2.2.2 Challenges faced while preparing report



2.2.3 Tools or resources to have to improve this process



2.2.4 Changes recommended to improve the current report template system

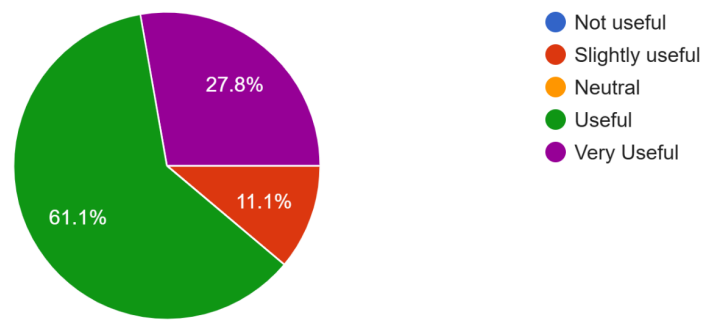


2.3 All Circles Perspective

2.3.1 Usefulness of reports in understanding circles' progress

How useful are the reports in helping you understand circles' progress?

18 responses

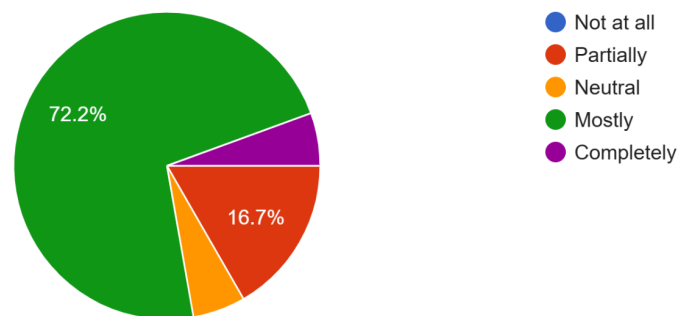


Sentiment Category	Percentage
Positive Sentiment	88.9%
Neutral Sentiment	0%
Negative Sentiment	11.1%

2.3.2 Reports address key updates, issues or concerns

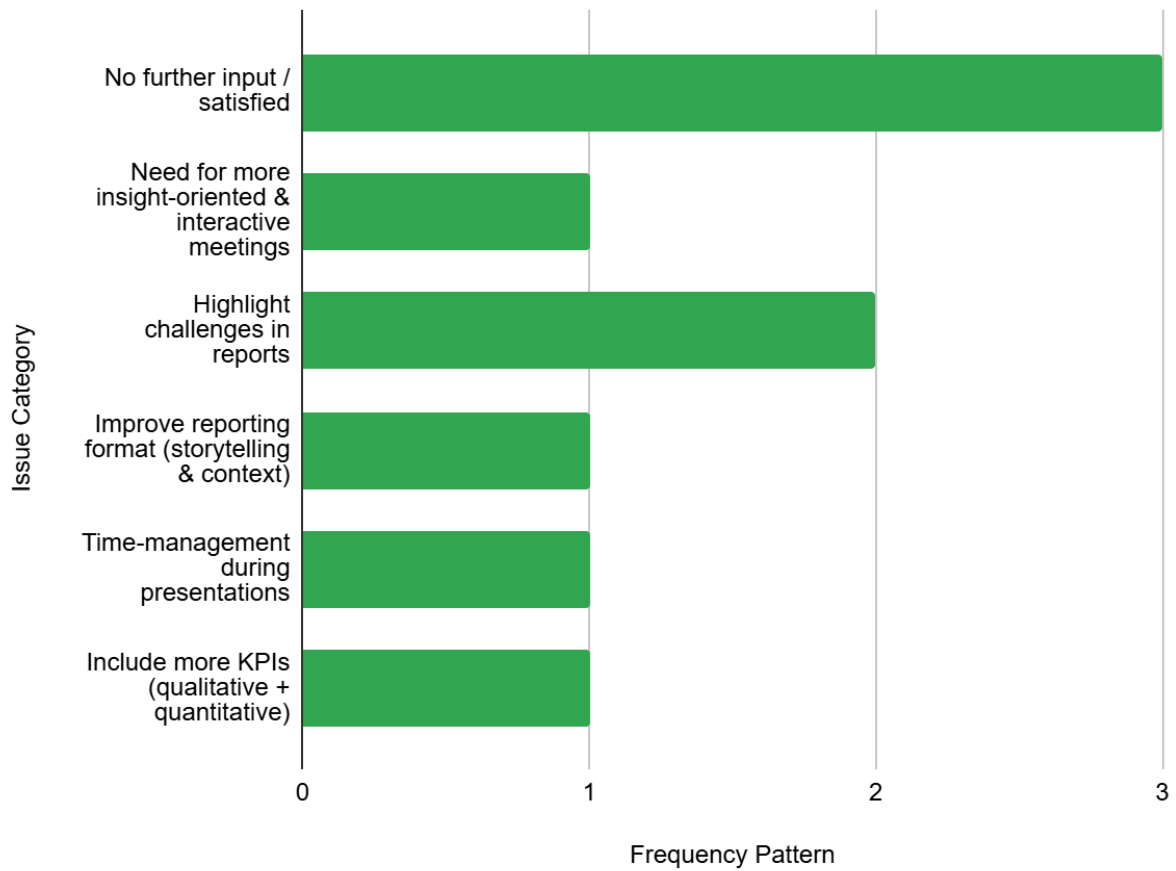
Do the reports address key updates, issues or concerns?

18 responses



Sentiment Category	Percentage
Positive Sentiment	77.7%
Neutral Sentiment	5.6%
Negative Sentiment	16.7%

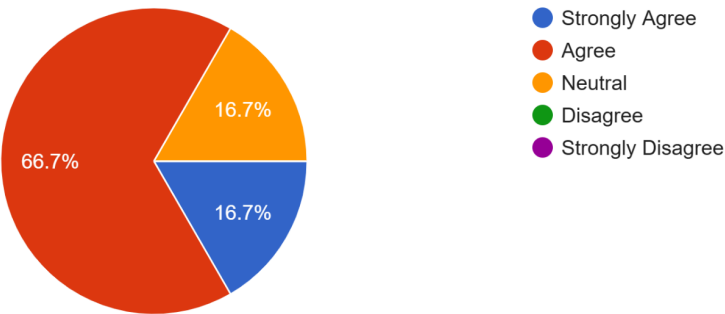
2.3.3 Additional information you would like to see in future reports



2.4 Presentation and Delivery

2.4.1 The report content is clear and well-structured

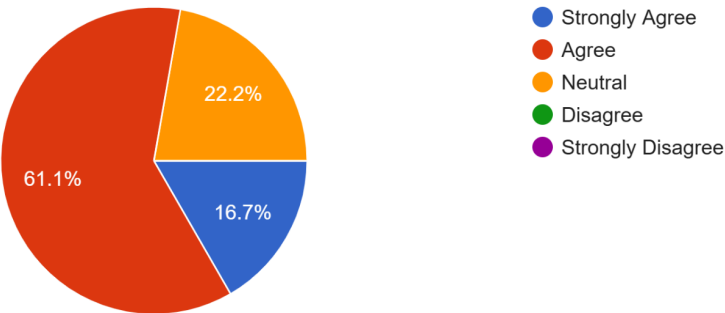
The report content is clear and well-structured.
18 responses



Sentiment Category	Percentage
Positive Sentiment	83.3%
Neutral Sentiment	16.7%
Negative Sentiment	0%

2.4.2 The report covers all relevant areas (successes, challenges, action points).

The report covers all relevant areas (successes, challenges, action points).
18 responses

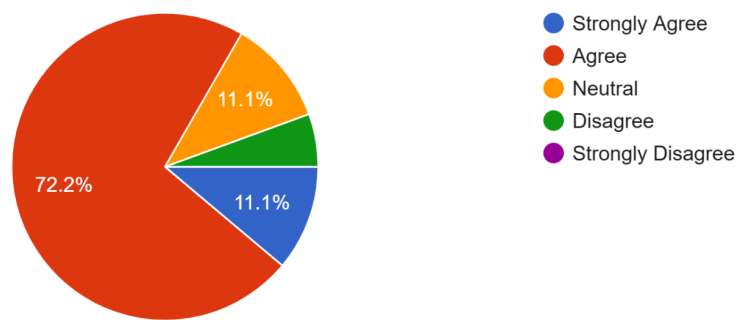


Sentiment Category	Percentage
Positive Sentiment	77.8%
Neutral Sentiment	22.2%
Negative Sentiment	0%

2.4.3 The data and insights presented are helpful and usually relevant

The data and insights presented are helpful and usually relevant.

18 responses

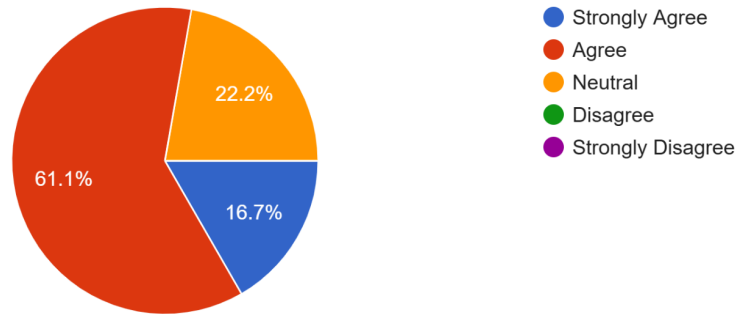


Sentiment Category	Percentage
Positive Sentiment	83.3%
Neutral Sentiment	11.1%
Negative Sentiment	5.6%

2.4.4 The reports help me get a bird's eye view of community progress

The reports help me get a bird's eye view of community progress.

18 responses

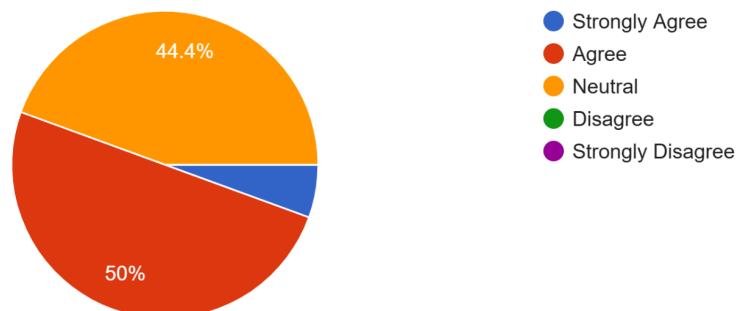


Sentiment Category	Percentage
Positive Sentiment	77.8%
Neutral Sentiment	22.2%
Negative Sentiment	0%

2.4.5 The presentation of the report is engaging and easy to follow.

The presentation of the report is engaging and easy to follow.

18 responses

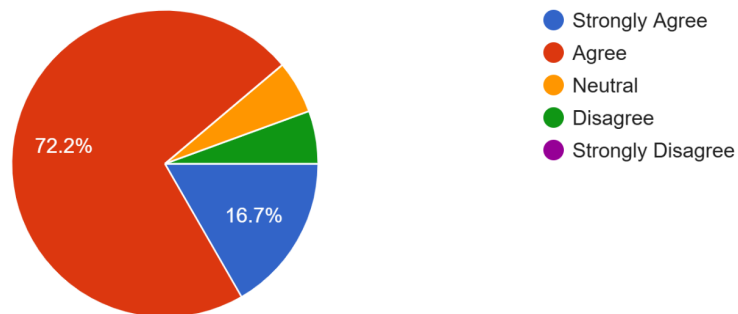


Sentiment Category	Percentage
Positive Sentiment	55.6%
Neutral Sentiment	44.4%
Negative Sentiment	0%

2.4.6 There are enough opportunities for questions.

There are enough opportunity for questions.

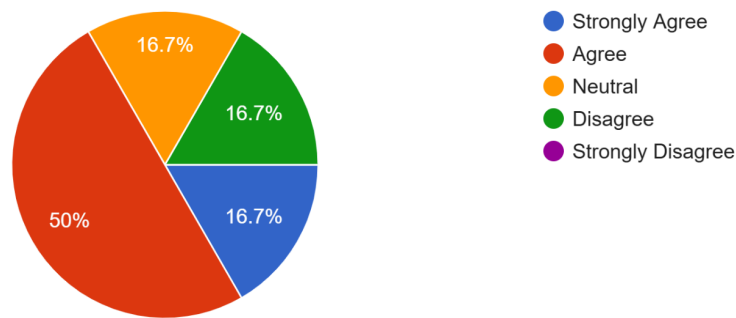
18 responses



Sentiment Category	Percentage
Positive Sentiment	88.9%
Neutral Sentiment	5.6%
Negative Sentiment	5.6%

2.4.7 The time allocated for the presentations is sufficient.

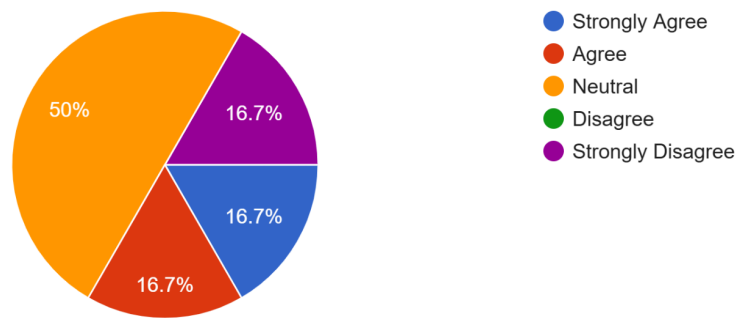
The time allocated for the presentations is sufficient.
6 responses



Sentiment Category	Percentage
Positive Sentiment	66.7%
Neutral Sentiment	16.7%
Negative Sentiment	16.7%

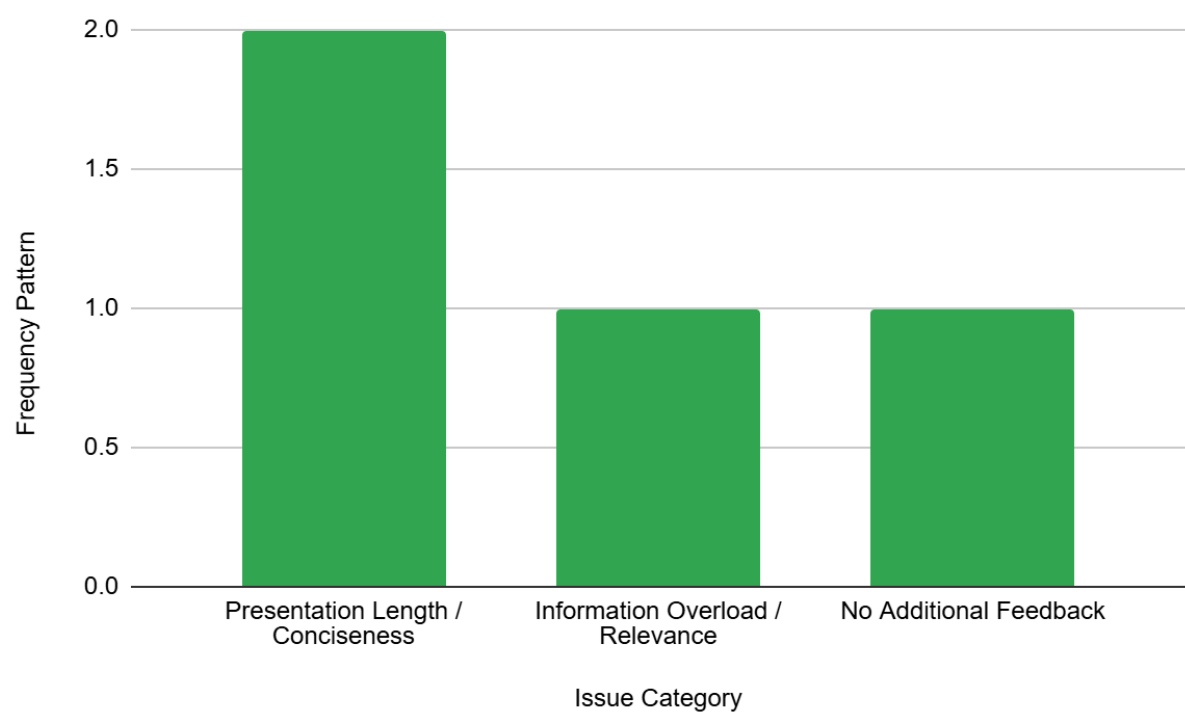
2.4.8 There are enough opportunities for clarifications.

There are enough opportunity for clarifications.
6 responses



Sentiment Category	Percentage
Positive Sentiment	33.4%
Neutral Sentiment	50%
Negative Sentiment	16.7%

2.5.7 Tell us anything else, anything at all.



2.4 Summary

1. Response Rate

- Our survey results indicate a **25% low engagement rate**, which may suggest that either the perceived value of the survey is limited or there is a lack of awareness about the survey among the target audience

2. Engagement with Reports

- **Presentation- driven learning (56%)** dominates. Reports are mainly used as a one-way information source.
- About **16% learn details of details in reports post-publication**, suggesting gaps in communication or reach or culture

3. Coordinators' Perspective

- The process of preparing reports is generally manageable (66.7 % positive)
- But there is a **need for better tools/templates** to streamline reporting

4. Usefulness for Circles

- Reports are largely **effective in tracking progress (88.9 % positive)**
- But there is room for improvement in covering concerns like reporting key updates and issues being addressed

5. Presentation & Delivery

Aspect	Positive (%)	Neutral (%)	Negative (%)	Insights
Clarity and structure	83.3	16.7	0	Well-structured reports
Coverage of relevant areas	77.8	22.2	0	Covers most key sections
Data relevance	83.3	11.1	5.6	Data generally helpful and relevant

Bird's-eye view of progress	77.8	22.2	0	Good for overall progress tracking
Engagement in presentations	55.6	44.4	0	Needs to be more dynamic
Opportunities for questions	88.9	5.6	5.6	Generally good participation in Q&A
Time allocation	66.7	16.7	16.7	Needs optimization
Opportunities for clarifications	33.4	50	16.7	Significant gap in providing clarifications

2.5 Recommendations

1. Boost Participation in future surveys

- Sending regular reminders to complete surveys before the due date

2. Improve Presentation Delivery

- Reduce the duration of presentation. Target 5-6 minutes per presentation
- Share reports in advance to allow more time for clarifications/questions.
- Make reports concise and visually engaging.

3. Automating Data Collection

- To enhance engagement and reduce the time for information collection, Open Project can be used as a platform for documenting meeting or task details and outcomes.
- Implementing a feature to summarize completed activities and meeting outcomes from the task board of Open Project, highlighting key achievements and progress.