



Suhas Bhairav

AI Project Retrospective Kit

**A practical retrospective for PM teams to turn data
into improvements.**

Turn project learnings into actionable improvements
with minimized risk and preserved context.

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suhasbhairav.com

Collect Evidence & Baselines

Capture project data from artifacts, tools, and team interviews. Establish baselines for scope, schedule, cost, and quality.

Key move Start with a 1-week data collection sprint before the retrospective.

PRACTICAL CHECKLIST

- 01** Inventory artifacts: plans, burndown charts, issue logs, release notes, and retrospective notes.
- 02** Document AI-assisted touchpoints: tools used, prompts, agent roles, and data inputs.
- 03** Capture outcome signals: delivery dates, defect rates, customer impact, and budget variances.
- 04** Note data quality: completeness, timeliness, privacy constraints, and consent.
- 05** Record operator context: team roles, decision-makers, and escalation paths.
- 06** Agree on success criteria for the retrospective itself: timely completion, clear ownership, tangible improvements.

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Root Cause Distinction

Differentiate symptoms from underlying causes to target meaningful improvements. Use structured analysis to avoid symptom-driven fixes.

Key move Avoid chasing symptoms; verify causes with data and stakeholder input.

PRACTICAL CHECKLIST

- 01** Collect data slices: when, where, and who observed the issue.
- 02** Map symptoms to potential causes using a 5 Whys approach.
- 03** Validate causes with data trends and AI-suggested hypotheses.
- 04** Separate symptoms from root causes before designing fixes.
- 05** Flag high-risk areas for immediate improvement focus.
- 06** Assign accountability for each identified cause and required owner.
- 07** Document assumptions and evidence sources for auditability.

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Actionable Improvements

Turn validated causes into concrete, testable improvements with clear ownership. Plan weekly experiments and guardrails to sustain progress.

Key move Keep experiments small; define success criteria upfront.

PRACTICAL CHECKLIST

- 01** Turn each identified cause into a specific, testable improvement.
- 02** Assign owner, deadline, and a clear success metric per improvement.
- 03** Prioritize by impact and ease of implementation.
- 04** Plan weekly sprints: implement, measure, learn, adjust.
- 05** Pilot in a limited workflow or one team.
- 06** Automate data collection, status updates, and reminders where possible.
- 07** Review results weekly with stakeholders using AI dashboards.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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