# Instructions for Agile-Based Reporting Requirements

*(For Academic Implementation Aligned with Industry Practice)*

In line with our adoption of the **Agile industry framework** within the academic setting, all student teams are required to submit the following reports.

All submissions must strictly adhere to the following guidelines:

* **Format**: Printed on **short bond paper**, organized, and properly labeled.
* **Download a copy of each file in the provided link**. DO NOT ASK FOR PERMISSION.

## 1. Reports to be Submitted Every Sprint

***Deadline****: Reports must be submitted* ***within 3 days after the Sprint Review****.*

***Late Submission Penalty****: A deduction of* ***10 points per day*** *will be applied for each day of late submission.*

* **Sprint Planning Report** – Prepared by **Scrum Master**

**Link:** https://docs.google.com/document/d/1W3fGYheh3nZksEyOxQHBgEcixCO9P1W5/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true

* **Backlog Refinement Report** – Prepared by **Scrum Master**

**Link:**

https://docs.google.com/document/d/18M\_Fjlae\_lXFY8M-jjK1SJDwmzp05sxt/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true

* **Sprint Review Report** – Prepared by **Scrum Master**

**Link:**

https://docs.google.com/document/d/1cHDgWVR01nJTUaP\_3fDHGjo3B2krwUbk/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true

* **Sprint Retrospective Report** – Prepared by **Scrum Master**

**Link:**

https://docs.google.com/document/d/1pXQ2d70tmiPg\_kbYQIP\_cdTYQUllJCGw/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true

## 2. End-of-Sprint Reports

***Deadline****: Reports must be submitted* ***within 3 days after the Sprint Review****.*

***Late Submission Penalty****: A deduction of* ***10 points per day*** *will be applied for each day of late submission.*

* **Lessons Learned Report** – Prepared by **Product Owner (P.O.)**

**Link:**

https://docs.google.com/document/d/1pudNCo9Xf9gy1ii4CbkulhK09jceokj5/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true

* **End-of-Sprint Consolidated Agile Report** – Prepared by **Product Owner (P.O.)**

**Link:**

https://docs.google.com/document/d/1NOw9ctpauceLrqYdgOjrFVdYSLIbktFn/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true

* **End-of-Sprint Business Analyst Report** – Prepared by **Business Analyst (B.A.)**, specific to the BA role and consolidated into the End-of-Sprint Report.

**Link**:

https://docs.google.com/document/d/1IAl\_\_qIEBTRIWZCagLk3I1Bmx4sBEu0U/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true

* **End-of-Sprint Scrum Master Progress Report** – Prepared by the **Scrum Master**, this report consolidates the Development Team’s daily updates. The content must clearly reflect progress in relation to the Sprint Planning commitments, and the Scrum Master is responsible for ensuring that the Gantt chart is updated accordingly.

**Link**:

https://docs.google.com/document/d/1bJu0chcEY40NniujpJvr\_9\_LNkfVxskW/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true

## 3. Other Reports

* **Functional Requirements Specification (FRS)** – To be prepared by the **Project Management (PM) Team**. The responsible person is the **Business Analyst** with all members contributing collaboratively.

*SHOULD BE SUBMITTED IN THE SECOND WEEK OF SPRINT 1*

Link:  
https://docs.google.com/document/d/1Cq\_-BeXehBn7sKX4bXiFJyvpRKMIvLQ-/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true

* **System Design Specification (SDS)** – To be prepared by the **Development Team**, with all members contributing collaboratively. The **Business Analyst** is responsible for following up and ensuring that the **Development Team** submits the required output in printed form (short bond paper) to their CSIT 327 instructor.

*SHOULD BE SUBMITTED IN THE SECOND WEEK OF SPRINT 2*

Link:  
https://docs.google.com/document/d/15HJlYKt8rywMk7SokCdWA1ZVii9nU6oO/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true

* **Incident Report** – To be prepared by **any team member** (Project Management or Development) who wishes to file a complaint. Must be submitted directly to the instructor.

**Link**:

https://docs.google.com/document/d/1zVLO96S04TJicMWNFo4UdC0bQ7ftIVZq/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true

* **Conflict Management Report** – To be prepared by the **Scrum Master** upon receipt of an Incident Report.
  + If the Incident Report involves the **Scrum Master**, the **Product Owner (P.O.)** will assume responsibility for investigating and preparing the report.
  + The instructor will call the attention of the Scrum Master or Product Owner if there is an incident report submitted.
  + *Should be solved within 5 days after the incident report has been filed.*

Link:

<https://docs.google.com/document/d/1MJfeln93rJLidW5-BapLprBbqd_WXssf/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true>

* **Root Cause Analysis** - Provide a detailed explanation of the issue, analyzing the underlying reasons why it occurred. This should include factors such as missed deadlines, delayed deliveries, or any other contributing elements that led to the incident.

Link:

https://docs.google.com/document/d/1TBMjBS0T3h2avhMB96H8zlCqIYNnBjGB/edit?usp=sharing&ouid=112399870070985315418&rtpof=true&sd=true

## Important Reminders

1. **Compliance with Deadlines**: All reports are subject to strict submission deadlines. Late submissions will incur penalties without exception.
2. **Professional Quality**: Reports must reflect industry standards in content, formatting, and presentation.
3. **Team Responsibility**: Each designated role is accountable for their assigned reports. Collaboration within the team is expected at all times.

## 📌 Note to Students: These requirements simulate real-world Agile project management practices and will directly contribute to your academic performance and professional readiness.