

# Sprint Report

Project: *<project/product name>*  
Sprint: *<sprint>*  
Period: *<time period>*

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## Roadmap

*<Insert picture of section of the roadmap, view is set to Quarters>*

Epics affected by the sprint:

* *<some epic>*
* *<some epic>*

Major milestones within the sprint:

* *<some milestone>*
* *<some milestone>*

*Note: Best practice: do not have more that 3 epics nor milestones within the sprint*

## Status

Example for green:

|  |
| --- |
| Overall Status |
| * No issues nor impediments to report   *or*   * We had a technical showstopper with implementation of *<some story>* but were supported by SA and quickly solved the problem. * We have encountered some open issues that caused scope changes for the *<some story>* but we managed to negotiate the scope and reduce the effort to fit the original estimation. |

Example for amber:

|  |
| --- |
| Overall Status |
| * We have encountered some open issues that caused scope changes for the *<some story>* and we did not manage to negotiate reduction of it so that the new estimated effort could fit the original estimation. * One of the team members got sick for 4 days and was not able to work according to the sprint plan. This affected the delivery and caused left over tasks of 5 story points. |

Example for red:

|  |
| --- |
| Overall Status |
| * We have encountered an open issue related to the existing feature *<some feature>.* An architectural change and rewriting of the feature *<some feature>* are required. Due to these circumstances, a significant additional effort is required (also heavy support by Nikola), which significantly reduces our delivery capacity for this sprint. * … |

*Note: The overall status could be green, amber or red. The colour in the Overall Status row indicates the status.*

## Delivered

*Green (80%-100%); Amber (60%-79%); Red (<60%)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Delivery Status: 60%-70% | | | | |
| Period | (30.06.-13.07) | (14.07.20-27.07) | (28.07.20-11.08) | **Average for the last 5 sprints** |
| Sprint (period) | 32 | 33 | 34 |
| Completed SP | 15 | 13 | 16 | 14.6 |

*Note: the latest 3 sprints*

## Risks and major issues/impediments

### 4.1. Risks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk# | Risk | Probability | Severity | Status | Action Plan |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Probability/ Severity: High; Medium; Low*

*Status: Owned; Mitigated; Resolved; Accepted*

* 1. Issues/Impediments:
* *<description of major issue/impediment>*
* *<description of major issue/impediment>*
* *<description of major issue/impediment>*

## Scope

### Variance of planned to achieved story points.

*Note: latest at the top and up to 10 sprints in total as history*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sprint (period) | Total SP committed | Completed SP | Not completed | Additional SP added | Bugs |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Completed vs Not completed Sprint Backlog items – detailed view.

Completed items

Issues that were not initially planned and added within sprint are marked in red with \*. Maintenance tasks added in red.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Key | Summary | Item Type | Priority | Status | Story Points |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Not Completed items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Key | Summary | Item Type | Priority | Status | Story Points |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Added items.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Key | Summary | Item Type | Priority | Status | Story Points |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Analyses of the discrepancy - description of the reason for the changes

*<Text about the analysis and the conclusions>*

## Planned for next sprint

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Key | Summary | Item Type | Priority | Status | Story Points |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total story points | | | | |  |

## Appendix