SSW 555 Agile Methods for Software Development

How to Use the Project Sprint Report

The Project Sprint Report is a spreadsheet file with several sheets:

- Team: information about the team members
- Backlog: information about user stories planned or completed
- Burndown: visual representation of work to be completed and velocity
- Sprint1: user stories and tasks to be performed in Sprint 1
- Sprint2: user stories and tasks to be performed in Sprint 2
- Sprint3: user stories and tasks to be performed in Sprint 3
- Sprint4: user stories and tasks to be performed in Sprint 4
- Stories: master list of user stories for course

The report summarizes the status of your team project as it progresses through the term. There are some examples shown in the first 4 sheets to give you an idea of how data is recorded and calculated. You will replace these examples and complete the other sheets with your own team's data.

This document describes the first 5 times that the report is updated:

1. Initial setup (due for P3)
2. At the Sprint 1 Planning Meeting (due for P3)
3. During Execution of Sprint 1
4. At the Sprint 1 Review Meeting (due for P4)
5. At the Sprint 2 Planning Meeting (due for P4)

You will continue to update the report at each sprint planning meeting and each sprint review meeting.

1. Initial Setup (due for P3):

1. Rename the report file, replacing "XX" with your team number.
2. On the Team sheet replace the examples with the correct information for your team members. Make sure to include the name of the GitHub public repository for your team. The instructor needs this to review your source code.

2. At the Sprint 1 Planning Meeting (due for P3):

1. On the Backlog sheet replace the example user stories with those that your team has chosen for the project. Assign an owner to each story chosen for the first sprint. If you want, you may also assign sprints to the remaining stories.
2. On the Burndown sheet clear out the data. Fill in the total number of user stories as the number remaining on the starting date. You will add more data to this table as the term progresses.
3. On the Sprint1 sheet replace the example user stories and tasks with the chosen user stories for the first sprint. You may add additional tasks as appropriate.

3. During Execution of Sprint 1:

1. On the Sprint1 sheet record actual size and effort for user stories are they are completed. Enter the new status (Done) and record the date completed. You may also update information about tasks here.
2. On the Backlog sheet update the status of completed stories.

4. At the Sprint 1 Review Meeting (due for P4):

1. On the Burndown sheet enter the new count of remaining stories and fill in the velocity data.
2. On the Sprint1 sheet add the things to continue or avoid at the end of the sheet (replacing the silly examples).

5. At the Sprint 2 Planning Meeting (due for P4):

1. On the Backlog sheet review and revise the user stories as appropriate. Select the stories you will complete during the second sprint. Be sure to assign each story to a team member and to record estimates of size and effort.
2. On the Sprint2 sheet copy the data about planned user stories for the sprint and add task information as appropriate.