Sprint Burn Down Templates

Instructions: What are these charts? How do I work them?

Classic Agile Iteration Charts

- A Burn DOWN for hours (and a version without this, as it's a bit out of fashion these days)
- A Burn UP for story points
- A Cumulative flow chart to help you to identify bottlenecks in your workflow.

How do I use this Template?

- Choose "Make a copy" from the "File" menu above.
- This will save an editable version to your own Google Drive.
- Overwrite the content of the **white cells**, *don't delete rows or the calcs in the grey or coloured cells!*
- By entering data in the input grids, the charts will just happen
- *Even if you don't use all of the Cumulative flow, keep track of stories completed in the "Done" row*

What do the charts show?

Burn Down

Estimated number of hours remaining to complete the sprint goal.

- Normally updated each day, immediately after the stand-up meeting
- The Scrum Master adds up all of the estimated hours remaining on all incomplete user stories
- Also shows the total number of hours available to the team in the remaining days of the sprint
- So, it's designed whether things are on track, ahead or behind schedule
- In recent experience (2020), fewer teams do this. So there's a version here without this chart included

Burn Up

Story points completed daily, throughout a sprint.

- Very similar to the burn down
- Rather than tracking work still to be done, it tracks work that has been completed
- Shows the accumulation of "Done" story points throughout the course of a sprint.

Cumulative Flow

Tracks: Efficiency through stages in the delivery process

• Highlights workflow bottlenecks, by charting the progress of stories through each stage of the sprint
• The coloured bands each represent one stage in the development workflow
• In a "pull" system, a widening of a coloured bands will indicate a bottleneck in the phase that follows
• It could in practice though (when used in Scrum), indicate a lag in the phase itself
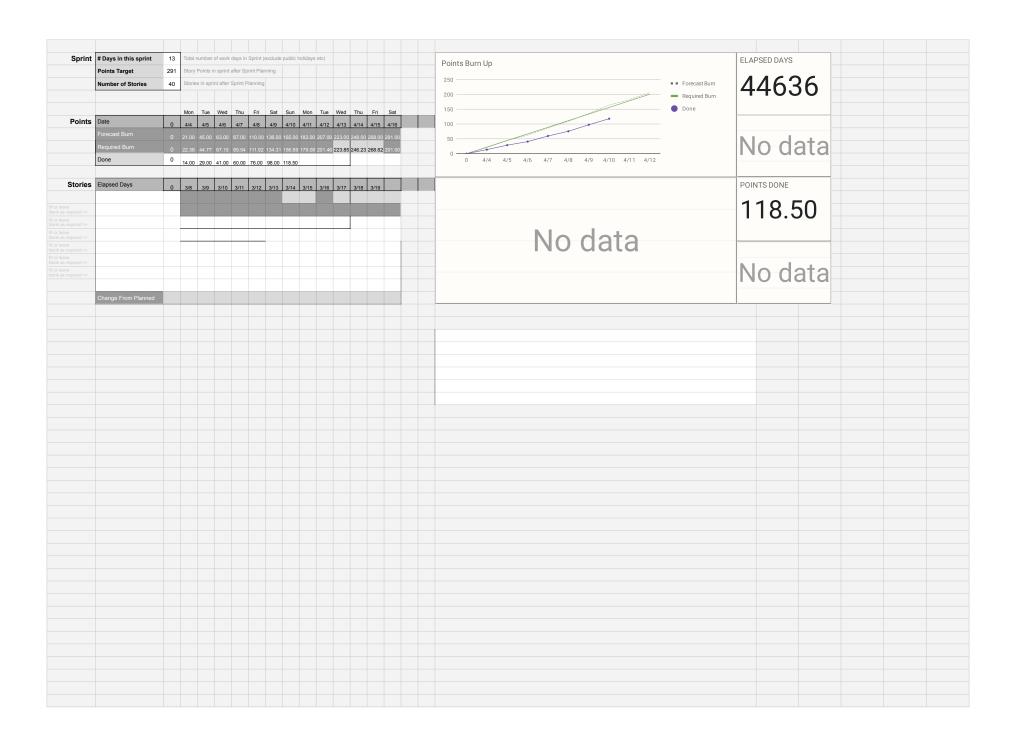
Let me know how you go!

You are free copy this doc, and use it in any way you like. Knock yourself out. It'd be great if you could post a link back to the blog (somewhere) if you find the charts give you some help at work!
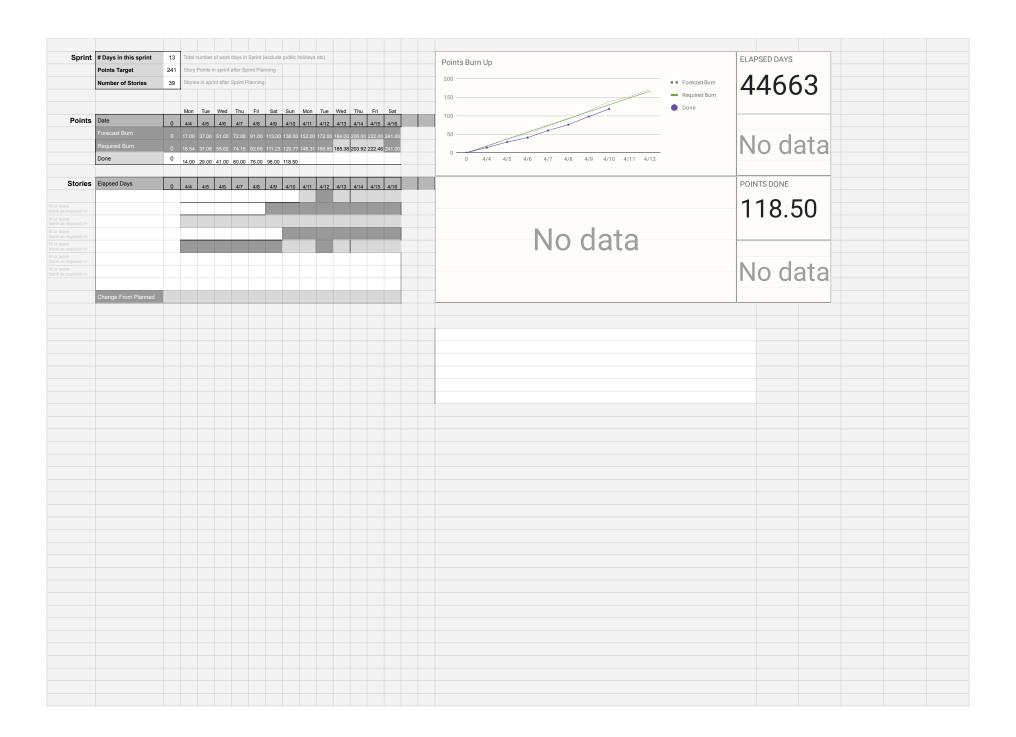
http://scrumage.com/

If you find any errors, or think of ways to improve these charts, don't keep it to yourself. Any feedback at all is great.
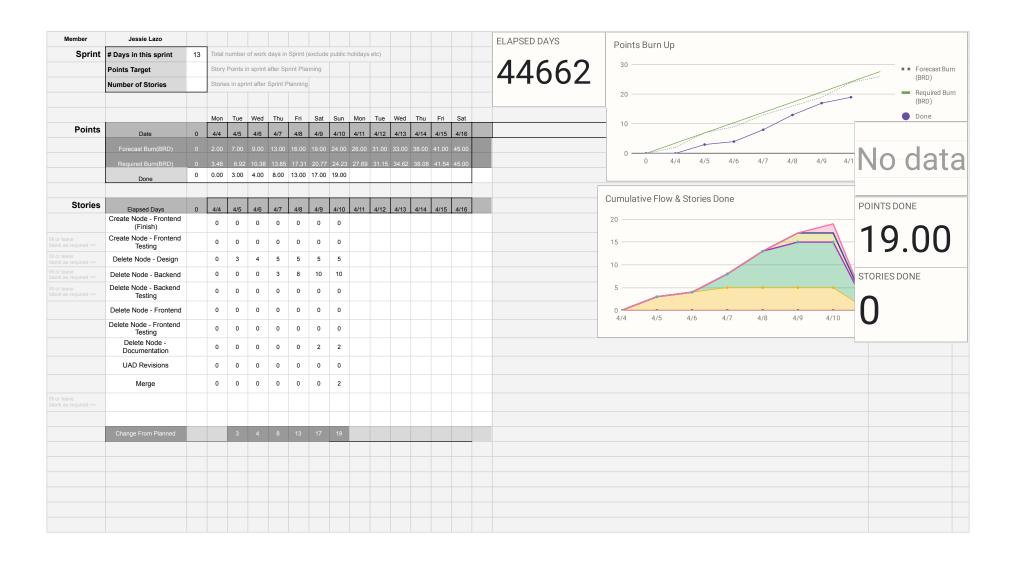
Adrian
adrian@fittolani.com

Sprint	# Days in this sprint	13	Total number of work days in Sprint (exclude public holidays etc)
	Points Target	291	Story Points in sprint after Sprint Planning
	Number of Stories	40	Stories in sprint after Sprint Planning

			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Points	Date	0	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16		
	Forecast Burn	0	21.00	45.00	63.00	87.00	110.00	136.00	165.00	183.00	207.00	223.00	248.00	268.00	291.00		
	Required Burn	0	22.38	44.77	67.15	89.54	111.92	134.31	156.69	179.08	201.46	223.85	246.23	268.62	291.00		
	Done	0	14.00	29.00	41.00	60.00	76.00	98.00	118.50								

			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Stories	Elapsed Days	0	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19			
	fill or leave blank as required >>																
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	fill or leave blank as required >>																
	fill or leave blank as required >>																
	Change From Planned																

Points Burn Up

- Forecast Burn
- Required Burn
- Done

ELAPSED DAYS

44636

No data

POINTS DONE

118.50

No data

No data

	Sprint	# Days in this sprint	13	Total number of work days in Sprint (exclude public holidays etc)
		Points Target	241	Story Points in sprint after Sprint Planning
		Number of Stories	39	Stories in sprint after Sprint Planning

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Points	Date		0	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16		
	Forecast Burn		0	17.00	37.00	51.00	72.00	91.00	113.00	138.00	152.00	172.00	184.00	206.00	222.00	241.00		
	Required Burn		0	18.54	37.08	55.62	74.15	92.69	111.23	129.77	148.31	166.85	185.38	203.92	222.46	241.00		
	Done		0	14.00	29.00	41.00	60.00	76.00	98.00	118.50								

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Stories	Elapsed Days		0	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16
	fill or leave blank as required >>															
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	fill or leave blank as required >>															
	fill or leave blank as required >>															
	fill or leave blank as required >>															
	Change From Planned															

Points Burn Up

Legend: Forecast Burn, Required Burn, Done

ELAPSED DAYS

44663

No data

POINTS DONE

118.50

No data

No data

Member	Matthew Chen

Sprint		
# Days in this sprint	13	Total numb
Points Target	62	Story Point
Number of Stories	10	Storie

Points

Date	0	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9	Sun 4/10	Mon 4/11	Tue 4/12	Wed 4/13	Thu 4/14	Fri 4/15	Sat 4/16
Forecast Burn(BRD)	0	3.00	8.00	10.00	16.00	22.00	28.00	34.00	36.00	42.00	44.00	50.00	56.00	62.00
Required Burn(BRD)	0	4.77	9.54	14.31	19.08	23.85	28.62	33.38	38.15	42.92	47.69	52.46	57.23	62
Done	0	3.00	7.00	9.00	15.00	22.00	28.00	32.50						

Stories

Elapsed Days	0	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	
Create separate log table for analytical logs and archiveable/error logs	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Add hash column and destination parameter to logging	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Change archiving to only archive unused logs table	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Revise Authentication, Authorization, OTP Request regarding new UserHash table	0	0	3	3	3	3	3	3	3	3	3	3	3		3
Search - Success Diagram Revisions	0	0	1	3	4	8	8	8.5	8.5	8.5	8.5	8.5	8.5	8.5	4
Search - Error Diagrams	0	0	0	0	5	7	8	8	8	8	8	8	8		12
Search - Initial Test Writeup	0	0	0	0	0	0	0								4
Search - Backend	0	0	0	0	0	0	0								16
Search - Backend Testing	0	0	0	0	0	0	0								16
Merge	0	0	0	0	0	1	6	10							4
Change From Planned		-7	-3	-1	5	12	18	22.5	12.5	12.5					

Points Burn Up

Legend: Forecast Burn(BRD), Required Burn(BRD), Done

Cumulative Flow & Stories Done

Legend: Merge, Search - Backend Testing, Search - Backend, Search - Initial Test, Search - Error, Search - Success
4 more

ELAPSED DAYS
44663

TAKT
9.00

POINTS DONE
32.50

STORIES DONE
1

Story	Points
Create separate log table for analytical logs and archiveable/error logs, add destination parameter to logging, change archiving to only archive from unused logs table	3
Revise Authentication, Authorization, OTP Request regarding new UserHash table, Search - Success Diagram Revisions	3, 2 (5)
Search - Success Diagram Revisions	2
Search - Error Diagrams	6
Search - Error Diagrams	6
Merge, Search - Initial Test Writeup	2, 4 (6)
Search - Backend, Testing	3, 3 (6)
Search - Backend, Testing	1, 1 (2)
Search - Backend, Testing	3, 3 (6)
Search - Backend, Testing	1, 1 (2)
Search - Backend, Testing	3, 3 (6)
Search - Backend, Testing	3, 3 (6)
Search - Backend, Testing, Merge	2, 2, 2 (6)

Member			
Sprint	**Jessie Lazo**		
	# Days in this sprint	13	Total number of work days in Sprint (exclude public holidays etc)
	Points Target		Story Points in sprint after Sprint Planning
	Number of Stories		Stories in sprint after Sprint Planning

ELAPSED DAYS

44662

Points Burn Up

- Forecast Burn (BRD)
- Required Burn (BRD)
- ● Done

Points

	Date	0	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9	Sun 4/10	Mon 4/11	Tue 4/12	Wed 4/13	Thu 4/14	Fri 4/15	Sat 4/16
	Forecast Burn(BRD)	0	2.00	7.00	9.00	13.00	16.00	19.00	24.00	26.00	31.00	33.00	38.00	41.00	45.00
	Required Burn(BRD)	0	3.46	6.92	10.38	13.85	17.31	20.77	24.23	27.69	31.15	34.62	38.08	41.54	45.00
	Done	0	0.00	3.00	4.00	8.00	13.00	17.00	19.00						

POINTS DONE

19.00

STORIES DONE

0

Cumulative Flow & Stories Done

No data

Stories

	Elapsed Days	0	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16
	Create Node - Frontend (Finish)		0	0	0	0	0	0	0						
fill or leave blank as required >>	Create Node - Frontend Testing		0	0	0	0	0	0	0						
fill or leave blank as required >>	Delete Node - Design		0	3	4	5	5	5	5						
fill or leave blank as required >>	Delete Node - Backend		0	0	0	3	8	10	10						
fill or leave blank as required >>	Delete Node - Backend Testing		0	0	0	0	0	0	0						
	Delete Node - Frontend		0	0	0	0	0	0	0						
	Delete Node - Frontend Testing		0	0	0	0	0	0	0						
	Delete Node - Documentation		0	0	0	0	0	2	2						
	UAD Revisions		0	0	0	0	0	0	0						
	Merge		0	0	0	0	0	0	2						
fill or leave blank as required >>															
	Change From Planned			3	4	8	13	17	19						

	Pammy Poor																
Sprint	**# Days in this sprint**	13	Total number of work days in Sprint (exclude public holidays etc)														
	Points Target	43	Story Points in sprint after Sprint Planning														
	Number of Stories	8	Stories in sprint after Sprint Planning														

			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Points	Date	0	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	
	Forecast Burn	0	5.00	7.00	12.00	14.00	19.00	24.00	29.00	33.00	35.00	38.00	42.00	43.00	43.00	
	Required Burn	0	3.31	6.62	9.92	13.23	16.54	19.85	23.15	26.46	29.77	33.08	36.38	39.69	43.00	
	Done	0	5.00	8	12	14	16	21	27							

	Elapsed Days	0	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	
Stories	Rating - Backend	0	0	0	0	0	0	0	3							
	Rating - Sequence Diagram	0	0	0	0	0	0	0	3							
	Routing DAR	0	0	0	0	0	0	0	1							
	Search Bar DAR	0	0	0	0	0	0	0	0							
	Tagging - Documentation	0	0	1	2	2	2	3	2							
	Tagging - Front end	0	2	3	5	7	8	12	12							
	Tagging - Testing	0	1	1	2	2	3	3	3							
	Tagging Test-Writeup	0	2	3	3	3	3	3	3							
	Change From Planned		-3	0	4	6	8	13	19							

fill or leave blank as required >>

Points Burn Up

Legend: Forecast Burn, Required Burn, Done

Cumulative Flow & Stories Done

Legend: Tagging Test-Writeup, Tagging - Testing, Tagging - Front end, Tagging -, Search Bar DAR, Routing DAR, 2 more

ELAPSED DAYS
44663

TAKT
3.00

POINTS DONE
27

STORIES DONE
3

Member		Viet Nguyen																		
Sprint	# Days in this sprint		13	Total number of work days in Sprint (exclude public holidays etc)																
	Points Target		40	Story Points in sprint after Sprint Planning																
	Number of Stories		8	Stories in sprint after Sprint Planning																

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Points	Date		0	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16
	Forecast Burn		0	3	7	8.0	13	14	18	23	26	30	31	34	36	40
	Required Burn		0	2.91	5.83	8.75	11.66	14.58	17.50	20.41	23.33	26.25	29.16	32.08	35.00	40.00
	Done		0	3	6	9	13	15	17	18						

				Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Stories	Elapsed Days		0	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16
	Account Deletion - Frontend, Frontend Testing, Documentation			0	1	3	7	8	9	9						
	Account Deletion - Backend testing			3	5	6	6	7	7	7						
fill or leave blank as required >>	Copy Node Design			0	0	0	0	0	2	3						
fill or leave blank as required >>	Copy Node Test Writeup			0	0	0	0	0	0	0						
fill or leave blank as required >>	Copy Node Backend Implementation			0	0	0	0	0	0	0						
fill or leave blank as required >>	Copy Node Backend Testing			0	0	0	0	0	0	0						
fill or leave blank as required >>	Copy Node Frontend Implementation			0	0	0	0	0	0	0						
fill or leave blank as required >>	Copy Node Frontend Testing			0	0	0	0	0	0	0						
	Change From Planned															

Points Burn Up

Legend: Forecast Burn, Required Burn, Done, Elapsed Days, Account Deletion - Frontend, Frontend, Account Deletion -, 6 more

Cumulative Flow & Stories Done

Legend: Copy Node Frontend Testing, Copy Node Frontend, Copy Node Backend, Copy Node Backend, Copy Node Test, Copy Node Design, 2 more

ELAPSED DAYS
44667

No data

POINTS DONE
18

No data

Member	Ian Ho-Sing-Loy

Sprint		
# Days in this sprint	13	Total numb
Points Target		Story Point
Number of Stories		Storie

Points Burn Up

Points			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	Date		4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16			
	Forecast Burn(BRD)	0	4.00	8.00	12.00	16.00	20.00	24.00	28.00	31.00	34.00	38.00	42.00	46.00	51.00			
	Required Burn(BRD)	0	3.92	7.85	11.77	15.69	19.62	23.54	27.46	31.38	35.31	39.23	43.15	47.08	51.00			
	Done	0	3.00	5.00	7.00	10.00	10.00	15.00	22.00	5.00	5.00	5.00	5.00	5.00	5.00			

Cumulative Flow & Stories Done

Tree HIstory-Backend

Stories																		
	Elapsed Days		4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16			
	Tree HIstory-Backend Testing		3	5	5	5	5	5	5	5	5	5	5	5	5			
	Tree History-Frontend - Design		0	0	2	5	5	10	17						30			
	Tree History-Frontend Testing		0	0	0	0	0	0	0						16			

| | Change From Planned | | 3 | 5 | 7 | 10 | 10 | 15 | 22 | 5 | 5 | | | | | | | |

Member	Ryan Harrison																
Sprint	# Days in this sprint	13		Total numb													
	Points Target	45		Story Point													
	Number of Stories	1		Storie													

			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Points	Date	0	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16		
	Forecast Burn(BRD)	0	4.00	8.00	12.00	15.00	19.00	23.00	27.00	31.00	35.00	39.00	42.00	46.00	50.00		
	Required Burn(BRD)	0	3.85	7.69	11.54	15.38	19.23	23.08	26.92	30.77	34.62	38.46	42.31	46.15	50.00		
	Done	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Stories	Elapsed Days	0	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16		
	Progress Tracker - Frontend, Frontend	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	
fill or leave blank as required																	
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fill or leave blank as required																	

| Change From Planned | | | | | | | | | | | | | | | | | |

Points Burn Up

40
30
20
10
0
0   4/4   4/5   4/6   4/7   4/8   4/9   4/10

ELAPSED DAYS

44663

(BRD)
(BRD)

No data

POINTS DONE

0.00

Tracker - Frontend

Cumulative Flow & Stories Done

1.0
0.5
0.0
-0.5
-1.0
0   4/4   4/5   4/6   4/7   4/8   4/9

STORIES DONE

0

Sprint			
# Team Members	4	Used for hours burn down (not as many teams do this these days)
# Hours in 1 work day	7.5	Used for hours burn down (not as many teams do this these days)
# Days in this sprint	10	Total number of work days in Sprint (exclude public holidays etc)
Points Target	36	Story Points in sprint after Sprint Planning
Number of Stories	8	Stories in sprint after Sprint Planning

Hours Burn Down

ELAPSED DAYS

7

TAKT

1.40

Hours	Day	1	2	3	4	5	6	7	8	9	10
	Available	300	270	240	210	180	150	120	90	60	30
	Task Hrs Remaining	400	400	380	400	300	300	300			

Points	Day	1	2	3	4	5	6	7	8	9	10
	Forecast Burn	3	6	9	11	14	17	20	23	26	29
	Required Burn	4	7	11	14	18	22	25	29	32	36
	Done	3	6	11	11	19	19	20			

POINTS DONE

20

Points Burn Up

Stories	Elapsed Days	1	2	3	4	5	6	7			
	Done	1	2	3	3	4	4	5			
fill or leave blank as required >>											
fill or leave blank as required >>											
fill or leave blank as required >>											
fill or leave blank as required >>											
fill or leave blank as required >>	Process B (eg "Test")	0	1	2	1	1	2	1			
fill or leave blank as required >>	Process A (eg "Dev")	3	2	2	3	3	2	2			
	To Do	4	3	1	1	0	0	0			
	Change From Planned	0	0	0	0	0	0	0			

Cumulative Flow & Stories Done

Legend: To Do, Process A (eg "Dev"), Process B (eg "Test"), Done

STORIES DONE

5