# Final Project Worksheet

## Task I: Health of the project

Find out if the team has everything they need to complete the Sprint. First, identify all the positive and negative observations. You want to list anything that gives an insight into the health of the project. Then you should categorize them to help you organize your thoughts for the next task.

**Category 1: Team Dynamics Collaboration and Composition**

| Positive Performance Indicators | Negative Performance Indicators |
| --- | --- |
| Good skill mix from the team. | The team has had difficulties with absences, so not much has been completed. |
| Team Dynamics and Collaboration Product Vision and Backlog Refinement | Reduced Team Engagement |

**Category 2: Work ethic and commitment**

| Positive Performance Indicators | Negative Performance Indicators |
| --- | --- |
| The team has a strong work ethic and is committing additional hours to work on this project. | Physical Fatigue Avoidance of Meetings |
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**Category 3: Requirement of Equipment**

| Positive Performance Indicators | Negative Performance Indicators |
| --- | --- |
| The team seems to have most of the tools needed to complete the project. | They lack a crucial component in the new design software |

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# Task II: Recommendations

Determine the actions you will take as the Scrum Master. After you analyze the information, determine how to move forward.

1) Are you applying a model? Which one?

   The Plan, Do, Check, Act (PDCA)

2) What are your 3 recommendations and how will you accomplish them?

   The Plan, Do, Check, Act (PDCA) model is a continuous loop of planning, executing, assessing, and adjusting to improve processes and solve problems. It begins with planning a change or test, implementing it (Do), evaluating the results (Check), and then adjusting based on feedback (Act), setting the stage for the next cycle of improvement. This iterative method promotes efficiency and effectiveness in project management and process optimization.

# Task III: Retrospective

Using the template provided, complete a retrospective based on your observations from the scenario. Give at least one item and responses to the questions related to the item.

| Item | What worked or what you liked? | What can you improve on, didn't work, didn't like | Next steps/recommendations |
| --- | --- | --- | --- |
| Team Collaboration and Engagement | The Product Owner's active engagement in backlog refinement provided clear direction. | Reduced team interaction and participation in meetings and daily standups | Introduce interactive activities in Scrum events and create a safe space for open discussion to boost collaboration. |
| Resource Allocation and Tool Availability | Team's willingness to continue contributing despite resource constraints. | Insufficient allocation of work hours and denial of requests for essential tools due to budget constraints. | Negotiate with management for better resource allocation and |

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| | | | secure necessary tools for the team. |
| Project Progress and Quality Assurance | The structured approach to sprint planning and execution. | Slow progress on story points and backlog of QA activities due to QA personnel's absence. | Prioritize QA activities and explore cross-training team members to mitigate bottlenecks. |
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