

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 and Collaboration

Positive Performance Indicators	Negative Performance Indicators
Team Dynamics and Collaboration Product Vision and Backlog Refinement	Reduced Team Engagement
	Physical Fatigue Avoidance of Meetings

Category 2: Resource Allocation and Tools

Positive Performance Indicators	Negative Performance Indicators
Not Mentioned in scenario	Insufficient Time Allocation
	Lack of Necessary Tools

Category 3: Project Progress and Market Position

Positive Performance Indicators	Negative Performance Indicators
Not Mentioned in scenario	Slow Progress
	Declining Market Share

Task II: Recommendations

Determine the actions you will take as the Scrum Master. After you analyze the

information, determine how to move forward.

- Are you applying a model? Which one?

Inspect and Adapt Model

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

1. Resource and Tooling Support
2. Team Well-being and Workload Management
3. Enhance Team Collaboration

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 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.