

Sprint X  
Start: 7-Jan

Top: Losses of working time (half days, time off, training, departmental measures, work outside the project, etc.)  
Bottom: Development hours (enter a "-" for days when each team member is not working)

The green areas are  
calculated automatically

	Regular events/meetings	Hours	SM	Development team							Total	Remaining	Notes
				Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	Member 7			
7-Jan Mon			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	490.0	
8-Jan Tue			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	455.0	
9-Jan Wed			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	420.0	
10-Jan Thu			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	385.0	
11-Jan Fri			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	350.0	
12-Jan Sat			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	315.0	
13-Jan Sun			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	280.0	
14-Jan Mon			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	245.0	
15-Jan Tue			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	210.0	
16-Jan Wed			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	175.0	
17-Jan Thu			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	140.0	
18-Jan Fri			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	105.0	
19-Jan Sat			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	70.0	
20-Jan Sun			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	35.0	

70.0 70.0 70.0 70.0 70.0 70.0 70.0 70.0 490.0

	Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	Member 7	
7-Jan(Mon)	70.0	70.0	70.0	70.0	70.0	70.0	70.0	490.0
8-Jan(Tue)	65.0	65.0	65.0	65.0	65.0	65.0	65.0	455.0
9-Jan(Wed)	60.0	60.0	60.0	60.0	60.0	60.0	60.0	420.0
10-Jan(Thu)	55.0	55.0	55.0	55.0	55.0	55.0	55.0	385.0
11-Jan(Fri)	50.0	50.0	50.0	50.0	50.0	50.0	50.0	350.0
12-Jan(Sat)	45.0	45.0	45.0	45.0	45.0	45.0	45.0	315.0
13-Jan(Sun)	40.0	40.0	40.0	40.0	40.0	40.0	40.0	280.0
14-Jan(Mon)	35.0	35.0	35.0	35.0	35.0	35.0	35.0	245.0
15-Jan(Tue)	30.0	30.0	30.0	30.0	30.0	30.0	30.0	210.0
16-Jan(Wed)	25.0	25.0	25.0	25.0	25.0	25.0	25.0	175.0
17-Jan(Thu)	20.0	20.0	20.0	20.0	20.0	20.0	20.0	140.0
18-Jan(Fri)	15.0	15.0	15.0	15.0	15.0	15.0	15.0	105.0
19-Jan(Sat)	10.0	10.0	10.0	10.0	10.0	10.0	10.0	70.0
20-Jan(Sun)	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0
Remaining hours per day	0.0	5.0	5.0	5.0	5.0	5.0	5.0	
Work by systems manager or leader	5.0	0.0	0.0	0.0	0.0	0.0	0.0	
Other work (emails, general tasks, meetings)	3.0	3.0	3.0	3.0	3.0	3.0	3.0	
	8.0	8.0	8.0	8.0	8.0	8.0	8.0	

Sprint1  
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Bottom: Development hours (enter a "-" for days when each team member is not working)

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EXAMPLE

	Regular events/meetings	Hours	SM	Development team							Total	Remaining	Notes
				Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	Member 7			
7-Jan Mon	Sprint planning/prep. Retrospective	-6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	168.0	
8-Jan Tue	Planning and Decomposing Task	-6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	168.0	
9-Jan Wed			5.0	-4.0 1.0	5.0	5.0	5.0	5.0	5.0	5.0	31.0	168.0	Member 1 1/2 day -4.0
10-Jan Thu			5.0	5.0	-	5.0	5.0	5.0	5.0	5.0	30.0	137.0	Member 2 time off
11-Jan Fri			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	107.0	
12-Jan Sat			-	-	-	-	-	-	-	-	0.0	72.0	
13-Jan Sun			-	-	-	-	-	-	-	-	0.0	72.0	
14-Jan Mon	Public holiday (Coming-of-Age Day)		-	-	-	-	-	-	-	-	0.0	72.0	
15-Jan Tue			5.0	5.0	5.0	-4.0 1.0	5.0	5.0	5.0	5.0	31.0	72.0	Member 3 training -4.0
16-Jan Wed	Refinement	-4.0	1.0	1.0	1.0	1.0	-	1.0	1.0	1.0	6.0	41.0	Member 4 back at office
17-Jan Thu			5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0	35.0	
18-Jan Fri	Sprint review/prep.	-6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
19-Jan Sat			-	-	-	-	-	-	-	-	0.0	0.0	
20-Jan Sun			-	-	-	-	-	-	-	-	0.0	0.0	
				22.0	21.0	22.0	25.0	26.0	26.0	26.0	168.0		

	Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	Member 7	
7-Jan(Mon)	22.0	21.0	22.0	25.0	26.0	26.0	26.0	168.0
8-Jan(Tue)	22.0	21.0	22.0	25.0	26.0	26.0	26.0	168.0
9-Jan(Wed)	22.0	21.0	22.0	25.0	26.0	26.0	26.0	168.0
10-Jan(Thu)	21.0	16.0	17.0	20.0	21.0	21.0	21.0	137.0
11-Jan(Fri)	16.0	16.0	12.0	15.0	16.0	16.0	16.0	107.0
12-Jan(Sat)	11.0	11.0	7.0	10.0	11.0	11.0	11.0	72.0
13-Jan(Sun)	11.0	11.0	7.0	10.0	11.0	11.0	11.0	72.0
14-Jan(Mon)	11.0	11.0	7.0	10.0	11.0	11.0	11.0	72.0
15-Jan(Tue)	11.0	11.0	7.0	10.0	11.0	11.0	11.0	72.0
16-Jan(Wed)	6.0	6.0	6.0	5.0	6.0	6.0	6.0	41.0
17-Jan(Thu)	5.0	5.0	5.0	5.0	5.0	5.0	5.0	35.0
18-Jan(Fri)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
19-Jan(Sat)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
20-Jan(Sun)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Remaining hours per day	0.0	5.0	5.0	5.0	5.0	5.0	5.0	
Work by systems manager or leader	5.0	0.0	0.0	0.0	0.0	0.0	0.0	
Other work (emails, general tasks, meetings)	3.0	3.0	3.0	3.0	3.0	3.0	3.0	
	8.0	8.0	8.0	8.0	8.0	8.0	8.0	