**Sprint 4 Group Evaluation**

**Team 5 - Stephanie’s Creations**

1. **Progress and accomplishments for the sprint**

Training and Technical Manual Documentation

* For this Sprint, our team worked on training and technical manual documentation. The items we worked on this Sprint are:
  + Training materials for the system and its users
  + Technical manual information for the system
  + Created/Delivered Training Delivery Strategy
  + Who is your target audience for each actor of the system

Create PPT Slides

* For this Sprint, Lauren created the presentation using her visual expertise. During a team meeting we reviewed her work and added our own individual assignments into the document. Heather also added transitional statements to the notes section.
* We also incorporated feedback from the SR&R 3 presentation and documentation into our slides and documentation.
* We also developed a 10-minute training session for one actor of the system to be conducted during the Sprint 4 review.

Updated System Product Backlog

* Heather continued to keep this updated and monitor progress during the Sprint.

Sprint 3 Backlog

* Heather continued to keep this updated and monitor progress during the Sprint.

Sprint 3 Burn Down Chart

* Heather continued to keep this updated and monitor progress during the Sprint.

Additional Items

* Sprint 4 PSPI
* Executive Summary with Narrative and Conclusion
* Detailed Supplement Specifications
* Navigation Diagram

**2. Problems encountered with the sprint**

Our team did not encounter any problems with this Sprint.

**3. An analysis of progress against schedule (e.g., due dates, sprints)**

Heather has reviewed all Sprint documents with the team. We all agree we are on pace to meet the due dates for each Sprint.

**4. Activities for the coming sprint, including any deliverables**

Below are the items we will address in Sprint 5:

|  |
| --- |
| Introduction to the SR&R 5 Presentation |
| Post-Implementation activities – Transition Plan  Initial Migration Plan Items: Business Readiness, Technical Readiness, People Readiness  Anything else accomplished during the sprint |
| Updated System Product Backlog |
| Sprint 5 Backlog |
| Sprint 5 Burn Down Chart |
| Sprint 5 PSPI |
| Executive Summary with Narrative and Conclusions |
| Updated Project Plan |
| Any updates to previous documentation |

**5. Any other items that would be of interest to management (professor)**

Our team was pleased with our Sprint 3 presentation feedback. As a result, our team will continue to review and incorporate feedback into each sprint.

**6. Total number of hours worked on the sprint**

|  |  |
| --- | --- |
| **Team Member** | **Total Time** |
| Hannah | 17 |
| Heather | 13 |
| Lauren | 10 |
| Team | 6 |
| **Sprint 3 Total Time** | **46** |

**7. Total number of hours worked on the project to date**

|  |  |
| --- | --- |
| Sprint 1 Total Time | 46 |
| Sprint 2 Total Time | 9.75 |
| Sprint 3 Total Time | 43.75 |
| Sprint 4 Total Time | 46 |
| Sprint 5 Total Time |  |
| Sprint 6 Total Time |  |
| **Total Team Time To Date** | **99.5** |