Source : http://phetteplace.net/scrum-excel-template/

I put together this Excel spreadsheet for tracking Scrum projects. While I recommend using one of the many Scrum tools available on the web for a number of reasons, this spreadsheet is a simple solution to get a project up and running quickly with very little overhead.

This template provides 6 tabs for Scrum planning.

* **Tab one** contains an image that I feel summarizes the Scrum process very well. It would be useful to show to anyone that is unfamiliar with Scrum.
* **Tab two** contains the product vision and definition of done. I have already filled out the definition of done with an example of what I like to use. However, it should be updated to best fit the needs of the specific team or project.
* **Tab three** contains the release and sprint plans. Most of the release plan table is calculated based on data from the sprint plan table. Just make sure to set the release column for each sprint so that the release plan table will update accordingly. This tab also contains a chart showing the planned and realized velocities of each sprint. I also added a line showing the realized average.
* **Tab four** contains the product backlog. Add stories for new functionality and changes to this table. I have added some conditional formatting to fill the background color of the story rows based on the status. I also have a conditional formatting rule on the points column to show red/yellow/green flags based on the point estimates. It just provides a visual so that stories with a high point estimate can be recognized easily. Edit the ranges of the formatting rule to best fit whatever works for you.
* **Tab five** contains the bug list. It is exactly the same as the product backlog with an added column for severity. Even though this is its own tab, I treat the bug list as being part of the product backlog. I just wanted to be able to view all my bugs in a separate tab.
* **Tab six** contains the sprint 1 burndown. Each day the number of points completed by the team should be entered into the table, and the chart will update accordingly. I recommend doing this during the daily Scrum. For each new sprint, this tab should be copied by right-clicking and selecting “move or copy” to create a copy of the sheet. All you have to do after that is change the value in cell B2 to the correct sprint. This is very important as the sheet uses that value in it’s calculations to properly update the chart and table starting points.

One other thing to note is that several of the tabs have been protected. If several people will be viewing the spreadsheet, I don’t want anyone accidentally changing something they shouldn’t. Some of the tabs are only partially protected since some of the cells are updated more frequently. However, all cells with a formula are protected.