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**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**: \_\_\_\_\_ Engagement and Morale\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Positive Performance Indicators** | **Negative Performance Indicators** |
| The team previously completed two full Sprints. | Team is physically fatigued, working ~60 hours/week. |
| Well-rounded group: engineer, developer, QA, marketing specialist, and technical writer. | Minimal participation in daily standups; collaboration is weak. Team members are avoiding meetings.  QA work is stalled due to extended absence. |

**Category 2: \_\_\_** **Resource Availability\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Positive Performance Indicators** | **Negative Performance Indicators** |
| The Product Owner (Charlotte) provides strong vision and helps refine backlog. | Team lacks tools (e.g., design software not approved in the budget). |
|  | Team members are only partially allocated and have limited availability.  QA backlog has accumulated due to absence and lack of backup.  Inconsistent access to required systems and support. |

**Category 3: \_\_\_\_\_** **Sprint Progress and Planning\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **Positive Performance Indicators** | **Negative Performance Indicators** |
| Average completion rate of 3 small story points per Sprint has been established. | Total of 40 story points remain, making it unlikely the project will finish on time at current velocity. |
| Product backlog is refined and managed by an engaged Product Owner. | No clear plan to improve velocity or reassign tasks from absent team members.  Unclear understanding among team members of what needs to be done. |

**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?  
   I’m applying the Servant Leadership model and elements of Scrum values (focus, openness, respect, courage, and commitment).
2. What are your 3 recommendations and how will you accomplish them?

* Conduct a team health check and anonymous feedback survey.
* Adjust Sprint goals based on realistic team availability.
* Encourage use of PTO and rotate workload if possible.
* Reinforce the importance of daily standups. Use short team-building icebreakers.
* Hold a team reset meeting to re-establish the working agreement.
* Encourage pair programming and peer review to enhance support.
* Escalate resource/tooling needs (e.g., design software) to leadership with a business case.
* Work with managers to renegotiate availability or replace team members temporarily.
* Reprioritize backlog based on available skills and adjust Sprint forecast accordingly.

**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** |
| Product Owner's Vision | Clear direction – its working | Team seems disconnected from the product goals | Reconnect team with PO's vision through Sprint Planning and Demo |
| Velocity | Established a baseline velocity | Current pace is unsustainable given the workload and resource constraints | replan future Sprints realistically |
| Standups | Consistent meetings | Lack of meaningful engagement and collaboration | Facilitate more engaging standups; rotate facilitators if needed |
| Tools & Resources | Team has identified what they need (e.g., design software) | Budget constraints and unfulfilled requests block progress | Escalate resource requests with impact statements to leadership |
|  |  |  |  |