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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: Team Engagement and Morale

|  |  |
| --- | --- |
| **Positive Performance Indicators** | **Negative Performance Indicators** |
| Team velocity | We’ve finished 2 sprints so far. |
| 40 story points left and not enough time. | Replan the backlog based on real team capacity. |

Category 2: Resource Availability

|  |  |
| --- | --- |
| **Positive Performance Indicators** | **Negative Performance Indicators** |
|  |  |
|  |  |

Category 3: Sprint Progress and Planning

|  |  |
| --- | --- |
| **Positive Performance Indicators** | **Negative Performance Indicators** |
|  |  |
|  |  |

**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?
2. What are your 3 recommendations and how will you accomplish them?

**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** |
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