Burndown Chart Analysis Worksheet

**Instructions:**

Use this worksheet to perform and document your analysis of the AHI app development project.

List **at least three** observations for each question.

Question 1: What problems does the burndown chart show about the project?

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| 1. **Delayed Progress:** The burndown chart indicates that the team is not meeting their planned sprint goals, leading to delayed completion of user stories. |
| 2. **Scope Creep:** Changes introduced during the sprint, particularly the late additions to user story 0001, have disrupted the workflow and added unforeseen tasks. |
| 3. **Resource Allocation Issues:** The lack of a dedicated Scrum Master familiar with Agile practices has likely hindered efficient task management and team synchronization. |
| 4. **Underestimated Efforts:** The team has consistently underestimated the time required for tasks, resulting in incomplete work and extended timelines. |
| 5. **Communication Gaps:** The surprise from stakeholders regarding user capacity shows a lack of effective communication and alignment on project requirements. |

Question 2: What changes could the team make to improve the chances of meeting the project scope and schedule?

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| 1. **Regular Stakeholder Meetings:** Increase the frequency of stakeholder communication to ensure all requirements are understood and agreed upon before development. |
| 2. **Implement Agile Training:** Provide training for team members, especially in Scrum practices, to optimize their performance and understanding of Agile methodologies. |
| 3. **Refine the Burndown Chart Usage:** Use the burndown chart more effectively to track daily progress and adjust plans as necessary, ensuring transparency among team members. |
| 4. **Prioritize User Stories:** Re-evaluate and prioritize user stories based on stakeholder feedback and urgency to focus on what adds the most value. |
| 5. **Establish Clear Acceptance Criteria:** Define clear and agreed-upon acceptance criteria for each user story to prevent scope creep and ensure focus. |

Question 3: What changes could the team have made earlier to be more successful?

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| 1. **Thorough Initial Planning:** Conduct a more thorough initial planning phase that includes input from all stakeholders to minimize changes later in the project. |
| 2. **Designate a Scrum Master:** Assign a skilled Scrum Master with Agile experience earlier in the project to guide the team and navigate challenges effectively. |
| 3. **Stakeholder Engagement:** Engage stakeholders early in the process to gather all necessary requirements and confirm expectations regarding user capacity and functionality. |
| 4. **Incremental Feedback Loops:** Establish shorter feedback loops throughout development to identify issues earlier and make necessary adjustments before they escalate. |
| 5. **Risk Assessment:** Perform a comprehensive risk assessment at the project's outset to identify potential issues and create mitigation strategies. |