

Burndown Chart Analysis Worksheet

Instructions:

Burndown Chart Analysis Worksheet Use this worksheet to perform and document your analysis of the AHL app development project.

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

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

1. Scope Creep: The burndown chart may show that tasks are being added or the scope is expanding without a corresponding adjustment to the timeline, indicating scope creep.
2. Slow Progress: The team is not completing tasks at the expected rate, causing the actual progress line to deviate significantly from the ideal burndown line.
3. Underestimation of Effort: The chart may indicate that tasks are taking longer than estimated, suggesting an underestimation of effort required for certain tasks.
4. Resource Bottlenecks: The project might be experiencing delays due to limited resources or bottlenecks in critical path tasks.
5. Missed Milestones: The burndown chart could show that key milestones are being missed, which could indicate issues in task dependencies or ineffective project management.

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

1. Reprioritize Tasks: Focus on critical path tasks and high-priority items to ensure that essential parts of the project are completed first.
2. Adjust Resources: Reallocate resources or bring in additional team members to address bottlenecks and ensure tasks are completed on time.
3. Improve Communication: Enhance communication among team members to ensure everyone is aligned on priorities and timelines.
4. Increase Daily Monitoring: Implement daily stand-up meetings to closely monitor progress and address issues in real-time.
5. Refine Task Estimates: Re-evaluate task estimates and adjust them based on actual progress and current conditions to create a more realistic timeline.

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

1. Better Initial Planning: Invest more time in initial planning to create more accurate task estimates and identify potential risks early on.
2. Clearer Scope Definition: Define the project scope more clearly to prevent scope creep and ensure all stakeholders have a shared understanding of project goals.
3. Proactive Risk Management: Implement proactive risk management strategies early in the project to anticipate and mitigate potential issues before they impact the timeline.
4. Frequent Milestone Reviews: Conduct more frequent reviews of project milestones to catch deviations from the plan early and take corrective action.
5. Increased Stakeholder Engagement: Engage stakeholders more regularly to ensure alignment on project goals and to address any concerns or changes in requirements promptly.