Burndown Chart Analysis Worksheet

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

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| 1. The team might be behind schedule, as indicated by the incomplete tasks from Sprint 1 and Sprint 2. For example, only 20 of the planned 40 hours were completed for user story 0001, suggesting that time estimation and allocation are problematic. |
| 2. The burndown chart could show that the team has overestimated its velocity (ability to complete story points per Sprint), leading to incomplete work within the designated Sprint timelines. |
| 3. The burndown chart likely indicates that the team is not reducing story points as expected, possibly due to scope changes like the unexpected reporting requirements added by key executives. |

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

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| 1. Adjust the Sprint goals and story points to better reflect the team's actual capacity and ensure that they commit to a realistic amount of work. |
| 2. Ensure constant communication between the Product Owner, Scrum Master, and stakeholders to manage expectations, prevent late surprises, and accommodate scope changes in a controlled manner. |
| 3. Cary should receive training or support in Scrum practices to better guide the team through the process, rather than relying on predictive management techniques. |
| 4. Monitor and update the burndown chart daily to identify issues early and make timely adjustments to the workflow, Sprint backlog, or resource allocation. |

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

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| 1. Given the team's inexperience with Scrum, an initial workshop or training session on Agile practices and Scrum roles could have prevented the missteps in Sprint 1. |
| 2. The team should have conducted more thorough estimations for story points, Sprint capacity, and resource needs, avoiding over-commitment and underestimation of tasks. |
| 3. Early and continuous involvement of stakeholders could have helped align the project scope with realistic business needs, avoiding issues like the over-investment in IT infrastructure. |