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# Delivery

## Header Section

### SP Productivity

SP Productivity = Total story points completed in a month or (Original Estimate for completed tasks/8) / Team Size

Story points delivered by per developer per month.

### Avg. Cycle Time

Cycle time of an Epic = Epic Completed date – Epic Start Date

* + Epic Start Date – The earliest created date of the story in an Epic
  + Epic Completed date – Resolved date of an epic

Cycle time is calculated for Top 80% of short epic by effort and mean of the cycle time is displayed

**Colour Code:**

* + Green - <3 Months
  + Orange – 3 to 6 Months
  + Red – more than 6 months

### FFER (Fix to Feature Effort Ratio)

Ratio of Efforts logged in Bug to Efforts logged in new features or improvements

### Epics Delivered

Number of Epics completed in selected time span.

Status is from the ‘Epic’ issue type in Jira Report

## Epic Key Stats

### No Epic (%)

Efforts of issues not linked to epic \* 100/ Total efforts logged

**Epic of a story is from a field Epic Link / Epic Link Summary in JIRA report**

Note: Sub-Task issue type is not considered for No Epic % calculation since it can’t be directly linked with an epic

### Work Log

##### Work log of team

The logged work hours of the team are extracted from (**Time spent/Hr. Spent**) column in JIRA report of uploaded month (Jul)

Work log of a ticket = work logged for current month (Jul) – work logged for previous month (Jun)

Total Logged work hour = Sum of Work log of a ticket of all tickets uploaded.

Note – The Assignee of the tickets must match the name in EmployWise

##### Expected Working hours

Team members are retrieved from ‘Assignee’ column of JIRA report

 Expected working hour of a developer = Number of days present (HRMS) \* 8

Expected working hour of lead (M1+/A1+) = Number of days present (HRMS) \* 8 \* required productivity %

Typical % productivity for M1

70% - 3-member team

50% - 3–5-member team

30% - 5–7-member team

0 - More than 7 member

**Work log of team \* 100 / (Expected working hour of developer + expected working hour of lead)**

#### Short Epic Short Epic (%)

Percentage of effort logged in Short Epics for selected period

**Colour Code:**

* Red - Short epics is less than 40%
* Orange - Short epics is 40% - 70%
* Green - Short epics 70+

### Due Date (%)

Percentage of short epics with due date for selected period

**Colour code**

* Green: >60%
* Orange: <60%

### Jira & Cicero Compliance

Percentage of overall Jira and Cicero compliance in last 3 months.

**Jira Compliance**

* + SP % >=60
  + No Epic (%) <= 40
  + Epic Concise title >=80
  + Due Date >=60
  + Work Log >=80

**Cicero Compliance**

* + Cicero Run

**Colour Code**

* Red – 0 to 33
* Orange - 66
* Green - 100

#### Planned Utilization

(Percentage of efforts spent on long epics in previous month \* Team capacity + Next Month planned SP for short Epics)/Team capacity \*100

**Team Capacity:**

Average SP. Productivity of last 3 months \* Team size

**Next Month planned SP for Short Epics**

Sum of story points of all tasks those are in progress or TO-DO state for Short Epics

**Colour Code:**

* Red - 0 to 30 or 150+
* Orange - 30 to 60 or 120 to 150
* Green - 60 to 120%

### Commit & Deliver

Efforts of Epic completed a/ (Efforts of Epic completed On Time+ Efforts of Delayed Epic)

**Colour Code:**

* Red - less than 40%
* Orange - 40% - 70%
* Green - 70+

### Epic Progress Ratio

Based on ratio of SP Delivered last 3 month / SP completed in selected period Formula = Completed SP of Epic Delivered / Completed SP of Epic In-Progress

**Colour code**

* Red – 0 to 0.2
* Orange – 0.2 to 0.8
* Green – 0.8+

## Table Section

### Issue Key

Issue Key of an Epic in JIRA.

Note – If Issue Key is empty, The EPIC is not exported in Jira report.

### Epic Title

It is an Epicname or label. The field “**Epic Link/Epic Link Summary**” from JIRA report

By default, the stories are grouped by Epic Name.

If Epic name is not present, the stories are grouped by label.

If label is not present, the stories are grouped by “No Epic”

### Owner

Owner of an epic

### Epic Type

By default, epic is considered as short epic

Epic with label “LongEpic” are long epics

### Epic Status

Is from “**Status**” field of Jira Report

The Epic Status will be completed if the status of Epic is Done/Fixed/Resolved.

The warning icon is shown if an epic is completed, but some tasks are not closed.

### SP

Total Story points assigned to all tasks in an Epic for selected time

### Completed SP

Total story points completed in an Epic for the selected period.

### Completed SP (%)

Completed SP / Total SP \* 100

### Timeliness

Timeline can be **Delayed, On Time or ND.**

Timeliness is calculated based on due date or Original Estimate

Due Date \

* If the epic completed date is after due date, it considered to be delayed
* If epic completed date is before due date it considered to be On Time
* If an epic is in progress and due is before file uploaded date, it considered to be delayed

Original Estimate

* If due date is not specified for an Epic, Timeliness will be based on Original Estimate vs Effort Logged for a month
* For the calculation of timeliness based on estimate, minimum 50% of tickets in an epic in a month must have both effort logged and estimate

If sum of estimate > sum of effort logged – On Time

If sum of estimate < sum of effort logged – Delayed

If the Epic doesn’t have a Due date or Due date is a future date and estimate and efforts are not provided for min 50% of tasks in an Epic. The timeline couldn’t be determined and will be displayed as N/D

For Timeliness calculation of an epic, Story points are not considered.

**Note - 10% of buffer is given to the Timeline status**

### Due Date

Due date of an Epic.

### Effort

Time spent in an epic for selected period.

### Total Effort

Total efforts spent in an epic from the start date.

### Total SP

Total Story points assigned to all tasks in an Epic

### Effort Variance

Number of story points delivered per month for an Epic

Total SP / (Total Effort in days) \* SP Productivity

**Colour code**

* Green: 20% variance from SP Productivity
* Orange: 40% variance from SP Productivity
* Red: >40% variance from SP Productivity

### Start & End Date

Epic Start Date – The earliest created date of the story in an Epic

Epic Completed date – Resolved date of an epic

### S/T, ENH and BF

**S/T** - Stories/Tasks - From “**Issue Type**” field in JIRA report

     Efforts of Task or Sub Task or stories / Total Efforts \*100

**ENH** –Enhancements - From “**Issue Type**” field in JIRA report

    100 – (S/T+BF)

**BF** - From “**Issue Type**” field in JIRA report

Efforts of Bug fixes / Total Efforts \*100

## Story Section

### Estimates

Estimates can be specified in hours in Original Estimate or Story Points

Original Estimate are converted to SP

SP = Original Estimate/8

### Status

If a task is completed, Effort logged is displayed or else its status (WIP) is shown

### TimeLine

Timeline can be **Delayed, On Time or ND.**

Timeliness is calculated based on due date or Original Estimate

Due Date

* If the task completed date is after due date, it considered to be delayed
* If task completed date is before due date it considered to be On Time
* If task is in progress and due is before file uploaded date, it considered to be delayed

Original Estimate / Story Points

* If due date is not specified for a task, Timeliness will be based on Original Estimate or Story points vs Effort Logged
* 1SP = 8hrs of estimate

If estimate > effort logged – On Time

If estimate < effort logged – Delayed