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# MBR Report

## Completed Epics/On Going Epics

### Completed Epis

Epics delivered in a month.

### On Going Epis

Epics worked on in a month, but it’s not completed

**Note: Only top 80 % of ongoing epics are shown based on Last Month effort**

Note: To exclude any Epic from monthly report, add label to the Epic “Meetings"

## Effort Distribution (Timeliness)

Based on Last month effort, percentage of epic in on Time, delayed or no data

## SP Delivered

Sum of story points completed for completed epics.

## Total SP Completed

Sum of story points completed for ongoing epics.

## Completed/On Going Epic Table View

### Epic Type

Short Epic: Short running Epics

Long Epic: The long running Epics with label “LongEpic”

### Epic Status

If the status of Epic is ‘Done/Resolved/Closed’ it’s completed else, it is ongoing.

**Note: To determine the epic status, Epics must be exported as a part of Jira report**

### Last MTH Effort

Sum of effort logged in all tasks in an epic for last month

Field- Time Spent

**Note: If a ticket is worked on both current and previous month. Only diff of effort is considered for current month effort calculation. Since we always get cumulative work log from Jira report**

### Total Effort

Overall effort logged in all tasks in an Epic (from start date till

completed date)

### Total SP

Sum of the story points of the completed tasks in an Epic  from start date till

completed date

**Note: Field Story Points / Original Estimate is considered. 8 hrs. Of estimate is considered as 1 story point**

### 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, if Epic is in-progress current date is considered for cycle time calculation.

### Start date

Epic start date is the earliest story created date

### 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 – Delayed

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

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

### Completed Date

Resolved date of an epic

## Stats

### Team Size

Size of the team based on HRMS report

### SP Productivity

Story points delivered by per developer per month.

  SP productivity = Sum of story points completed / No of assignee in Jira report

### 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

### Planned Utilization

Planned capacity for current month

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

### Plan Adherence

Percentage of epic completed as per last month plan.

**Epics completed in current month as per plan / Total number of epics with due date as current month in previous report \*100**

### Effort Distribution (days)

Based on selected month’s effort % of long vs short epics

**Color code:**

Based on Effort distribution for last 3 months

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

### Timeliness of Epics for the Month

Based on selected month’s effort % of epics completed Ontime, Delayed or No data

**Color code:**

Based on Effort distribution for last 3 months of Ontime vs Delayed.

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

**Note: Only Shore Epics are considered for timeliness**

### SP Delivery Trend

Completed – Completed Story points of epics in progress

Delivered – Sum of story points of completed epics

**Color Code:**

Based on SP Delivered last 3 month / SP completed in last 3 month

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

## Planned Stats

### Capacity (Man Days)

Approx. expected working hrs. (Capacity). Of developers

Ex: Team with 3 developer and 1 lead

**Developers = (sum of days working days) \*8**

**Lead = No of working days \* 8 \* productivity percentage /100**

Typical % productivity for M1

70 - 3-member team

50 - 3–5-member team

30 - 5–7-member team

0 - More than 7 member

**Note: It is an approx. value based on previous month HRMS report, and leaves taken by team members are not considered.**

### Capacity (SP)

Capacity of team by story points

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

### Next Month Planned SP

Sum of story points of all tasks those are in progress or TO-DO state for Short Epics with due date of next month

## Planned Epic Next Month

### Epics to be delivered

Number of epics with due date of next month.

### Planned Utilization

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

**Color Code:**

* Green - Planned is between 60 to 120%
* Orange – Planned utilization is between 30 to 60 or 120 to 150
* Red - Planned utilization is between 0 to 30 or 150+

## Planned Epic beyond Next Month

Epics with due date beyond next month