

Information Systems Consulting Project (67-373)

Sprint Report Template

An important component of project success is following a disciplined life cycle approach. Your team is required to submit regular sprint reports to Canvas. These sprint reports will be used to: 1) inform stakeholders of the team progress; 2) reflect on accomplishments and roadblocks; 3) to evaluate individual contributions; and 4) reflect on the implications of progress made or delayed. For many teams, this report will serve as the advisor meeting agenda, during which each team member should be prepared to speak about their contribution to the accomplishments, goals, blocks and community partner relationship.

Weekly sprint reports not only serve as an essential tool for keeping your advisor and other stakeholders apprised of your progress but also provide valuable experience you will use in the future. In the professional world, especially in consulting and project management, regular progress updates and communication are standard practices. By learning to prepare concise and thoughtful reports, you will practice key skills such as time management, effective communication, and the ability to analyze and report on project status. Additionally, you will practice a proactive approach to problem-solving, as you identify, reflect upon and address obstacles early.

As a team, you will develop a project plan to guide your semester efforts. The project plan will be updated weekly and have a direct correlation with efforts described in the sprint report. Teams can use project management tools that they are familiar with, or can use a simple spreadsheet approach. Examples of spreadsheet project plans are provided in Canvas.

DUE: As assigned end of day prior to scheduled Advisor Breakouts
SUBMIT: As a PDF to the appropriate sprint report dropbox in Canvas.

1. Header

GLOW with Dr. Row

Dr. Row

Rosemary, Evelyn, Sidney

[Jeria Quesenberry](#)

[Project Plan](#)

[Meeting Minutes](#)

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2. Accomplishments Since Last Sprint

Present your accomplishments in a table. Cut and paste your goals and targets for this

sprint (from last week's report). Indicate all tasks fully completed or in-progress since the last sprint report. Add (and note) any new tasks that have been accomplished since the last sprint. Each task should relate to the team's functional / non-functional requirements (features or bug fixes), general chores (such as meetings, class attendance, user testing, etc.) or milestones (proposal presentations, MVP delivery to the client, etc.).

Task targets from the previous sprint report should be addressed in the Retrospective column as shown in the example below. Your retrospective should include, depending on the status:

- If completed: How did completing the task go? How did time spent compare to the time estimate. To what do you attribute the difference?
- If in the backlog, what impacted the change in plans? How is the understanding of the task changed going forward?

Here's an *example*:

Task Description	Time Spent vs Estimate	Completion Status	Team Member/s	Sprint Retrospective
Team Meetings	1.5hr	Complete	Evelynn, Rosemary, Sidney	
Start drafting step-by-step written documentation for Dr. Row for things we can't put in video tutorials but want her to know	4hrs	Complete	Rosemary	Keeping in mind what Dr. Row does and does not know about technology, but picked up Github interface relatively quickly
Organizing a table of contents/quick links for our video tutorials	1hr	Complete	Rosemary	None
Continue to refine and organize the questions for the feedback form	1hr	In Progress	Sidney, Rosemary, Evelynn	This is an iterative process and there is always room for improvement
Google analytics work	1hr	Complete	Sidney	Maximizing the available features on Google analytics for Dr. Row
Update testimonials, all website wording, Dr. Row's picture, and	4h	In Progress	Evelynn	Dr. Row was not able to provide the

Task Description	Time Spent vs Estimate	Completion Status	Team Member/s	Sprint Retrospective
prescription card image				necessary materials to complete this
Start brainstorming small training tasks for Dr. Row	2h	Complete	Evelynn	Brainstormed a list of tasks scaling in difficulty for Dr. Row to gain a comprehensive understanding of her website's maintenance

3. Blocks and Problems

List any blocks or problems that hindered progress over the past week. This section should list all blocks or problems, whether related to technology, team dynamics, project management, unexpected or unexcused team absences, intra-team communication, quality of team meetings, quality of work products, missed deadlines, or missed significant project milestones. Provide specifics and discuss how these blocks or problems may be mitigated during the coming week. Comment on any potential or real project slippage due to the factors listed. Consider presenting this in a table format for easy review.

Block / Problem Description	Reason for Block	Mitigation Plan	Project Impact
Dr. Row has not finished wordsmithing what she wants on the website, so we cannot push the code to the live website, so we can't start training her on how to update the live website	Dr. Row is busy, and isn't super active on the project outside of our meeting times.	We have given Dr. Row the document in person meeting, and she has made a note in her notes app to finish the website rewording	Not a huge impact, as most of the code has already been finished, in terms of backend changes to tailwind and UI changes.

4. Goals / Targets for the Next Sprint

In this section, list all tasks planned for the next sprint. For each task include a task name, a brief specific one-sentence description, the team member's name who will work on the task and approximately how many hours they are expected to spend on the task. Again, it is useful to present targets in a table format.

Task Description	Time Est	Team Member/s	Risks / Mitigation
Google analytics work	1hr	Sidney	None, perhaps keeping it simple enough for Dr. Row
Tutorial videos for how to edit testimonials on her website	2hr	Rosemary	Waiting on Dr. Row's wordsmithing so we can push the website to main and I can show her how to edit on the github website
Create/link easy-to-read spreadsheets for Dr. Row to check all form responses	2h	Evelynn	None
Update testimonials, all website wording, Dr. Row's picture, and prescription card image	4h	Evelynn	Dependent on if Dr. Row provides the information

Any tasks that appear on a sprint report in the goals/target section more than once should be addressed in the accomplishments with an explanation as to why they were not completed.

5. Community Partner Relationship

Briefly describe the team's interaction(s) with its community partner over the past week. Rate the quality of the relationship and, if less than satisfactory, indicate how it might be improved. This is strictly confidential - no information provided here will be shared with community partners.

Our relationship with the client continues to be very strong and collaborative. Although we did not have a formal meeting this week, we maintained open lines of communication via email to ensure continued progress. The client is fully aware of the tasks she is responsible for completing, and we trust that she is managing them effectively, but she is busy. We look forward to reconnecting with her in the upcoming week to review progress and provide support as needed. Overall, we would rate the quality of our relationship as excellent.