

## Information Systems Consulting Project (67-373)

### Sprint Report Template

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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.

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#### 1. Header

GLOW with Dr. Row

Dr. Row

Rosemary, Evelynnn, Sidney

[Jeria Quesenberry](#)

[Project Plan](#)

[Meeting Minutes](#)

3/19 - 3/26

#### 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*:

<b>Task Description</b>	<b>Time Spent vs Estimate</b>	<b>Completion Status</b>	<b>Team Member/s</b>	<b>Sprint Retrospective</b>
Implement question box asking if users have time to complete the survey before displaying the survey	2h vs 4h	Complete	Evelynn	Straightforward.
Implement allowing prescription card to be downloadable off of website	30 min	Complete	Evelynn	Straightforward.
Populate post-555 survey with Dr. Row's questions	1h	Complete	Evelynn	Still need to talk to team about how to display short-term vs long-term questions
Team meetings	1.5hr	Complete	Evelynn, Rosemary, Sidney	Dinner this week with client
Demo day prep	2hr	Complete	Evelynn, Rosemary, Sidney	Went well and got valuable feedback
Testing Google Analytics	2hr	Complete	Sidney	It works and is collecting data
Follow up email	.5hr	Complete	Sidney	Straightforward.
Prepared Demo Day slides	2.5 hrs	Complete	Evelynn, Rosemary, Sidney	Looking back helped us realize exactly how much we

Task Description	Time Spent vs Estimate	Completion Status	Team Member/s	Sprint Retrospective
				needed to do, and where in general we were with the rest of the project.
Record and edit tutorial video for Dr. Row to change her own picture	1h	In progress	Rosemary	Still working on getting the rest of the code pushed, but have started figuring out the easiest way on Github website to have Dr. Row push to her own live website

### 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.	Remind Dr. Row again over email. If that doesn't work, then have Dr. Row write some main ideas down during the meeting and we will polish up the rest of the text for the website.	Not a huge impact, as most of the code has already been finished, in terms of backend changes to tailwind and UI changes.
Cannot start reaching out to users for testing	The website is not live yet. Also, Dr. Row has not given us the list of user	Remind Dr. Row again over email. If that doesn't work, then have Dr. Row	Currently very little impact, because the website has not been published yet

	contacts that we can reach out to for testing.	write some user contacts during the meeting.	and cannot be tested.
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#### **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.

<b>Task Description</b>	<b>Time Est</b>	<b>Team Member/s</b>	<b>Risks / Mitigation</b>
Tutorial video for SEO	1.5hr	Sidney	Go over with Dr. Row to be sure she understands it
Tutorial video for google analytics	1.5hr	Sidney	Go over with Dr. Row to be sure she understands it.
Brainstorm 555 feedback form questions	1.5hr	Sidney	User test to make sure it is written well.
Finish recording and editing tutorial video for Dr. Row to change her own picture	2hrs	Rosemary	None, since it's not reliant on the unfinished new website, Dr. Row can update the live website
Start drafting step-by-step written documentation for Dr. Row for things we can't put in video tutorials but want her to know	2hrs	Rosemary	None
Organizing a table of contents/quick links for our video tutorials	1hr	Rosemary	None
Make testimonial styling more in line with design system	2h	Evelynn	None
Change the background from an image to code	6h	Evelynn	Will need to learn more advanced CSS
Update website with Dr. Row's wording	2h	Evelynn	Dependent on Dr. Row finishing and sending the content

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.

This week, we had dinner with our community partner, Dr. Row, instead of a virtual meeting. We went out for food and had a wonderful time getting to know her better outside of a typical working environment. Dr. Row is incredibly kind and warm, and we were able to bond on a deeper level beyond just a client-partner relationship. Last week, we also had a longer discussion with her about her role in wordsmithing the website and helping to create feedback forms. We've noticed that due to her busy schedule, she may need occasional reminders about certain deliverables, such as the list of user testing contacts. Overall, the quality of our relationship is excellent and continues to grow stronger.