

Agile Implementation for Business Process Improvement Project

1. Problem Statement

The business follows a manual reporting process involving spreadsheets and email communication, resulting in delays, errors, and lack of visibility.

Business Goal

Improve reporting efficiency, transparency, and predictability using Agile practices.

Current Challenges

- Reports take ~5 days to complete
- No task ownership clarity
- Frequent rework
- Missed deadlines

Success Criteria

- Reduce task completion time by at least 15%
- Improve sprint predictability
- Better visibility of work status

2. Product Backlog

Story ID	User Story	Priority	Sprint	Status	Story Points
US-01	As a reporting analyst, I want a clear list of reporting tasks so that I know what to work on each day.	High	Sprint 1		5 points
US-02	As a team lead, I want visibility into task progress so that I can identify blockers early.	High	Sprint 1		5 points

US-03	As a reviewer, I want reports reviewed in smaller batches so that errors are caught earlier.	Medium	Sprint 3		8 points
US-04	As a stakeholder, I want predictable delivery timelines so that I can plan decisions.	Medium	Sprint 3		8 points

3 Sprint Board

Sprint 1

Alt Name	Assign	Status
<u>US-01</u>		Done
<u>US-02</u>		Done

DAILY STANDUP

Day 1

- Yesterday: Backlog created
- Today: Defining reporting tasks
- Blockers: None

Day 6

- Yesterday: Task tracking improved
- Today: Final review
- Blockers: Review delays

4 Retrospectives

Sprint 1 Retrospective

What went well

- Clear task visibility
- Reduced follow-ups

What didn't

- Initial confusion on priorities

Action Items

- Limit WIP
- Add mid-sprint check

5 Sprint Metrics

Aa Sprint	≡ Planned Tasks	≡ Completed Tasks
<u>Sprint 1</u>	20	15
<u>Sprint 2</u>	20	17
<u>Sprint 3</u>	20	18

Create visibility and ownership of reporting tasks.