

Reporting and Dashboard Service Improvement

Project Status Report 1

Sprint 0

| | |
|----------------|-----------------------------|
| Period ending: | May 14 th , 2021 |
|----------------|-----------------------------|

| Team Name: Team RDSI | Number of Units completed |
|----------------------|---------------------------|
| Samara Flueck | 11 |
| Sunghwan Park | 10 |
| Skylar Kramer | 4 |
| | |

| | |
|---------|---|
| Client: | Government of British Columbia, Digital Investment Office |
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At the end of this week:

| | |
|---|-----|
| Number of units remaining in backlog | 72 |
| Number of units in progress | 25 |
| Number of units in review | 8 |
| Number of units completed this week | 25 |
| Number of new units identified (additional scope) | 230 |

Describe any tasks that could not be completed and how these is being addressed:

| Task | How is this being addressed? |
|------|------------------------------|
| N/A | |
| | |

Describe any tasks that could not be completed and the impact:

| Task | Impact |
|------|--------|
| N/A | |
| | |

Provide a schedule of this week's meetings and a summary. Include agenda, minutes.

See sprint 1 planning meeting pdf submitted with report in D2L

At the end of each sprint (even numbered weeks), include everything above and the following:

1. **Project end date as estimated at the end of last sprint (based on burn-up chart)**
N/A
2. **Project end date as estimated at the end of this sprint (based on burn-up chart)**
Jun 8th at the moment, but this will change as we define our project scope during the requirements & design phase.
3. **Estimated unit completion target for this sprint.**
20 units
4. **Achieved unit completion target for this sprint.**
20 units.
5. **Provide context for any loss or gain in productivity.**
Our units completed for sprint 0 is low due to untracked time during the planning portion of the last couple weeks.
6. **Estimated unit completion target for next sprint. If different, please explain justification.**
75 units. This differs due to better tracking of tasks after planning sessions this week. We have a sprint review scheduled mid-way through the next sprint to assess if this is still a reasonable goal.
7. **Attach a list of tasks addressed in the current sprint and their current state, assigned resource and estimate.**

| Task | State | Resource | Effort Estimate |
|--|-------------|------------------------|-----------------|
| Sprint 0 Documentation | Done | Samara | 2 |
| Project Charter – Define Milestones | Done | Sunghwan | 2 |
| Project Charter – Conclusion | Done | Samara | 1 |
| Project Charter – Purpose/Justification | Done | Samara | 1 |
| Project Charter – Executive Summary | Done | Samara | 2 |
| Project Charter – Approach | Done | Sunghwan & Samara | 2 |
| Project Charter – Project Description | Done | Skylar | 3 |
| Set up Project Portfolio in Google Drive | Done | Samara | 2 |
| Stakeholder Survey Questions – Round 1 | Done | Sunghwan & Samara | 5 |
| Git repo structure | Done | Sunghwan | 1 |
| Create sample data model for learning | Done | Sunghwan | 2 |
| OCP Learning | In Progress | All | 5 |
| Team Contract | Review | All (Skylar reviewing) | 8 |
| Docs: Business Problem Definition | In Progress | Samara | 2 |

Note: Our sprints start on Wednesdays and end on Tuesdays, therefore any of our in progress tasks are not outside of our sprint time-box. Not all work was tracked at first and there were resource access issues that had to be addressed for one member. These issues are now fixed.

8. **Attach a picture of your completed burn up chart.**
See below

| Sprint | Project Total Units | Estimated Units This Sprint | Completed This Sprint | Cumulative Completed | Estimated Trajectory |
|--------|---------------------|-----------------------------|-----------------------|----------------------|----------------------|
| 0 | 230 | 25 | 25 | 0 | 0 |
| 1 | 230 | 75 | | 25 | 75 |
| 2 | 230 | | | 50 | 150 |
| 3 | 230 | | | 75 | 225 |
| 4 | 230 | | | 100 | 300 |
| 5 | 230 | | | 125 | 375 |
| 6 | 230 | | | 150 | 450 |

