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**Final Project Worksheet**

**Task I: Health of the project**

Find out if the team has everything they need to complete the Sprint. First, identify all the positive and negative observations. You want to list anything that gives an insight into the health of the project. Then you should categorize them to help you organize your thoughts for the next task.

**Category 1**: **Team Performances**

|  |  |
| --- | --- |
| **Positive Performance Indicators** | **Negative Performance Indicators** |
| Complete an average of three small story points | Team is physically fatigued |
| The team has worked well together | Little collaboration happening |

**Category 2: Team Makeups**

|  |  |
| --- | --- |
| **Positive Performance Indicators** | **Negative Performance Indicators** |
| Five Scrum Masters hired with mixed roles | Andrew's daily standups have been quiet |
|  |  |

**Category 3: Project Budget**

|  |  |
| --- | --- |
| **Positive Performance Indicators** | **Negative Performance Indicators** |
| Not inside the story | A good design program not in budget |
|  |  |

**Task II: Recommendations**

Determine the actions you will take as the Scrum Master. After you analyze the information, determine how to move forward.

1. Are you applying a model? Which one?

Model is Yes, Plan, Do Check, Act

1. What are your 3 recommendations and how will you accomplish them?

* Spend time interacting with the team members and listening to what they are saying, thus collecting the background information
* Review the process to determine the mistake
* Get feedback from the team on what is working and what is not

**Task III: Retrospective**

Using the template provided, complete a retrospective based on your observations from the scenario. Give at least one item and responses to the questions related to the item.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **What worked or what you liked?** | **What can you improve on, didn’t work, didn’t like** | **Next steps/recommendations** |
| **Increase Collaboration** |  | **Excessive Work Hours** | **Manage Workload** |
| **Improve Communication** |  | **Silent Daily Standups** | **Backlog Refinement** |
| **Training and Tools** |  | **Lack of Clarity** | **Training Budget Request** |
|  |  |  |  |
|  |  |  |  |