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

2) 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