

# **DCIT 208 - Course Project: Sprint Reports 1-3**

## **Revised Guidelines (2025)**

Each sprint report documents your progress at the end of Sprints 1, 2 and 3. These reports replace the traditional sprint retrospective and are worth 5 points each (Deliverables 6-8). They help you reflect on your achievements, assess your trajectory toward the final deliverables, and communicate lessons learned. Submit a separate PDF report for each sprint as indicated below.

## **Required Content for Each Report**

1. **Updated Sprint Backlog:** Attach the latest version of your sprint backlog. Ensure it reflects all tasks planned and completed during the sprint.
2. **Functionality:** Describe the current functionality of your system at the end of the sprint. Highlight new features or components added and demonstrate how they meet the requirements.
3. **User Stories:** Explain any changes made to user stories during the sprint. Discuss if stories were refined into smaller units or if new stories were discovered and added to the product backlog.
4. **Lessons Learned:** Share what went well and what didn't. Describe improvements you will implement in the next sprint with respect to process, collaboration, tools or technical practices.
5. **Velocity & Burndown Chart:** Calculate and report your team's velocity for the sprint. Compare planned versus completed story points and include a burndown chart that plots the ideal trajectory against your actual progress.
6. **Quality & Metrics:** Summarize non-functional requirements addressed (e.g., performance, security) and any testing or quality-assurance metrics (coverage, static analysis results).

# Timeline & Evaluation

## Sprint Timeline & Submission Deadlines:

- Sprint 1 runs from 02–06 Aug 2025. Submit Sprint Report 1 by Wednesday 07 Aug 2025 (23:59 GMT).
- Sprint 2 runs from 07–10 Aug 2025. Submit Sprint Report 2 by Sunday 10 Aug 2025 (23:59 GMT).
- Sprint 3 runs from 11–17 Aug 2025. Submit Sprint Report 3 by Sunday 17 Aug 2025 (23:59 GMT).

Late submissions incur a 10% deduction per day. Plan ahead: the portal will open the day each sprint ends so you can upload immediately.

## Evaluation Criteria (5 points per report):

- Updated Backlog (1 pt): Accurate and comprehensive backlog reflecting sprint scope and status.
- Functionality (1 pt): Clear description of features delivered, with appropriate evidence (screenshots, code snippets, test results).
- User Stories (1 pt): Explanation of any changes, new stories or refinement decisions and their rationale.
- Lessons Learned (1 pt): Insightful reflections on team process and technical challenges, including actionable improvements.
- Velocity & Burndown (1 pt): Correct velocity calculation, thoughtful comparison between planned and actual story points, and a labelled burndown chart.

## **Additional Guidelines**

- **Format:** Submit a single PDF per sprint. There is no page limit, but reports are typically 2-4 pages plus your burndown chart.
- **Diagrams & Evidence:** Include diagrams, charts or tables where relevant (e.g., backlog snapshots, UML/DFD/C4 diagrams).
- **Cross-References:** Tie your sprint results back to the proposal, system requirements and product backlog.
- **References:** Use Sommerville for process guidance, Pressman for quality and metrics, and Kendall for analysis modelling as appropriate.
- **Collaboration:** Clearly document how tasks were divided among team members and how decisions were made to foster accountability and transparency.
- **Tools & Best Practices:** Note any tooling (CI/CD pipelines, Git branching strategies, static analysis) adopted during the sprint and discuss their impact.