

projectName

**Sprint review record**

PHASE 3: EXPLORATION, ENGINEERING AND DEPLOYMENT

# Purpose of this document

DSDM handbook 8.5.5 Timebox Review Record; Appendix C 4.5 Timebox Review Record  
Document template version 0.4

* Review the success of delivery against the timebox plan, specifically recording:
  + What was actually delivered
  + What was not delivered
* Record the formal acceptance of the timebox deliverables by the business representatives identified to accept them.
* Assess the priority of any work not completed in this timebox that needs to be completed in a future timebox and to formally de-scope the lowest priority items where appropriate. The results of this assessment should be reflected in an updated Prioritised Requirements List (PRL).
* Review the effectiveness of the timebox control processes and the techniques employed in the development in line with the principles of DSDM.

# Quality criteria

* Does the timebox review record:
  + Accurately reflect the outcome of the timebox?
  + Explain any discrepancy between what was planned and what was actually delivered?
* Have the deliverables been formally accepted by those expected to accept them and, if not, are the reasons for this clear?
* Has the appropriate action been taken with regard to:
  + Plans for future work?
  + Risks identified during the timebox?
  + Any other observations?
* Have lessons been learned from analysing timebox performance against the Principles of DSDM and have actions been addressed in future plans?

# Document sign-off

|  |  |  |  |
| --- | --- | --- | --- |
| RACI | Role | Name | Date |
| Responsible | **Team leader** |  | **yyyy-mm-dd** |
| Accountable | **Project manager** |  |  |
| Consulted | Solution development team members and any interested parties |  |  |
| Verified | Technical coordinator |  |  |
|  | Business visionary |  |  |

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Reason for change | Status | Date |
|  | 0.1.0 | Initial draft | Draft | **yyyy-mm-dd** |
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# 1. Success of delivery

***Review the success of delivery against the timebox plan, specifically recording what was actually delivered, and what was not delivered. Record the formal acceptance of the timebox deliverables by the business representatives identified to accept them.***

***Ensure that this accurately reflects the outcome of the timebox, and that any discrepancy between what was planned and what was actually delivered is adequately explained. Have the deliverables been formally accepted by those expected to accept them and, if not, are the reasons for this clear?***

## What was delivered?

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **MoSCoW** | **Description** | **Comment/action** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## What was not delivered

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **MoSCoW** | **Description** | **Comment/action** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 2. Lessons learned

***What lessons have been learned—how effective have the development and management processes been in line with agile principles? What are the retrospective outcomes?***

***Review the effectiveness of the timebox control processes and the techniques employed in the development in line with the principles of DSDM. Ask if any lessons have been learned from analysing timebox performance against the principles of DSDM and have actions been addressed in future plans?***

Lessons learned…

# 3. Deployment benefits

***What benefits described in the business case could now be accrued if the deployed solution is used properly?***

Deployment benefits…