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.

Health of the project

The health of the product development project at Roman Empire Industries is currently in a concerning state. Several factors are contributing to the project's challenges, including:

1. Slow Progress: The team is only completing an average of three small story points per Sprint, while there are an estimated 40 story points remaining. This indicates a slow pace of development and a potential risk of not meeting deadlines.

2. Resource Constraints: Team members are overburdened with other projects and have limited time allocated to this project. This is causing fatigue and reducing their ability to focus on the project effectively.

3. Lack of Collaboration: Communication and collaboration within the team seem to be lacking. Team members are not actively participating in daily standups, avoiding meetings, and there is little evidence of teamwork.

4. Delayed QA: The absence of the QA person has caused a backlog of QA activities, potentially affecting the quality of the product.

5. Unclear Expectations: The team appears confused about their tasks and responsibilities, suggesting a lack of clear direction or communication from the Scrum Master or Product Owner.

Category 1: **Team Dynamics**

Positive Performance Indicators	Negative Performance Indicators
The team has worked well together in the past.	Team members are physically fatigued due to excessive workload.
Charlotte, the Product Owner, provides a strong vision and helps refine the backlog.	There is a lack of collaboration and communication among team members.

Category 2: Project Management

Positive Performance Indicators	Negative Performance Indicators
The team has completed an average of three story points per sprint.	The team is only allocated a few hours per week to this project.
Andrew, the Scrum Master, is actively monitoring the project's progress.	The team is often confused about what they need to do.

Category 3: Requirement of Equipment

Positive Performance Indicators	Negative Performance Indicators
The team seems to have most of the tools needed to complete the project.	They are missing a key ingredient in a new design software.
The CEO has hired Scrum Masters with relevant experience.	Resources, such as design software, are not being provided due to budgetary constraints.

Task II: Recommendations

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

As the Scrum Master, I would take the following actions to address the challenges faced by the Scrum Team at Roman Empire Industries:

1. Address Team Overload and Fatigue:

Discuss with team members and their managers: Have a one-on-one conversation with each team member to understand their workload and challenges. Then, meet with their respective managers to discuss the importance of prioritizing this project and allocating sufficient time for the team to focus on it.

Negotiate for dedicated time: Advocate for the team to have dedicated time for this project, ensuring they are not overburdened with other tasks. This will allow them to focus on the olive packaging project and improve their productivity.

Encourage work-life balance: Promote a healthy work-life balance among team members, encouraging them to take breaks and avoid working excessive overtime. This will help reduce fatigue and improve their overall well-being.

2. Improve Team Collaboration and Communication:

Facilitate more engaging standups: Make daily standups more interactive and engaging by encouraging team members to share their progress, challenges, and ideas. This will foster better communication and collaboration.

Organize team-building activities: Plan team-building activities or informal gatherings to help team members bond and build stronger relationships. This can improve communication and collaboration within the team.

Encourage open communication: Create a safe and open environment where team members feel comfortable sharing their concerns and ideas. Actively listen to their feedback and address any issues that arise.

3. Address Resource and Process Issues:

Advocate for necessary resources: Discuss with Charlotte, the Product Owner, and Julio, the VP of Marketing, the need for a proper design program to support the team's work. Explain how this investment can improve productivity and the quality of the packaging design.

Address QA backlog: Work with the team to create a plan for catching up on pending QA activities. This might involve temporarily allocating more time to QA tasks or seeking additional support from other QA personnel.

Clarify expectations and tasks: Ensure that the team has a clear understanding of their tasks and priorities. Provide clear instructions and documentation to avoid confusion and delays.

4. Improve Sprint Planning and Velocity:

Review Sprint backlog: Collaborate with Charlotte, the Product Owner, to review the Sprint backlog and ensure that the story points are appropriately sized and achievable within the Sprint timeframe.

Refine task breakdown: Work with the team to break down larger story points into smaller, more manageable tasks. This will help them make consistent progress and improve their velocity.

Adjust Sprint duration: Consider adjusting the Sprint duration if the current timeframe is not allowing the team to complete a reasonable amount of work. This could involve shortening or lengthening the Sprint to better match the team's capacity.

By addressing these issues, the Scrum Team can improve their productivity, collaboration, and overall effectiveness. This will help them deliver the innovative packaging solution that Roman Empire Industries needs to regain market share and succeed in the competitive olive market.

1) Are you applying a model? Which one?

Will go to Vice President Julio and share the need for the design software as the department will not purchase. Will use the **Plan, Do, Check, Act** method to scope out new software. Will get the manufacturer to give us a trial so we can show that it will help. This will encourage Julio to support this effort."

2) What are your 3 recommendations and how will you accomplish them?

The three Recommendations

Team Fatigue and Engagement

Dedicated Time for the Project

Pending QA Activities and Resource Limitations

How to accomplish the three recommendations?

Team Fatigue and Engagement: Implement regular check-ins with team members to assess their workload and well-being. Encourage breaks, promote healthy work habits, and consider adjusting deadlines if necessary. Facilitate more engaging and interactive meetings to foster collaboration and participation.

Dedicated Time for the Project: Communicate with managers to emphasize the importance of this project and the need for dedicated time allocation. Clearly outline the project's goals, milestones, and the impact of delays on market share.

Pending QA Activities and Resource Limitations: Evaluate options for addressing the backlog of QA activities, such as temporary support or outsourcing. Advocate for the allocation of resources, such as the design program, by highlighting their impact on project efficiency and quality.

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
Teamwork and collaboration	The team has worked well together in the past.	People are avoiding meetings as much as possible.	Hold regular team meetings to encourage collaboration and communication.
Resource allocation	The team is dedicated to the project and is working long hours to complete it.	Most of the team is working on other projects.	Work with managers to allocate more time to the project.
Tools and resources	The team has access to the tools and resources they need to complete the project.	One of the team members has been asking for a good design program, but the manager says it is not in the budget.	Work with the manager to find a way to get the design program.
Having the right equipment	Having the right equipment	Most tools in place, but since this is a development project for packaging, need additional support.	Create a needs list so that the Scrum Master can gain support for the team to purchase. Show how it will improve their speed.