Burndown Chart Analysis Worksheet

**Instructions:**

Use this worksheet to perform and document your analysis of the AHI app development project.

List **at least three** observations for each question.

Question 1: What problems does the burndown chart show about the project?

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| 1. Slow Progress: The burndown chart shows a relatively flat slope, indicating that the team is not burning down tasks at the expected rate. This suggests that progress is slower than anticipated, which could lead to delays in completing the project within the planned timeframe. |
| 1. Incomplete Scope: The chart also indicates that the team has not yet completed a significant portion of the planned work, as the remaining work (the gap between the ideal line and the actual line) is substantial. This suggests that there may be issues with accurately estimating the scope of the project or with the team's ability to deliver on time. |
| 1. Scope Creep: There are fluctuations in the actual line, indicating that additional work is being added to the project beyond what was originally planned. This could be indicative of scope creep, where new requirements or changes are introduced without proper assessment of their impact on schedule and resources. |

Question 2: What changes could the team make to improve the chances of meeting the project scope and schedule?

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| 1. Scope Refinement: The team should revisit the project scope and refine it to ensure it is well-defined and manageable within the given timeframe. This may involve prioritizing features and functionalities to focus on delivering the minimum viable product (MVP) within the current timeline. |
| 1. Stakeholder Communication: Improve communication with stakeholders, particularly regarding changes in requirements or expectations. This includes setting clear boundaries for scope changes and ensuring that all stakeholders understand the implications of such changes on schedule and resources. |
| 1. Agile Training: Provide training and support to team members, including the Product Owner and Scrum Master, to enhance their understanding and implementation of Agile principles and practices. This can help improve estimation accuracy, identify and address issues early, and foster better collaboration within the team. |

Question 3: What changes could the team have made earlier to be more successful?

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| 1. Comprehensive Sprint Planning: Invest more time and effort in Sprint planning to ensure that all tasks are well-defined, estimated accurately, and aligned with the project objectives. This includes involving all relevant stakeholders to gather requirements and prioritize tasks effectively. |
| 1. Continuous Feedback: Establish mechanisms for gathering feedback from stakeholders throughout the project lifecycle to identify any emerging issues or changes in requirements early on. This can help mitigate the risk of last-minute scope changes and ensure alignment with stakeholders' expectations. |
| 1. Risk Management: Implement a proactive risk management approach to identify and mitigate potential risks that could impact project scope, schedule, or quality. This involves conducting thorough risk assessments, developing mitigation strategies, and regularly monitoring and reassessing risks throughout the project. |