SPRINT CLOSURE REPORT

# Sprint Period: <Sprint Start Date> to <Sprint End Date>

# Deliverables:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SNO** | **PLANNED ITEM** | **DONE** | **OWNER** | **REMARKS** |
|  |  |  |  |  |
|  |  |  |  |  |

# Scope & Effort:

|  |  |  |
| --- | --- | --- |
|  | **PLANNED** | **ACTUAL** |
| **Sprint Items** |  |  |
| **Effort (Man Hrs)** |  |  |

# Metrics:

|  |  |  |
| --- | --- | --- |
|  | **ACTUAL** | **TARGET** |
| **Scope Adherence** |  |  |
| **Effort Variance** |  |  |

# Notes: