14-Day Sprint Backlog-Capacity

Project Name

Version

Worktype	Deliverable Area	Product Backlog Item or Iteration	Work item ID	Sprint Work item Description	Start Date Respons - ibility
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99-99-99			99-99-99		99-99-99		99-99-99		99-99-99		99-99-99		99-99-99		99-99-99		99-99-99		99-99-99		99-99-99		99
			Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7		Day 8		Day 9		Day 10		D
Status	Priority	Initial	Spent	Remain	Spent	Remain	Spent	Remain	Spent	Remain	Spent	Remain	Spent	Remain	Spent	Remain	Spent	Remain	Spent	Remain	Spent	Remain	Spent
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	120	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7		Day 8		Day 9		Day 10		
Totals		120	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

9-99-99	99-99-99		99-99-99		99-99-99	
Day 11	Day 12		Day 13		Day 14	
Remain	Spent	Remaint	Spent	Remain	Spent	Remain
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
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0	0	0	0	0	0	0
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0	0	0	0	0	0	0
Day 11	Day 12		Day 13		Day 14	
0	0	0	0	0	0	0

Sprint Tracking Statistics

Productive Hours = 8

Sprint Days = 14

Total Remaining Hours:	0
Total Capacity in Hours:	0
Variance in Hours:	0

Scrum Team	% of time allocated to Project	Assigned Hours	99-99 M	99-99 T	99-99 W
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0
	100%	0.0	0	0	0

V = Vacation & Holidays

Date											
99-99	99-99	99-99	99-99	99-99	99-99	99-99	99-99	99-99	99-99	99-99	
T	**F**	**S**	**S**	**M**	**T**	**W**	**T**	**F**	**S**	**S**	**Available Hours**
9	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**
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0	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**
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0	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**
0	0			0	0	0	0	0			**0**

S = Sick time, business travel, etc.

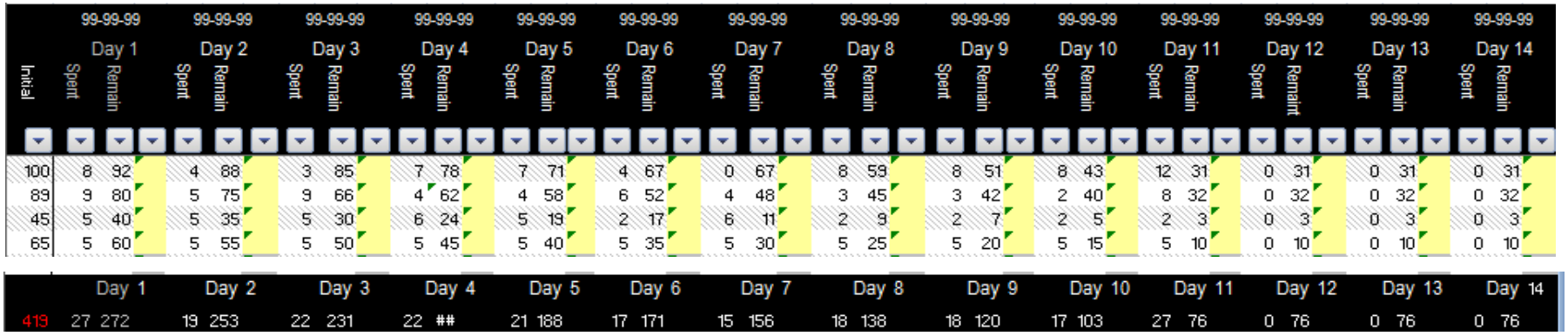
Instructions for Entering Data in Sprint Backlog & Capacity Sheets

1. Sprint Backlog Sheet

The initial tasks you need to complete to prepare this sheet for a project meeting are as follows:

Worktype	Enter a Worktype. Suggested entries include "Feature," "Tax," "Precondition," and "Spike."
Deliverable Area	Enter the Deliverable Area.
Product Backlog Item or Iteration	Enter this description.
Work Item ID	Enter the appropriate ID.
Sprint Work Item Description	Enter a description of the work to be accomplished.
Responsibility	Enter who will be responsible for the work.
Status	Suggested entries include "Complete," :In Progress," "Pending," "Postponed," or "cancelled."
Priority	Determine a scale for the Priority.
Initial (Estimate)	Enter the initial estimate for the work item.
Spent	As each day passes, enter the time spent during the day working on that item.
Remain	This amount is automatically calculated by the embedded formulas and is equal to the Initial value minus the time Spent each day.
Day Totals (Bottom of Spreadsheet)	At the bottom of the spreadsheet, totals for each day will display.

An example of typical entries for each day are shown below reflecting the Initial Value and how the Remain values reduce each day as Spent are removed from the total Initial value. At the bottom of the spreadsheet are the totals.



	99-99-99			99-99-99			99-99-99			99-99-99			99-99-99			99-99-99			99-99-99			99-99-99			99-99-99			99-99-99			99-99-99			99-99-99		
	Day 1			Day 2			Day 3			Day 4			Day 5			Day 6			Day 7			Day 8			Day 9			Day 10			Day 11			Day 12			Day 13			Day 14		
Initial	Spent	Remain		Spent	Remain		Spent	Remain		Spent	Remain		Spent	Remain		Spent	Remain		Spent	Remain		Spent	Remain		Spent	Remain		Spent	Remain		Spent	Remain		Spent	Remain		Spent	Remain	
100	8	92		4	88		3	85		7	78		7	71		4	67		0	67		8	59		8	51		8	43		12	31		0	31		0	31	
89	9	80		5	75		9	66		4	62		4	58		6	52		4	48		3	45		3	42		2	40		8	32		0	32		0	32	
45	5	40		5	35		5	30		6	24		5	19		2	17		6	11		2	9		2	7		2	5		2	3		0	3		0	3	
65	5	60		5	55		5	50		5	45		5	40		5	35		5	30		5	25		5	20		5	15		5	10		0	10		0	10	

	Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7		Day 8		Day 9		Day 10		Day 11		Day 12		Day 13		Day 14	
419	27	272	19	253	22	231	22	##	21	188	17	171	15	156	18	138	18	120	17	103	27	76	0	76	0	76	0	76

1. Capacity Sheet

The initial tasks you need to complete to prepare this sheet for a project meeting are as follows:

Current Date	Enter the day of the week.
Sprint Start Date	Enter the date in a 99-99-99 format.
Scrum Team	Enter the names of the individuals on the Scrum Team.
% of Time Allocated to Project	Enter the % of time each individual can devote to the team.
Assigned Hours	Enter the total assigned hours for each individual.
Date	Enter the date for each of the days.
Hours	Enter the amount of hours worked each day.