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Sprint Tracking Statistics

Productive Hours = 4

Sprint Days = 30

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

| Scrum Team | %age of time on | |
|------------|-----------------|----------------|
| | Project | Assigned Hours |
| | 100% | 0.0 |
| | 100% | 0.0 |
| | 100% | 0.0 |
| | 100% | 0.0 |
| | 100% | 0.0 |
| | 100% | 0.0 |
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| | | 0.0 |

| 99-99 | 99-99 | 99-99 | 99-99 | 99-99 |
|-------|-------|-------|-------|-------|
| M | T | W | T | F |
| 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 | 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 |

V= Vacation & Public Holiday

| Date | | | | | | | | | | | | | | | | | | | | | | Available Hours | |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------------|---|
| 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 | 99-99 | 99-99 | 99-99 | 99-99 | | |
| S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | |
| | | 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 | | | 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 | 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 | 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 | 0 | 0 | 0 | | | 0 |

S= Sick, 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 | 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.

| Initial | 99-99-99 Day 1 | | 99-99-99 Day 2 | | 99-99-99 Day 3 | | 99-99-99 Day 4 | | 99-99-99 Day 5 | | 99-99-99 Day 6 | | 99-99-99 Day 7 | | 99-99-99 Day 8 | | 99-99-99 Day 9 | | 99-99-99 Day 10 | | 99-99-99 Day 11 | | 99-99-99 Day 12 | | 99-99-99 Day 13 | | 99-99-99 Day 14 | |
|---------|----------------|--------|----------------|--------|----------------|--------|----------------|--------|----------------|--------|----------------|--------|----------------|--------|----------------|--------|----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|
| | 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 | 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 | 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 | 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 | 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 | 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. |

|