







Sprint Planning & Design Template Sprint Review & Retrospective Template

This **Sprint Review Template** focuses on tracking **bugs, backlog errors, velocity, quality, and speed of delivery**, ensuring continuous improvement and alignment with the **Total Football Framework (TFT)**.

-  **Sprint Name:** *(Sprint X / Feature Set)*
-  **Sprint Start Date:** *(DD/MM/YYYY)*
-  **Sprint End Date:** *(DD/MM/YYYY)*
-  **Facilitator:** *(Scrum Master / Agile Coach)*
-  **Sprint Goal:** *(Summarize key deliverables)*
-  **Sprint Outcome:** *(Success/Partial Completion/Failed)*

Sprint Backlog Review

| Feature/Task | Status (Completed/In Progress/Blocked) | Bugs/Errors Encountered | Resolution (Fixed/Pending) | Owner | Comments |
|--------------|--|-------------------------|----------------------------|----------|------------------|
| Feature 1 | ☑ Completed | ● 2 Bugs | ☑ Fixed | Dev Name | - |
| Feature 2 | ⌚ In Progress | ● 5 Bugs | ✗ Pending | Dev Name | Needs rework |
| Feature 3 | ✗ Blocked | ● 1 Error | ✗ Pending | Dev Name | Dependency Issue |

Velocity & Sprint Performance

| Metric | Target Value | Actual Value | Variance | Comments |
|--|--------------|--------------|----------|----------|
| Total Tasks Planned | X | Y | +/- % | - |
| Total Tasks Completed | X | Y | +/- % | - |
| Total Bugs Found | X | Y | +/- % | - |
| Bugs Fixed | X | Y | +/- % | - |
| Average Bug Fix Time (Hrs) | X | Y | +/- % | - |
| Sprint Velocity (Tasks Completed per Sprint) | X | Y | +/- % | - |

- Key Insights:** *(Highlight any trends in speed and quality)*
- Velocity Trends:** *(Are we improving or slowing down?)*
- Bug Ratio:** *(How many bugs per completed task?)*

Quality & Speed Analysis

| Aspect | Performance Score (1-5) | Comments/Improvements |
|----------------------|-------------------------|-----------------------|
| Code Quality | 🌟🌟🌟🌟☆ | - |
| Bug Resolution Speed | 🌟🌟🌟☆☆ | - |
| Deployment Stability | 🌟🌟🌟🌟☆ | - |
| Team Collaboration | 🌟🌟🌟🌟🌟 | - |
| Feature Completeness | 🌟🌟🌟☆☆ | - |

Action Plan for Next Sprint

- ☑ **How can we improve delivery speed?** (E.g., better planning, resource allocation)
- ☑ **How do we reduce recurring bugs?** (E.g., automated testing, code reviews)
- ☑ **What blockers should be eliminated?** (E.g., process inefficiencies, dependencies)

- ✂ **Next Sprint Adjustments:** (Adjust backlog, define quality checkpoints, refine processes)
- ✂ **Owner:** (Who will drive improvements?)
- ✂ **Deadline for Fixes:** (By when?)

Sprint Retrospective (TFT Focus)

- ◇ **What went well?** (List key successes)
- ◇ **What needs improvement?** (Highlight problem areas)
- ◇ **What should we continue doing?** (Best practices to retain)

🚀 Final Sprint Review Summary

- ✓ **Quality Checkpoints Defined?** (Yes/No)
- ✓ **AI-Driven Bug Tracking Implemented?** (Yes/No)
- ✓ **Velocity Improvement Plan Set?** (Yes/No)

✂ Next Steps

1. **Implement fixes before the next sprint.**
2. **Optimize sprint planning based on review insights.**
3. **Improve automation/testing frameworks to enhance quality.**