

Stakeholder Review Template (Sprint Demo)

This **Stakeholder Review Template** ensures structured feedback from business and technical stakeholders after the **Sprint Demo**. It focuses on **business alignment, product usability, feedback collection, and next-step planning** within the **Total Football Framework (TFT)** approach.


 **Sprint Name:** *(Sprint X / Feature Set)*

 **Sprint Demo Date:** *(DD/MM/YYYY)*


 **Facilitator:** *(Scrum Master / Product Owner)*

◇ **Participants:** *(List Business Stakeholders, Clients, Executives, Product Owners, etc.)*

 **Sprint Goal:** *(Summarize key objectives of the sprint)*

 **Demo Highlights:** *(Brief summary of completed features shown in the demo)*

Feedback from Stakeholders

Stakeholder Name	Role	Feature/Functionality Reviewed	Feedback/Comments	Priority (High/Med/Low)	Action Required (Yes/No)
Name 1	Business Lead	Feature 1	Needs minor UI refinements	Medium	<input checked="" type="checkbox"/> Yes
Name 2	Tech Director	Feature 2	API response time is slow	 High	<input checked="" type="checkbox"/> Yes
Name 3	End User Representative	Feature 3	Works perfectly!	Low	<input checked="" type="checkbox"/> No

Business Alignment & Usability Review

Criteria	Stakeholder Rating (1-5 Stars ★)	Comments/Recommendations
Business Value Impact	★★★★☆	Aligns well, needs slight optimization.
Feature Usability	★★★☆☆	Needs better user onboarding.
Performance & Speed	★★★★☆	Good, but API lag in high loads.
Security & Compliance	★★★☆☆	More testing needed.
Overall Satisfaction	★★★★☆	Solid release, minor refinements needed.

Sprint Outcome & Decision Points

- Are sprint features ready for deployment?** (Yes/No)
- Do stakeholders approve the current progress?** (Yes/No)
- What features need iteration in the next sprint?** (List pending improvements)
- Are additional resources needed?** (Yes/No)

Next Sprint Focus & Action Plan

Action Item	Owner	Deadline	Priority	Notes
UI Refinements	Dev Team	(DD/MM/YYYY)	Medium	Adjust layout for usability.
API Performance Fix	Backend Team	(DD/MM/YYYY)	High	Optimize query execution.
Security Testing	QA Team	(DD/MM/YYYY)	Medium	Conduct penetration tests.

Final Review Summary & Next Steps

- ✓ **Key Takeaways:** *(Summarize the key points from the sprint demo review)*
- ✓ **Improvements Needed:** *(List major focus areas for the next sprint)*
- ✓ **Action Plan Finalized?** *(Yes/No)*
- ✓ **Stakeholders Sign-Off?** *(Yes/No)*