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AGILE BURNDOWN CHART TEMPLATE

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AGILE BURNDOWN CHART

<PROJECT NAME>

COMPANY NAME

STREET ADDRESS

CITY, STATE ZIP CODE

DATE

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1. INTRODUCTION TO THE BURNDOWN CHART

The burndown chart is an Agile tool that is employed to visually represent the remaining effort in a sprint over a specified period. An Agile sprint is designed to complete a specific number of tasks or tasks during its duration. The burndown chart enables the project team to effortlessly compare the completed tasks to an ideal rate of task completion in order to evaluate progress. This visual tool enables the project team to re-focus or shift resources to guarantee that all planned tasks are completed for a specific sprint. Despite the possibility that teams may not complete all of the tasks they have planned, the burndown chart offers a straightforward method for quantifying the overall progress of a project and monitoring progress during a sprint.

2. THE COMPONENTS OF THE BURNDOWN CHART

Although there may be slight variations in burndown charts, there are certain fundamental components that must be incorporated to ensure a comprehensive understanding of sprint progress. At a minimum, burndown charts should include a clearly labeled title and axes, an ideal remaining task line, an actual remaining task line, and the daily completed tasks. The following is an explanation of these components:

- **Title and Axes:** *Although it may appear intuitive, the burndown chart must have a suitable title and a vertical and horizontal axis that are clearly labeled. Although the project team may be intimately familiar with the chart, stakeholders may not be. Consequently, they require all available information to be clearly labeled in order to comprehend what they are viewing. The title should be relevant to the project and/or the name of the individual sprint. The horizontal axis is typically labeled by the individual day of the sprint and indicates time. The number of tasks that remain and the number of tasks that have been completed for each day are represented by the vertical axis.*
- **Ideal Remaining Tasks:** *A benchmark is required to facilitate comparisons between the actual sprint progress and the benchmark. This benchmark is the ideal remaining tasks line. The most straightforward **method** of establishing this benchmark is to divide the total number of tasks planned for the sprint by the number of days the sprint is scheduled to last, resulting in a continuous and straight line.*
- **Actual Remaining Tasks:** *This line monitors the team's progress each day throughout the sprint. With the completion of planned tasks, the team's remaining tasks diminish. This progress line is employed to indicate whether the project team is ahead, behind, or on schedule by comparing it to the ideal line. The team is on schedule if the actual remaining task line is in alignment with the ideal line. The team is ahead of schedule if the actual line is lower than the ideal line. The team is behind schedule if the actual line is higher than the ideal line.*



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- **Daily Completed Tasks:** Although some burndown charts do not monitor this figure, it is imperative that it be incorporated. This value denotes the number of tasks that the team completed on a daily basis. This is beneficial because it enables the project team and stakeholders to monitor the progress being made and to gain insight into the project team's approach to the planned work. For example, the absence of tasks completed during the initial five days of a 20-day sprint may suggest that the team lacks a stable understanding of the work from the outset of the sprint. It may also suggest that additional or improved planning should be conducted prior to the sprint's commencement.

3. SAMPLE BURNDOWN CHART

Although the burndown chart is consistently a graphical representation, it is predicated on data tables that are monitored by the project team. The following is a sample data table that monitors the sprint's progress over the course of 20 days.

Time	Ideal Remaining Tasks	Daily Completed Tasks	Actual Remaining Tasks	Total Completed Tasks
Day 0	20	0	20	0
Day 1	19	1	19	1
Day 2	18	1	18	2
Day 3	17	0	18	2
Day 4	16	0	18	2
Day 5	15	0	18	2
Day 6	14	2	16	4
Day 7	13	2	14	6
Day 8	12	0	14	6
Day 9	11	1	13	7
Day 10	10	1	12	8
Day 11	9	4	8	12
Day 12	8	1	7	13
Day 13	7	1	6	14
Day 14	6	0	6	14
Day 15	5	0	6	14
Day 16	4	0	6	14
Day 17	3	2	4	16
Day 18	2	2	2	18
Day 19	1	1	1	19
Day 20	0	1	0	20

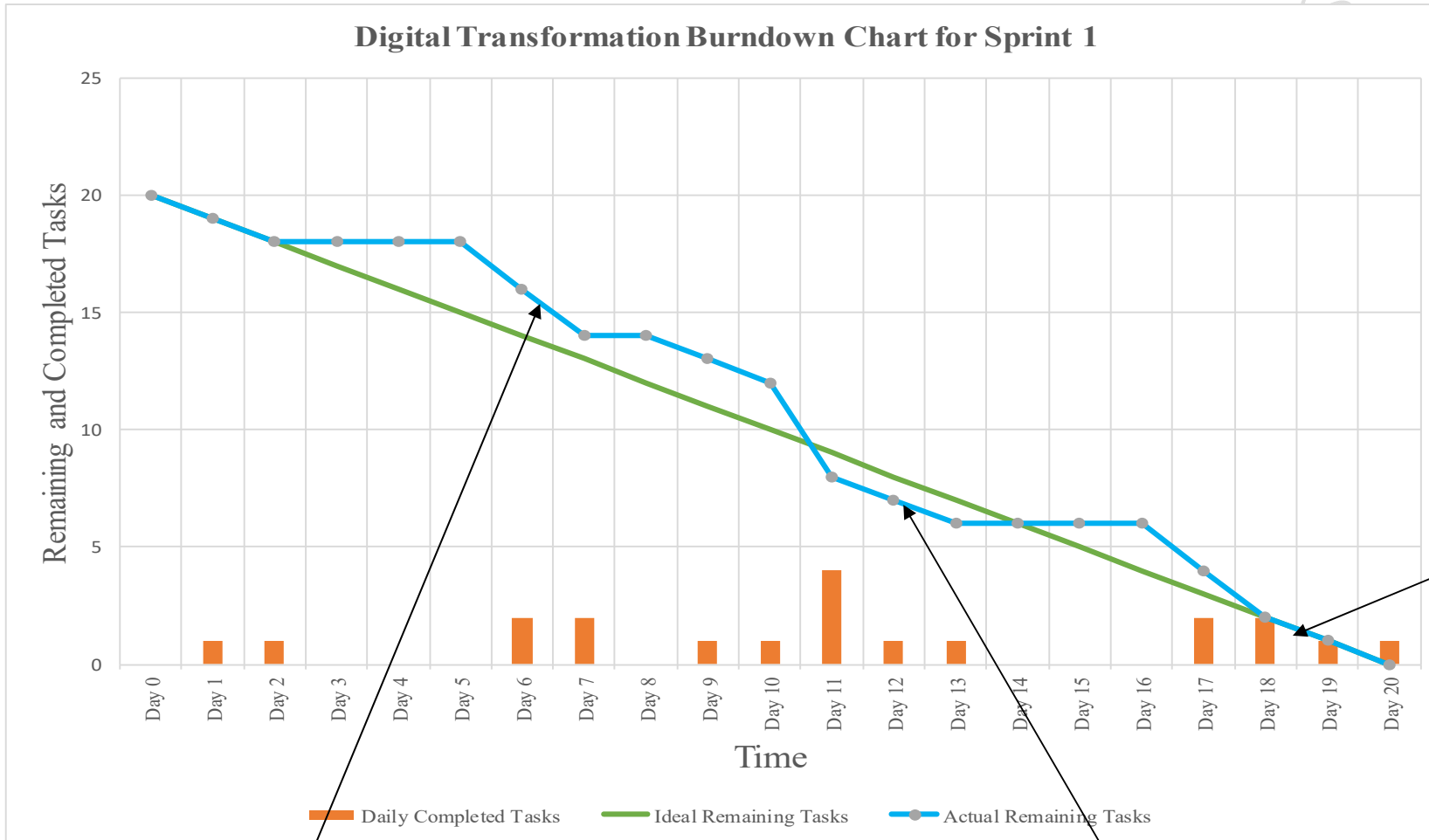
The burndown chart is generated on the subsequent page by graphing the data table mentioned above.



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Digital Transformation Burndown Chart for Sprint 1



The project is behind schedule, as the actual remaining tasks line is higher than the ideal remaining tasks line.

The project is ahead of schedule for sprint days 11, 12, and 13, as evidenced by the fact that the actual remaining tasks line is lower than the ideal remaining tasks line.

Since the actual and remaining lines overlap, the team is on schedule.



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The team's progress throughout the 20-day Sprint is illustrated in the Sample Burndown Chart above. The horizontal axis is labeled for each day of the sprint and displays the time. The number of tasks that are either completed or remain unfinished is represented on the vertical axis. You can easily observe the number of tasks that were completed on each day of the sprint (the orange bars) and the resulting number of tasks that remain (the blue line). The team's progress on the remaining tasks (blue line) can be clearly observed in comparison to the ideal (green line), indicating whether the team is ahead, on, or behind schedule.

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