**Agile Projects**

**eWorkbook**

**Worksheets**

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**1st Edition**

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**Distributed by**

**Team Implementers, LLC**

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**North Ridgeville, Ohio 44039**

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**Worksheet Access and Use**

All worksheets in the *Agile Projects eWorkbook*. 1st edition (*AP eWorkbook*) can be printed or copied electronically as individual pdf documents with water marks to protect digital rights. The *Agile Projects eWorkbook Worksheets* 1st edition is provided as a free download to anyone that has purchased or is using the *AP eWorkbook*. in a course of study. This Word version of the worksheets provides a user-friendly editable worksheet free of watermarks. It allows opening the *AP eWorkbook* to the instructions or data page, while the worksheet is opened in a second window beside it. This enables participants to see the instructions and data sheets while completing the worksheet.

For quick access, the table of contents provides bookmarks to each chapter and the first page of each chapter provides bookmarks to the individual worksheets. On the first page of each chapter, place mouse on desired worksheet and hold the control button while left clicking to go to the selected worksheet.

**Word Worksheet:** The *Agile* *Projects eWorkbook Worksheets* in a word file allows students to fully edit rather than just annotate the worksheet using word for which they are more familiar. The student or instructor uses “Share Screen” to edit the document while collaborating with a team or the whole class.

**Google Doc Worksheet**: Most worksheets can be edited simultaneously by the entire team, when converted from Word to Google Docs for a more collaborative experience. To do this extract all the worksheets for a specific class session from the *Agile Projects eWorkbook Worksheets* and place in a word file with a unique name. If a worksheet is unique to each team, it will be necessary to create multiple copies to provide a worksheet for each team. Then upload, open, and save to Google docs. Ensure the file translated properly or make required corrections. Set up Edit privileges and Share the file with teammates.

1. **AGILE PERSPECTIVE**

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**1.1.1 Personal History Worksheet**

**Education and Experience**

**Family**

**Dislikes**

**Likes**

**1.1.2 Class Charter Worksheet**

**Relations & Attitude**

**Structure**

**Self-Managing**

**Communications**

**1.2.1 Agile Lean Matrix Worksheet**



**1.2.2 Exposure to Predictive, Agile, and Lean Worksheet**

* **What are your experiences with Predictive projects?**

* **What Experience have you had with Agile projects?**
* **What is your exposure to Lean concepts?**
* **To what degree does your company employ these approaches?**

**1.3.1 Life Cycle Worksheet Team # \_\_\_**

**Iteration Life Cycle -** Cite one or more examples. Identify characteristics (items/planning/delivery) supporting your examples.

**Incremental Life Cycle -** Cite one or more examples. Identify characteristics (items/planning/delivery) supporting your examples.

**Agile -** Cite one or more examples. Identify characteristics (items/planning/delivery) supporting your examples.

**1.4.1 Agile Complements Predictive Worksheet**

* **How can Agile principles help Predictive Projects?**

* **Cite examples of Agile principles from your experience.**
* **Have you experienced any of the following Agile methods?**

**Scrum, XP, FDD, BDD, DSDM, AUP, Kanban**

**1.4.2** **Comparing Physical and Knowledge Projects Worksheet**

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| **Physical Projects** | **Knowledge Projects** |
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| **Physical Project Characteristics** | **Knowledge Project Characteristics** |
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**1.4.3 Agile Project Description Worksheet**

**Team ID or Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Description**

* **Why Now & Benefits**
* **Releases and Time**
* **Resources and Funds**

**2.0** **SCRUM OVERVIEW**

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[**2.3.2 Meeting Simulations Observations**](#WS232) **. . . . 16**

**2.1.1 Mapping Agile Principles and Scrum Characteristics**



**2.1.2 Word Scramble**

**Instructions**

* Divide the class into three teams. Each team identifies words of four characters or more from the word scramble worksheet by highlighting and listing the words on the solution worksheet. The word “Team” is highlighted as an example and listed in the solution.
* **2.1.2 Word Scramble Worksheet**



**Solution: List 42 Words excluding repeats**

**TEAM,**

**2.2.1 Scrum Team Role Questions Worksheet Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Question:**

**Answer:**

**Explanation:**

**2.2.2 Defining Distributed Team Workspace Worksheet**

**Face-to-Face Communication**

**Osmotic Communication**

**Collaboration Tools**

**Transparency Tools and Artifacts**

**Team Building Tools and Events**

**2.3.1 Scrum Activities Worksheet**

****

**2.3.2 Meeting Simulation Observations Worksheet**

**Team 1 – Meeting Video Selected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Observations:**

**Team 2 – Meeting Video Selected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Observations:**

**Team 3 – Meeting Video Selected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Observations:**

**3.0** **SCRUM EXECUTION**

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**3.1.1 Project** **Charter Worksheet**

Team Number \_\_\_\_ Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vision Statement**

**Charter Elements**

**4.0 OTHER FRAMEWORKS**

**4.1.1 Kanban Board Worksheet . . . . .**

**4.1.2 Agile Flow Based Board Creation Worksheet . .**

**4.1.3 Flow Based Forecasting Worksheet . . . .**

**4.2.1 Internet Research Agile Methods Worksheet . .**

**4.3.1 Agile Crossword Worksheet . . . . .**

**3.2.1 Minimum Viable Product Worksheet Team #\_\_\_\_**

Create an MVP for your team project. Then complete the following worksheet

**Product \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MVP Required Features**

**Potential features for future releases of the product**

**Identify the type of MVP and expected benefits it will deliver**

**3.3.1 User Stories Worksheet Team # \_\_\_**

**Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Feature #1 - User Stories** | | | |
| **As a (Who)** | **I Want To (What)** | **So I Can (Why)** | **Priority** |
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| **Feature #2 - User Stories** | | | |
| **As a (Who)** | **I Want To (What)** | **So I Can (Why)** | **Priority** |
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| **Feature #2 - User Stories** | | | |
| **As a (Who)** | **I Want To (What)** | **So I Can (Why)** | **Priority** |
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**Expand the tables for each feature as necessary to include all required user stories.**

**User stories are prioritized as a group across all features.**

**3.3.2 Sizing User Story Worksheet Team # \_\_\_**

**Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **User Story** | **Priority** | **Pts.** |
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**Remember you only need to size enough user stories to provide work for the first couple sprints**

**Lists which user story by priority were split: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Method followed to determine User Stories points using the Fibonacci Scale**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3.4.1 Risk Adjusted Backlog Worksheet**





**10 day Time Boxed Sprint #1 Backlog - User Stories Selected and points represented:**

**3.4.1 Burndown Chart Worksheet**





1. What is the planned duration for iterations A and B? \_\_\_\_
2. Which chart is ahead of schedule and what is expected finish? \_\_\_, \_\_\_
3. Which chart is behind schedule and what is expected finish? \_\_\_, \_\_\_
   * 1. **Sprint Plan Worksheet**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_ Team # \_\_\_\_**





**Adjust the size and scales of the spreadsheets to fit the needs of your sprint.**



**3.4.3 Timeboxed Iteration Performance Worksheet**

**What is the velocity, capacity/iteration, and cost/point?**

**Show Calculations:**

**Days/Iteration = \_\_\_\_\_\_\_ Total Days = \_\_\_\_\_\_\_\_\_**

**Total Points = \_\_\_\_\_\_\_\_\_ Total Cost = \_\_\_\_\_\_\_\_\_**

**VELOCITY =**

**CAPACITY =**

**COST/POINT =**

**3.4.4 Team Velocity Uniqueness Worksheet**

**Team 1 –. Show calculations for Team velocity and the iteration capacity:**

**Which iterations are stable for use in these calculations?**

**VELOCITY =**

**CAPACITY =**

**Number of iterations and the required weeks to complete Intruder Alert release:**

**Number of Iterations for First Release =**

**Number of Weeks for First Release =**

**Team 2 –. Show calculations for Team velocity and the iteration capacity:**

**Which iterations are stable for use in these calculations?**

**VELOCITY =**

**CAPACITY =**

**Number of iterations and the required weeks to complete Intruder Alert release:**

**Number of Iterations for First Release =**

**Number of Weeks for First Release =**

**Team 3 –. Show calculations for Team velocity and the iteration capacity:**

**Which iterations are stable for use in these calculations?**

**VELOCITY =**

**CAPACITY =**

**Number of iterations and the required weeks to complete Intruder Alert release:**

**Number of Iterations for First Release =**

**Number of Weeks for First Release =**

**3.4.5 Sprint Performance Worksheet**

**Team # \_\_\_\_\_\_\_\_\_\_\_ Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Velocity, capacity/iteration, and cost/point for the first sprint in your team project?**

**Show Calculations:**

**Days/Iteration = \_\_\_\_\_\_\_ Total Days = \_\_\_\_\_\_\_\_\_**

**Total Points = \_\_\_\_\_\_\_\_\_ Total Cost = \_\_\_\_\_\_\_\_\_**

**VELOCITY =**

**CAPACITY =**

**COST/POINT =**

**3.5.1 Iteration Timeboxed Forecasting Worksheet**

**What is the forecasted time and cost to complete the project?**

**Show Calculations:**

**What is the forecasted total project time and cost?**

**Show Calculations:**

**3.5.2 Project Forecast Worksheet**

**Team # \_\_\_\_\_\_\_\_ Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data and Calculations from prior exercise**

* First time boxed iteration planned for a duration of 10 days
* Total spent first sprint: \_\_\_\_\_\_\_\_\_ Story Points Completed: \_\_\_\_\_\_\_\_\_
* Velocity = \_\_\_\_\_\_\_ Capacity/Iteration = \_\_\_\_\_\_\_\_\_ Cost/Point = \_\_\_\_\_\_\_\_\_\_

**What is the forecasted time and cost to complete the project?**

**Show Calculations:**

**Total project time and cost? (Add results of forecast to first sprint for total project)**

**Show Calculations:**

**3.5.3 Forecasting Scenarios Worksheet**

**Team 1 –.** **Show calculations to complete project in 20 weeks:**

**Total Project Work to be completed:**

**Total Project cost:**

**Work not done and cost savings generated:**

**Team 2 –****Show calculations to reduce project cost 20%:**

**Total Project Work to be completed:**

**Total Project Time:**

**Work not done and time savings generated**

**Team 3 –Show calculations to finish original scope in 20 weeks:**

**Velocity to complete project in 20 weeks = V20**

**Velocity to complete project in 24 weeks is given =** **V24**

**TCPI =**  =

**Time and cost savings generated**



**3.5.4 Forecasting Experience**

* **What is you experience in forecasting for projects or operations? Methods used & Success achieved**
* **What is your experience in using earned value management?**
* **Have you done any Agile forecasting?**

**3.5.5 Forecasting and Backlog Changes Worksheet Team #\_\_\_\_**

**All teams compute the following and show calculations based on iteration 1:**

**Initial velocity to complete original project as planned.**

**Number of days planned for original project**

**Each team completes the following forecast columns in the table for your assigned iteration. Show your calculations**

****

**Calculations:**

**4.0** **OTHER FRAMEWORKS**

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**[4.2.1 Internet Research Agile Methods](#WS421) . . . . 38**

[**4.3.1 Agile Crossword**](#WS431) **. . . . . . . 39**



**4.1.1 Kanban Board Worksheet**

* **Cite examples of Kanban boards in plant operations, office, and/or project environments.**

* **What are some of the characteristics (Rules) for these boards?**
* **What are some of the benefits of using these boards?**

**4.1.2 Agile Flow Based Board Creation**

**User Story Descriptions and Priorities**

16

17

18

19

20

**Product Backlog Sticky Note Cards**

**4**

**Story #5**

**3**

**Story #5**

**2**

**Story #5**

**5**

**Story #5**

**1**

**Story #5**

**10**

**Story #5**

**9**

**Story #5**

**8**

**Story #5**

**7**

**Story #5**

**6**

**Story #5**

**15**

**Story #5**

**14**

**Story #5**

**13**

**Story #5**

**12**

**Story #5**

**11**

**Story #5**

**20**

**Story #5**

**19**

**Story #5**

**18**

**Story #5**

**17**

**Story #5**

**16**

**Story #5**

**Add or delete columns, rows, and move User Stories cards onto the Kanban Board.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Kanban Board** | | | | | | |
| **To Do**  **List** |  |  |  |  |  | **Done** |
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**4.1.3 Flow Based Forecasting Worksheet**

**Calculate cycle time, cost/user story, total project duration and cost?**

**Show Calculations:**

**4.1.4 Team Project Forecast Using Cycle Time Worksheet**

**Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_ Team # \_\_**

**Compute cycle time, cost/user story, total project duration & cost for the Team Project?**

**Show Calculations:**

**Flow Based Forecast Timeboxed Forecast**

**Compare Forecasts Kanban (Ex 4.1.4) Sprint (Ex 3.5.2)**

**Duration**

**Cost**

**4.2.1 Internet Research Agile Methods**

**Agile Method/Approach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Resource Type (Article-Video-etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internet Link:**

**Describe the method/approach and its advantages:**

**Key practices employed in the method or approach**

**4.3.1 Agile Crossword Worksheet**

Note: Letters sized at 14 point to distinguish from the numbers set at 10 and entered as a superscript. Enter letter to the right of the decimal point in the boxes with number designations to automatically get a 14-point letter. After entering the letter delete the decimal point for better alignment of letters.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**5.2.1 Quality Practices Worksheet**

**Agile Quality Practices Applied in the Team Project**

**A. Quality Measurement Selected:**

**B. Description of how it is applied in the team project**

**C. Explanation of how it will maintain/improve quality**

**Quality Measurement Tools in Team Project**

**A. Common Quality Measurement Tool Selected:**

**B. Description of how and when it is applied in the Team Project**

**C. Explanation of how it will maintain/improve quality**



**5.2.2 Contract Experiences Worksheet**

In class give students time to answer the questions, then facilitate a discussion.

Online use this as a threaded discussion between class sessions.

* **What has been your experience with contract negotiations?**
* **Have you experienced an Agile contract?**
* **Would you characterize your contract experience as confrontational or collaborative? Explain**



**5.3.1 Team Development Stages Worksheet**

In class give students time to answer the questions, then facilitate a discussion.

Online use this as a threaded discussion between class sessions.

* **What are the five stages of team development?**
* **In your experiences with teams did you see these stages, and can you give some examples?**
* **How long did each stage take and did they repeat?**

**5.3.2 Leadership Situations Worksheet**

**Situational Leadership® Model**



(Hersey, Blanchard, Johnson 2008 p. 149)

Situational Leadership® is a registered trademark of the Center for Leadership Studies

For each situation identify readiness, leadership style, and steps to implements desired style

**Situation A Team 1**

**Team Readiness**

**Recommended Leadership Style**

**Steps to Implement Desired Style**

**Situation B Team 2**

**Team Readiness**

**Recommended Leadership Style**

**Steps to Implement Desired Style**

**Situation C Team 3**

**Team Readiness**

**Recommended Leadership Style**

**Steps to Implement Desired Style**



**5.4.1 Agile Team Member Skills Worksheet**

* **Why do agile team members require technical skills beyond their primary expertise?**
* **Why must agile team members have a broader knowledge in areas of leadership, business, and planning?**
* **Why do agile team members require interpersonal skills?**
* **Name the top three qualities you would look for when hiring an Agile Team Member? Explain your selection**

**5.4.2 Character Traits Worksheet - Team \_\_ or Individual Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**5.4.3 Conflict Reduction Techniques Worksheet**

**Team 1 - Personalities - Conflict Reduction Tools and Techniques**

**Team 2 – Technical Approach - Conflict Reduction Tools and Techniques**

**Team 3 – Agile Understanding or Acceptance - Conflict Reduction Tools and Techniques**



**5.4.4 Conflict Resolution Worksheet**

* **In your experience, how important is conduct in resolving conflict?**
* **Can you describe a situation where a minor issue became major due to the conduct of the individuals involved?**
* **What are the potential problems with using Avoid, Smooth, or Force conflict resolution modes?**



**5.5.1 Social Media and Communication Experiences Worksheet**

In class give students time to answer the questions, then facilitate a discussion.

Online use this as a threaded discussion between class sessions.

* **How might Twitter, Facebook, or other social media facilitate Project Communications**
* **Cite experiences in your work or professional life where communications failed?**
* **How might these communication failures have been avoided?**

**APPENDIX A - ASSIGNMENTS**

**[A.1 Why Projects Fail](#WSA2) . . . . . . 51**

**[A.2 Benefits of Agile](#WSA3) . . . . . . . 52**

**[A.3 Incorporating Agile](#WSA4) . . . . . . 53**

**[A.4 Agile Lessons Learned](#WSA5) . . . . . . 54**

**A.1 Why Projects Fail Worksheet**

**Team ID or Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Failure Cause:**
* **Mitigation:**

* **Failure Cause:**
* **Mitigation:**
* **Failure Cause:**
* **Mitigation:**
* **References**

**A.2 Benefits of Agile Worksheet**

**Team ID or Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Agile Benefit #1**
* **How this Helps Project Success**

* **Agile Benefit #2**
* **How this Helps Project Success**
* **Agile Benefit #3**
* **How this Helps Project Success**
* **References**

**A.3 Incorporating Agile Worksheet**

**Team ID or Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Why Incorporate Agile?**
* **Benefits of Agile**
* **Commitment, Resources, Actions**

**A.4 Lessons Learned Worksheet**

**Team ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Lessons Learned**
* **Class Improvement**