# SPRINT DEMO — OUTLINE

## 0) Header

|  |  |
| --- | --- |
| **Field** | **Value** |
| Project | ‹name› |
| Sprint | ‹number/dates› |
| Demo date | ‹YYYY-MM-DD› |
| Facilitator / Participants | ‹name/role› · ‹list› |
| Recording/Slides | ‹link› |
| Materials | Jira ‹link› · Confluence ‹link› · Dashboard ‹link› |

Example: Project: CRM module · Sprint: #14 (01–14.09) · Demo date: 2025-09-07 · Facilitator/Participants: S. Fedotov / team of 3 · Recording: link · Materials: Jira/Confluence/Dashboard

## 1) Goal & acceptance criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal (1 sentence)** | **AC-1** | **AC-2** | **AC-3** |
| ‹measurable goal› | ‹criterion› | ‹criterion› | ‹criterion› |

Example: Goal: Leads import and Kanban before first release · AC-1: Import 1k records <30s · AC-2: Stage drag-and-drop · AC-3: Action audit in the card

## 2) Demo scope

|  |  |  |
| --- | --- | --- |
| **Included (3–5)** | **Excluded** | **Constraints/Data** |
| ‹features› | ‹important exclusions› | environment, test accounts, snapshot date |

Example: Included: CSV import, Kanban, access roles · Excluded: e-mail integration · Constraints: staging, test accounts demo@, snapshot 09-05

## 3) Agenda (30–40 min)

|  |  |  |
| --- | --- | --- |
| **Time** | **Block** | **What we show** |
| 02 min | Intro | goal and demo contents |
| 10–12 min | Scenario #1 | main user flow |
| 10–12 min | Scenario #2 | second key flow |
| 03–05 min | Metrics & effect | before/after, key figure |
| 03–05 min | Risks/decisions | what blocks and what we do |
| 02–04 min | Q&A / Next steps | confirm actions |

Example: 02 — intro; 11 — CSV import; 11 — Kanban; 4 — metrics; 4 — risks; 3 — Q&A.

## 4) Scenarios (copy the block for each scenario)

### Scenario #‹N› — ‹title›

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal** | **Steps (brief)** | **Expected** | **Actual** | **Status** | **Timestamp/Screenshot** |
| ‹what we confirm› | 1) ‹…› 2) ‹…› 3) ‹…› | ‹result/metric› | ‹result› | ✅/⚠️/❌ | ‹link› |

Example: CSV import | 1) upload file 2) map fields 3) confirm | 1k records <30s, no duplicates | 1k in 26s, 0 errors | ✅ | [03:10]

## 5) Metrics & result

|  |  |  |  |
| --- | --- | --- | --- |
| **Metric** | **Before** | **After** | **Comment** |
| ‹metric› | ‹value› | ‹value› | ‹brief note› |

Example: Status update time (sec) | 5.0 | 3.0 | −40% due to inline editing

## 6) Risks / issues / blockers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Impact** | **Action** | **Owner** | **Due** |
| ‹topic› | low/med/high | ‹step› | ‹Name› | ‹date› |

Example: Corporate email access | med | temporary workaround + waiting for IT | I. Ivanov | 09-12

## 7) Decisions needed

|  |  |  |
| --- | --- | --- |
| **Question** | **Who** | **Deadline** |
| ‹approval/escalation› | ‹role/name› | ‹date› |

Example: Approve part-time QA (0.5 FTE) | Budget Owner | 09-10

## 8) Next steps (up to 10 days)

|  |  |  |  |
| --- | --- | --- | --- |
| **Impact** | **Action** | **Owner** | **Deadline** |
| ‹benefit/change› | ‹what we do› | ‹Name› | ‹date› |

Example: Reduce duplicates | match by email/domain in import | A. Petrov | 09-13