



Adobe Workfront

Agile Reporting Cookbook





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Quick Jump: Kanban Projects

Use this guide to quickly navigate to recipes which best suit your Agile Reporting use cases.

Kanban Projects: Active or In Progress

To see how many stories are in what stage or status compared to other teams, see the following reports:

- [Kanban Stories by Team](#) and/or
- [Stories by Status \(Kanban\)](#)

To check which stories are not progressing as planned, see the following report:

- [Current Bottlenecks \(Kanban\)](#)

Additionally, for active work you should inspect the current board, since Kanban boards are very strong visual representations of the work itself.

Kanban Projects: Completed

To see how much work was completed in a certain amount of time and to view improvements in how much work has been completed, check this report:

- [Average Cycle Time \(Kanban Board\)](#)

What it does: Measures elapsed time when work started on an item until it's ready for delivery.

Why use it: To estimate how long it will take to implement or finish a task using past information.

Pro-tip: Cycle time is not comparable across teams.

See our documentation for more on [Cycle Time](#)

Quick Jump: Scrum Projects

Use this guide to quickly navigate to recipes which best suit your Agile Reporting use cases.

Scrum Projects: Active or In Progress

To see which stories are not progressing as planned, see the following report:

- [Current Bottlenecks \(Scrum\)](#)

To see how work is progressing, see the following reports:

- Burndown chart (built into the Current Iteration screen)
- [Scrum Iteration Screen \(View\)](#)

Understanding the Burndown Chart: This chart tells you how your Agile team is doing on getting sprint commitments complete.

Why use it: A burndown chart benefits scrum teams the most because it helps determine your team's predictability.

Pro-tip: All teams have different capacities. Focus on dialing in each team to know how likely that team will hit the sprint commitments.

See our documentation on how to use a [Burndown Chart](#)

Scrum Projects: Completed

To see how accurate your original story point estimates were, see this report:

- [Estimate Accuracy \(Scrum\)](#)

See this report for comparing different trending sprints:

- [Sprint Velocity \(Scrum\)](#)

Understanding the Velocity report: Reports the average number of story points a team completes over time (e.g. the last 5 sprints).

Why use it: Make sure you don't overcommit so that you can focus on the highest priority work and focus on getting things done.

Pro-tip: Velocity numbers are not comparable across teams. When trying to get predictability for groups of teams, look at the higher level work items that they are completing (Epics/Features, etc.)

See our documentation for more on [Velocity Reports](#)

Object Nomenclature

Throughout this Cookbook, there will be several references to Agile Objects and Workfront's Default Objects. Though the former can be renamed using layout templates, we have stated both objects in the instructions for each Cookbook. Please refer to the table below for any referenced objects throughout the Cookbook.

<i>Workfront Default Objects</i>	<i>Agile Objects (Renamed using layout templates)</i>
Portfolio	Portfolios (Company Strategies)
Program	Initiative
Projects	Epic, or Feature, Theme, Program, Backlog
Team	Team, Pod
Task	Story (subtask within a story)
Issue	Request or Story (for simple teams without priority)



AGILE REPORT RECIPES

Current Bottlenecks (Kanban)

Prep: less than 10 minutes

Yield: Highlight Stories that have been Kanban flagged as Blocked

Serves: Team, Team Lead, or Marketing Strategist

Type: Task

REPORT

Current Bottlenecks

Show Filters

Report Actions

As of Jan 6, 2022 3:50 pm Pacific Standard Time

Details

Summary

Chart

Export

Filter

Report Default

View

Report Default

Grouping

Report Default

<input type="checkbox"/> Task Name	Kanban Board: Owner ID	Assignments	% Complete	Story Type	Kanban Flag
Status: Creating (2)					
<input type="checkbox"/> Revise Calendar	Juliana Santos	Delivery Team - Kanban	0%		Is Blocked
<input type="checkbox"/> Create layout template for homepage	Ana Tomuri	Delivery Pod 6	10%	Web	Is Blocked
Status: Review (3)					
<input type="checkbox"/> Edit Copy for T13 Campaign	Juliana Santos	Delivery Team - Kanban	50%		Is Blocked
<input type="checkbox"/> Social media messaging draft	Ana Tomuri	Delivery Pod 3	40%	Social	Is Blocked
<input type="checkbox"/> Create copy for Mobile App Campaign	Juliana Santos	Jordan Green Delivery Team - Kanban	50%		Is Blocked

Showing 5 tasks



Current Bottlenecks (Kanban)

Detailed instructions

Step 1: From the reports area, choose a new Task Report. Include the following task fields as columns to the report:

- Story Name [Task Name]
- Kanban Board: Owner ID (see screen shot below for text mode)
- Assignments
- % Complete
- Story Type
- Kanban Flag **See Special Note Below*

Current Bottlenecks Report Settings

Columns (View) Groupings Filters Chart

Show in this column: Switch to Standard Mode

Click to edit text

Column Preview Apply an Existing View + Add Column

TASK NAME	KANBAN BOARD: OWNER ID	ASSIGNMENTS	% COMPLETE	STORY TYPE	KANBAN FLAG
Train Inside Sales Team	John Smith		75%	Story Type	On Track

Save + Close Apply Cancel

Code Snippet:

```
displayname=  
linkedname=kanbanBoard  
namekey=view.relatedcolumn  
namekeyargkey.0=kanbanBoard  
namekeyargkey.1=ownerID  
querysort=kanbanBoard:ownerID  
textmode=true  
valuefield=kanbanBoard:owner:name  
valueformat=HTML
```

**Special Note from Workfront: When copying and pasting text mode from this Cookbook PDF into your Workfront report, a new line character (which is a line break) may be inserted. You will need to remove the new line characters to ensure that the text mode delivers accurate results.*

See next page for more directions and the final product.



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Current Bottlenecks (Kanban)

Detailed instructions

Step 2: Set Grouping to **Task>>Status**, or **Story>>Status** if the object type is already changed.

Step 3: Set Filters to **Task>>Kanban Flag Equal is Blocked**, or **Story>>Kanban Flag** if you have already changed the name of the object from Task to Story in your environment.

Step 4: When the report loads, show the Details Tab.

Additional Notes: Customizing this report is recommended to meet the needs for your organization. Be sure to make use of Conditional Formatting to highlight the Kanban Flag field **RED** if the Kanban Flag = Is Blocked. See the photo below for reference.

Current Bottlenecks [Report Settings](#)

Columns (View) Groupings Filters Chart

Show in this column: **Task >> Kanban Flag**

Column Settings [Advanced Options](#) [Switch to Text Mode](#)

Custom Column Label: Field Format: **Label**

☒ Show this column when on a Dashboard

Column Rules [+ Add Column Rule](#)

If Kanban Flag is ISBLOCKED [Edit](#) [Remove](#)

Column Preview [Apply an Existing View](#) [+ Add Column](#)

TASK NAME	KANBAN BOARD: OWNER ID	ASSIGNMENTS	% COMPLETE	STORY TYPE	KANBAN FLAG
Train Inside Sales Team	John Smith		75%	On Track	On Track

[Save + Close](#) [Apply](#) [Cancel](#)



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Current Bottlenecks (Kanban)

Final product

Don't forget to share this report once you've finished it.

REPORT

Current Bottlenecks

Show Filters

Report Actions

As of Jan 6, 2022 3:50 pm Pacific Standard Time

Details

Summary

Chart

Export

Filter

Report Default

View

Report Default

Grouping

Report Default

<div><div>Task Name</div></div>	Kanban Board: Owner ID	Assignments	% Complete	Story Type	Kanban Flag
Status: Creating (2)					
<div><div></div><div>Revise Calendar</div></div>	Juliana Santos	<div><div></div><div>Delivery Team - Kanban</div></div>	<div><div>0%</div></div>		Is Blocked
<div><div></div><div>Create layout template for homepage</div></div>	Ana Tomuri	<div><div></div><div>Delivery Pod 6</div></div>	<div><div>10%</div></div>	Web	Is Blocked
Status: Review (3)					
<div><div></div><div>Edit Copy for T13 Campaign</div></div>	Juliana Santos	<div><div></div><div>Delivery Team - Kanban</div></div>	<div><div>50%</div></div>		Is Blocked
<div><div></div><div>Social media messaging draft</div></div>	Ana Tomuri	<div><div></div><div>Delivery Pod 3</div></div>	<div><div>40%</div></div>	Social	Is Blocked
<div><div></div><div>Create copy for Mobile App Campaign</div></div>	Juliana Santos	<div><div></div><div>Jordan Green</div><div>Delivery Team - Kanban</div></div>	<div><div>50%</div></div>		Is Blocked

Showing 5 tasks



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AGILE REPORT RECIPES

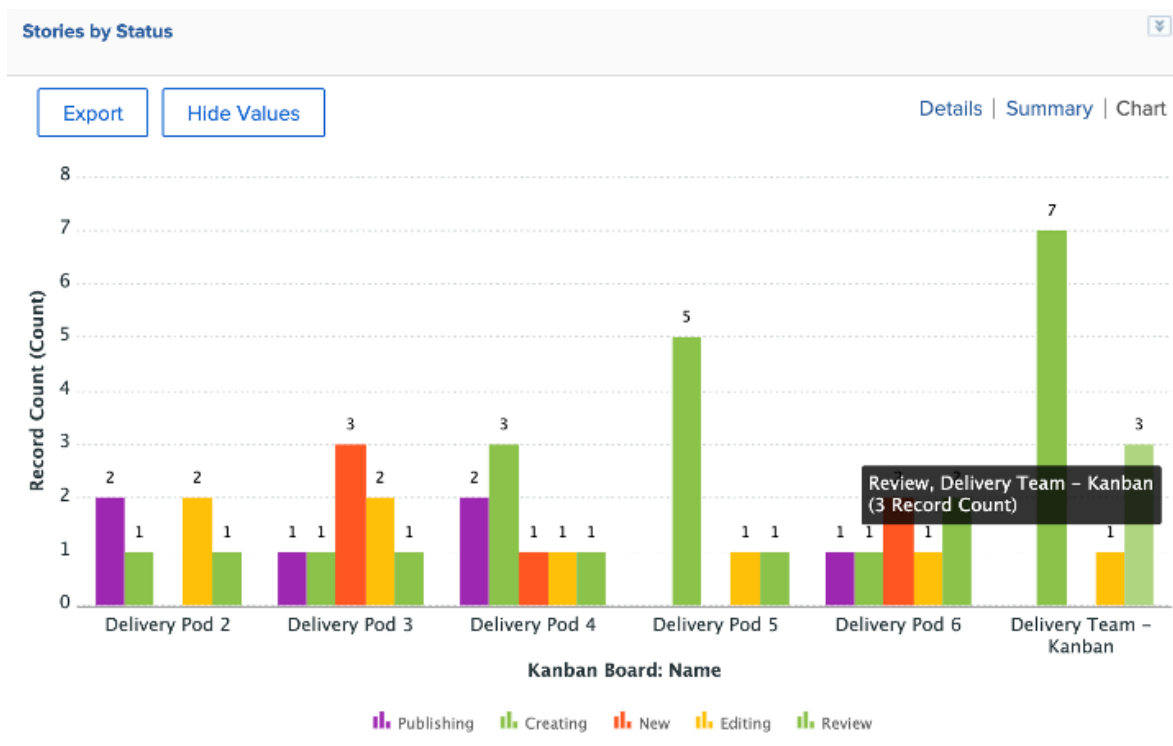
Stories by Status (Kanban)

Prep: 10 minutes

Yield: High-level overview across different columns. Distribution of work across columns versus all stories in a single column is typically a positive sign.

Serves: Team, Team Lead, or Marketing Strategist

Type: Task



Stories by Status (Kanban)

Detailed instructions

Step 1: Include the following columns:

- Task Name or Story Name
- Assignments
- Duration
- Planned Hours
- Start On
- Due On
- % Complete

Step 2: Set grouping first by **Task>>Status** and then by **Kanban Board>>Name**.

Stories by Status Report Settings ▾

Columns (View) **Groupings** Filters Chart

Group your Report:

First by: Task >> Status

And then by: Kanban Board >> Name + Add another Grouping

☐ Collapse this grouping by default ? ☐ Collapse this grouping by default ?

Grouping Preview Apply an Existing Grouping ▾ + Add Grouping

TASK NAME	ASSIGNMENTS	DURATION	PLN HRS	PREDECESSORS	START ON	DUE ON	% COMPLETE
Task >> Status							
Kanban Board >> Name							
Train Inside Sales Team		1234 Minutes	20.57 Hours	2,3sf	1/18/22	1/20/22	75%

Step 3: Set Filters to **Task>>Kanboard Board ID Is Not Blank**.

Additional Notes: To customize your needs, consider some of the following additional filters: Portfolio, Group ID, Status (equates with Open).

See next page for more directions and the final product.



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Stories by Status (Kanban)

Detailed instructions

Step 4: Set your Chart Type to **Column** with the following properties:

- Left (Y) Axis = Record Count
- Bottom (X) Axis = Kanban Board>>Name
- Toggle Group Columns **On**
 - Select the Side by Side option for displaying your Group Columns
 - Select Custom Colors to customize the color of your columns

Step 5: In the Report Settings, set When the Report Loads, Select **Chart tab** from the dropdown menu options.

Special Notes: If you need to see your statuses in order - you will need to number them in your system statuses as they are displayed in alphabetical order.

Final product



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AGILE REPORT RECIPES

Average Cycle Time (Kanban)

Prep: 10 minutes

Yield: Show Average time to cycle through board for all stories. This is more accurate with more data.

Serves: Group Lead, Team Lead, or Marketing Strategists

Type: Task



Average Cycle Time (Kanban)

Detailed instructions

Step 1: Include the following columns in your report:

- Name
- Assignments
- Duration
- Start On
- Due On
- Actual Duration

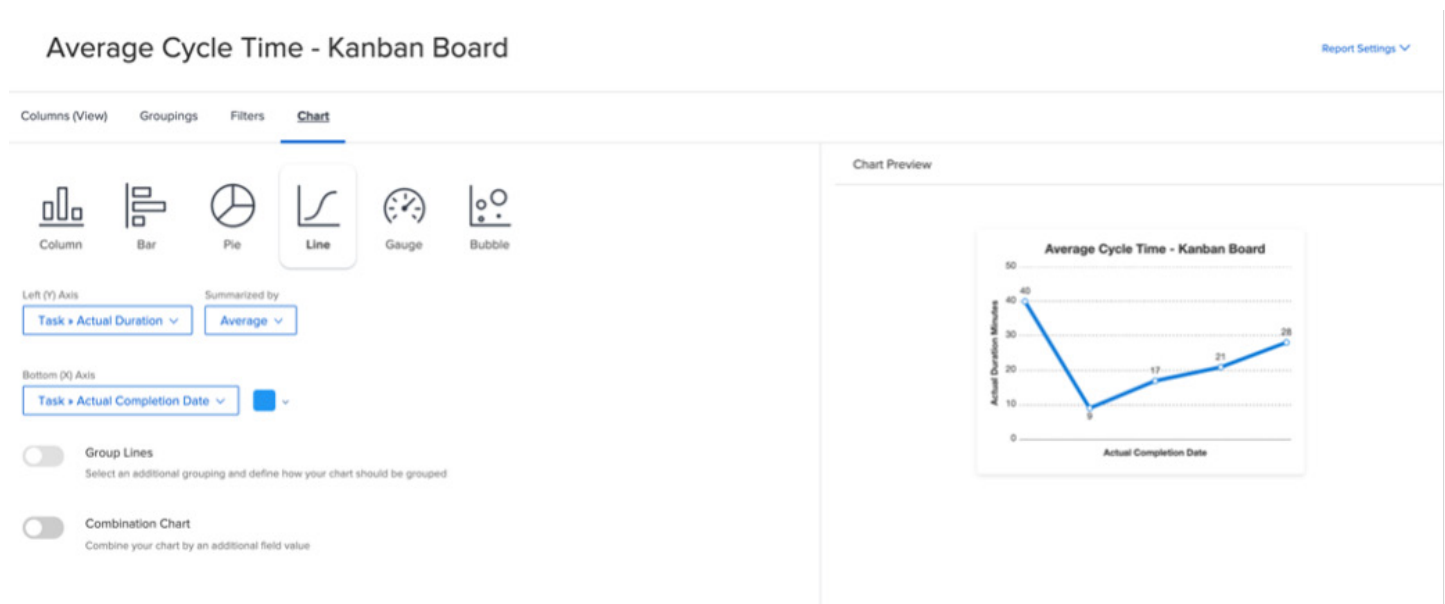
Step 2: Set grouping first by **Task>>Actual Completion Date**.

Step 3: Set Filters to **Project>>Name or Epic>>Name** Contains *Backlog* or *Name of your project where tasks reside*. You may need to reference multiple projects or a portfolio.

Also Set Filters to **Task>>Status Equals Complete**.

Step 4: Set your Chart Type to **Line** with the following properties:

- Left (Y) Axis = **Task>>Actual Duration**
 - Select **Average** in the Summarized by dropdown menu options
- Bottom (X) Axis = **Task>>Actual Completion Date**



See next page for more directions and the final product.



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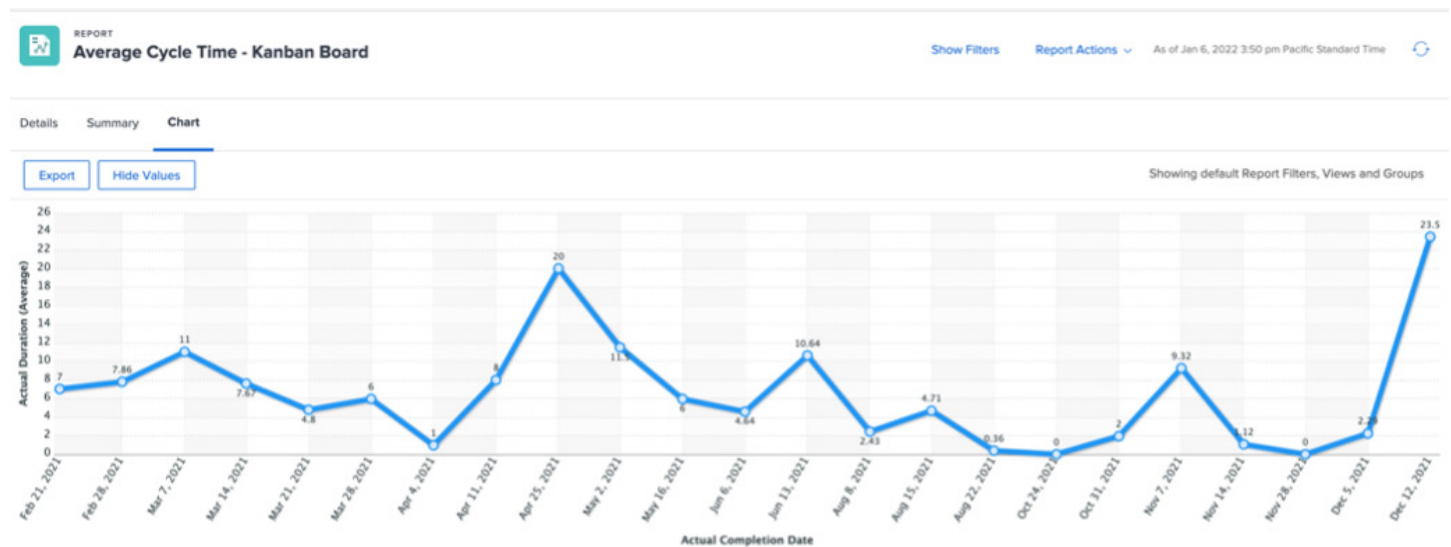
Average Cycle Time (Kanban)

Detailed instructions

Step 5: In the Report Settings, set When the Report Loads, Select **Chart tab** from the dropdown.

Special Notes: Note that specific filters will be needed to look at your specific work. In this case, our project/epic included the name "Backlog." In most situations, it would be better to use the Project or Epic ID.

Final product



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AGILE REPORT RECIPES

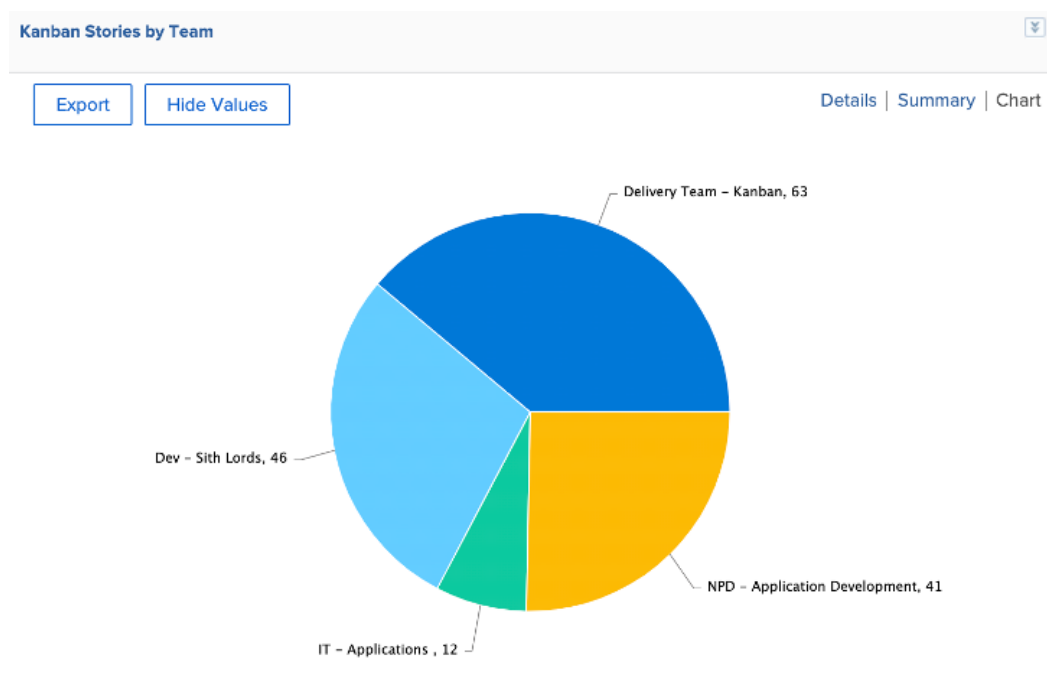
Kanban Stories by Team

Prep: 5 minutes

Yield: Show Story Count by Team. An optional add-on that is only useful if multiple teams are doing similar work.

Serves: Group Lead, Team Leads, or Marketing Strategist

Type: Task



Kanban Stories by Team

Detailed instructions

Step 1: Include the following Columns for your Task:

- Name
- Assignments
- Planned Hours
- Kanban Board Name
- Kanban Flag
- Kanban Board>>Entry Date
- Backlog
- Status

Step 2: Set your grouping by **Team>>Name**.

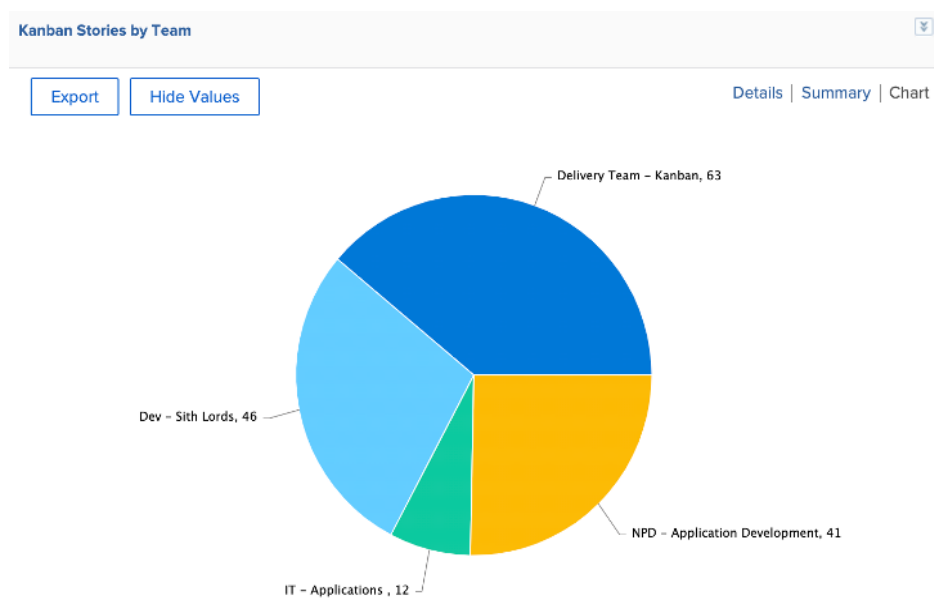
Step 3: Set your Filter by **Team>>Name** or **Team>>ID** (this may vary by organization and need).

Step 4: Add a Chart and set your Chart Type to **Pie** with the following properties:

- In the Values field, set to **Record Count**
- In the Wedges field, set the grouping to **Team>>Name**

Step 5: In your Report Settings, make sure to change the default view to Chart.

Final product



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AGILE REPORT RECIPES

Current Bottlenecks (Scrum)

Prep: 20 minutes

Yield: Highlights stories that have a status (task) of Blocked (custom Status)

Serves: Scrum Master, Product Owner, Marketing Strategist, or Scrum Team Member

Type: Task

REPORT

Current Bottlenecks - Scrum

Show FiltersReport ActionsAs of Jan 7, 2022 4:55 pm Pacific Standard Time

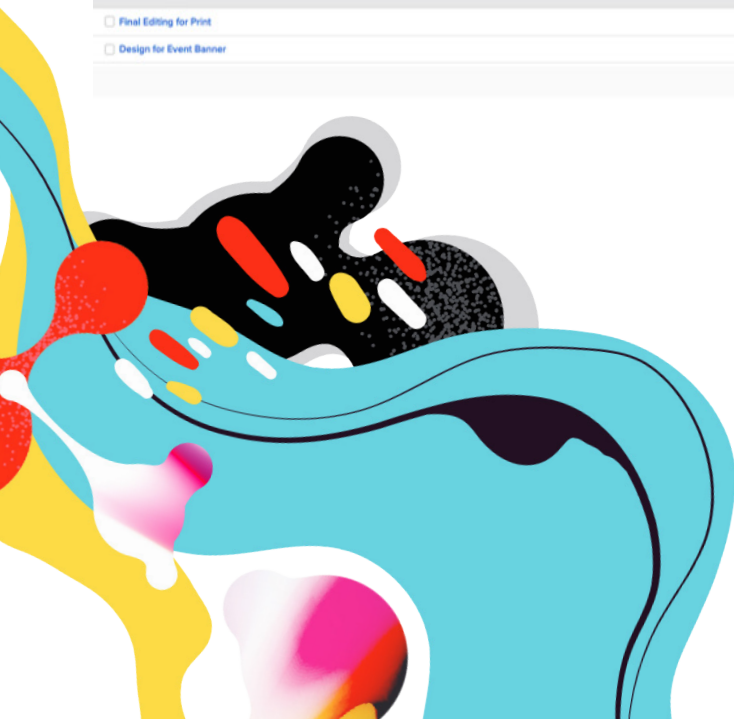
DetailsSummaryChart

Export

FilterReport DefaultViewReport DefaultGroupingReport Default

Story Name	Assignments	Story Status	Iteration: Name
Status: Creating (1)			
Create new copy for Flyer	Delivery Team - Scrum	Blocked	Sprint 5
Status: Editing (2)			
Update Landing Page Banner	Delivery Team - Scrum	Blocked	Sprint 3
Rewrite Twitter Outreach Post	Delivery Team - Scrum	Blocked	Sprint 4
Status: Review (2)			
Final Editing for Print	Delivery Team - Scrum	Blocked	Sprint 1
Design for Event Banner	Delivery Team - Scrum	Blocked	Sprint 2

Showing 5 stories



Current Bottlenecks (Scrum)

Detailed instructions

Step 1: From the reports area, choose a new Task Report. Include the following task fields as columns to the report:

- Task or Story Name (Name)
- Assignments
- Task or Story Status [Use Conditional Formatting to turn the field red, see below photo for details]
- **Iteration:Name** [Could be relabeled as "Sprint" or "Iteration"]

Current Bottlenecks - Scrum

Columns (View) Groupings Filters Chart

Show in this column:

Story » Scrum Status

Story

Schedule Performance Index

Scrum Status

Shared With

Slack Date

Source Show Room

Start Date

Column Settings

Custom Column Label: Story Status

Field Format: Text

Show this column when on a Dashboard

Column Rules

If Scrum Status In Blocked

Done

Column Preview

STORY NAME	ASSIGNMENTS	STORY STATUS	ITERATION: NAME
Train Inside Sales Team			Sample Text

Step 2: Group the Report by **Task>>Status**, or **Story>>Status** if you have already changed the name of the object from Task to Story in your environment.

Step 3: Set the filters to **Task>>Status Equals Blocked**, or **Story>>Status** if you have already changed the name of the object from Task to Story in your environment.

See next page for more directions and the final product.



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Current Bottlenecks (Scrum)

Detailed instructions

Step 4: Use the default Report Settings.

Special Notes: To make this report stand out, use conditional formatting. (Refer to photo in Step 1)

Final product

REPORT Current Bottlenecks - Scrum				Show Filters	Report Actions	As of Jan 7, 2022 4:55 pm Pacific Standard Time
Details Summary Chart				Filter	View	Grouping
Export				Report Default	Report Default	Report Default
Story Name	Assignments	Story Status	Iteration Name			
Status: Creating (1)						
Create new copy for Flyer	Delivery Team - Scrum	Blocked	Sprint 5			
Status: Editing (2)						
Update Landing Page Banner	Delivery Team - Scrum	Blocked	Sprint 3			
Rewrite Twitter Outreach Post	Delivery Team - Scrum	Blocked	Sprint 4			
Status: Review (2)						
Final Editing for Print	Delivery Team - Scrum	Blocked	Sprint 1			
Design for Event Banner	Delivery Team - Scrum	Blocked	Sprint 2			

Showing 5 stories



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AGILE REPORT RECIPES

Sprint Velocity (Scrum)

Prep: 10 minutes

Yield: Provides a perspective of the amount of story points completed regularly on sprints. For team members, this can highlight a reduction or increase in productivity. For product owners, it can highlight a need to refine the work more.

Serves: Scrum Master, Product Owner, Marketing Strategist, or Scrum Team Member

Type: Iteration



Sprint Velocity (Scrum)

Detailed instructions

Step 1: From the reports area, choose a new Task Report. Include the following task fields as columns to the report:

- Iteration Name
- Start Date
- End Date
- Story Points Completed
- Points Completed

Step 2: Group the Report by **Iteration>>Name**.

Team Velocity

[Report Settings](#)

Columns (View)GroupingsFiltersChart

Group your Report:

First by:

Iteration >> Name

[+ Add another Grouping](#)

☐ Collapse this grouping by default

Step 3: Set the filters to **Iteration>>End Date Less Than \$\$TODAY** and **Iteration>>Team ID Equal "Your Scrum Team"**.

Team Velocity

[Report Settings](#)

Columns (View)GroupingsFiltersChart

Set Filter Rules for your Report

Only show me Iterations in which the...

Iteration >> End DateLess Than\$\$TODAY

AND

Iteration >> Team IDEqualDelivery Team - Scrum

[+ Add another Filter Rule](#)

See next page for more directions and the final product.



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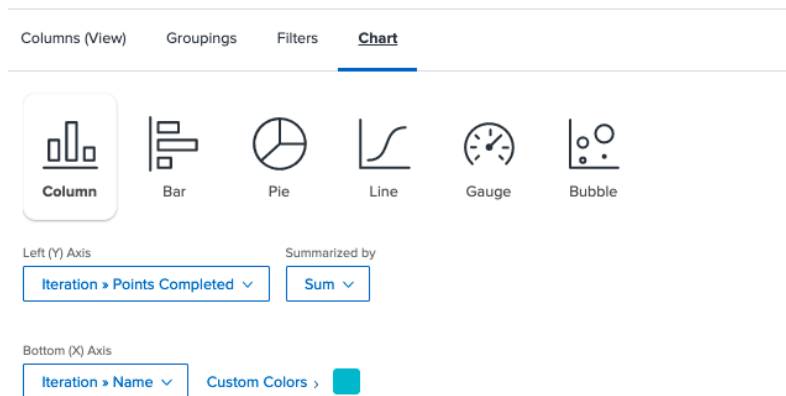
Sprint Velocity (Scrum)

Detailed instructions

Step 4: Add a Chart and set your Chart Type to **Column** with the following properties:

- The Left (Y) Axis selection is **Iteration>>Points Completed** and Summarized by **Sum**.
- The Bottom (X) Axis selection is **Iteration>>Name** and **Custom Colors** can be set to any color of your preference.

Team Velocity



Step 5: Use the default Report Settings.

Final product



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AGILE REPORT RECIPES

Scrum Retrospective

Prep: 20 minutes

Yield: Fields added to Iteration or Spring objects to highlight retrospective insights e.g. What went right?, What can be improved, and Actions. Note that these insights may vary depending on your organization and use case.

Serves: Scrum Master, Product Owner, Marketing Strategist, or Scrum Team Member

Type: Iteration

Scrum Retrospective

Export

Details | Summary | Chart

<input type="checkbox"/> What went right ?	What can be improved	Actions
<div><div>▼ Name: Sprint 7 (1)</div><div><input type="checkbox"/></div></div>		
<div><div>▼ Name: Sprint 6 (1)</div><div><input type="checkbox"/></div></div>		
<div><div>▼ Name: Sprint 5 (1)</div><div><input type="checkbox"/> Capacity estimates are getting closer</div><div>Need better collaboration</div><div>Use updates or slack to stay in sync</div></div>		
<div><div>▼ Name: Sprint 4 (1)</div><div><input type="checkbox"/> Approvals were quick. Not many delays</div><div>We need to communicate sooner upon completion</div><div>Mark stories ready asap each time they're complete</div></div>		
<div><div>▼ Name: Sprint 3 (1)</div><div><input type="checkbox"/> All stories lined up to value and we delivered what was needed</div><div>Efficiency needs a little work</div><div>Find ways to cut down on delivery without losing quality</div></div>		
<div><div>▼ Name: Sprint 2 (1)</div><div><input type="checkbox"/> Lot's of good cross-functional work and focus</div><div>Estimates were low and we hit roadblocks because of approvals</div><div>Be more specific about needed time for specific stories.</div></div>		
<div><div>▼ Name: Sprint 1 (1)</div><div><input type="checkbox"/> Good progress against delivery goal -</div><div>Underestimated review cycle effort</div><div>Review cycle stories require more points</div></div>		

Scrum Retrospective

Detailed instructions

Step 1: From the reports area, choose a new Task Report. Include the following task fields as columns to the report:

- Iteration Name
- Start Date
- End Date
- What went right? [Custom Field set on Iteration object] (Show this column when a Dashboard is checked)
- What can be improved [Custom Field set on Iteration object] (Show this column when a Dashboard is checked)
- Actions [Custom Field set on Iteration object] (Show this column when a Dashboard is checked)

Step 2: Group the report by **Iteration>>Name**.

Step 3: Set the filters to:

- **Iteration>>End Date** Less Than \$TODAY
- **Iteration>>Team ID** Equal "Your Scrum Team"

Step 4: Use the default report setting to show the report in the Details view.

Special Notes: This report is a great report to have available for running your retrospectives as well as reviewing past sprints and iterations. If you use it frequently for reviewing past sprints/iterations you may also want to add the goal field so you can understand how results tie to each sprint's goal.

Final product

Scrum Retrospective		
Export		
Details Summary Chart		
What went right ?	What can be improved	Actions
Name: Sprint 7 (1)		
Name: Sprint 6 (1)		
Name: Sprint 5 (1)		
Capacity estimates are getting closer	Need better collaboration	Use updates or slack to stay in sync
Name: Sprint 4 (1)		
Approvals were quick. Not many delays	We need to communicate sooner upon completion	Mark stories ready asap each time they're complete
Name: Sprint 3 (1)		
All stories lined up to value and we delivered what was needed	Efficiency needs a little work	Find ways to cut down on delivery without losing quality
Name: Sprint 2 (1)		
Lot's of good cross-functional work and focus	Estimates were low and we hit roadblocks because of approvals	Be more specific about needed time for specific stories.
Name: Sprint 1 (1)		
Good progress against delivery goal -	Underestimated review cycle effort	Review cycle stories require more points



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AGILE REPORT RECIPES

Scrum Iteration Screen (View and Grouping)

Prep: less than 5 minutes

Yield: Add more context to the Iteration view by adding the "Goal" field

Serves: Scrum Master, Product Owner, Marketing Strategist, or Scrum Team Member

Type: Team --> Iterations Module

Name	Goal	Start Date	End Date	Total Points	Points Completed
Past Iterations (7)					
Sprint 1	Build spring site for sale prep	10/14/21	10/28/21	40	32
Sprint 2	Align Holiday messaging to leadership direction	10/28/21	11/11/21	36	29
Sprint 3	Launch Omnichannel Delivery of "Get moving" for Black Friday	11/11/21	11/25/21	36	33
Sprint 4	Re-align Holiday messaging to Analytics findings	11/15/21	12/6/21	26	24
Sprint 5	Deliver landing page prototype with completed diagram	12/1/21	12/8/21	31.5	30.5
Sprint 6	Launch "Go Gifting" (Omnichannel)	12/15/21	12/23/21	49	0
Sprint 7	Goal TBD	12/23/21	1/6/22	0	0
Current Iterations (1)					
Sprint 8	Goal TBD	1/6/22	1/20/22	0	0
Upcoming Iterations (1)					
Sprint 9	Goal TBD	1/20/22	2/3/22	0	0

Scrum Iteration Screen

Detailed instructions

Step 1: From the reports area, choose the Team Report type in the iterations module. Include the following task fields as columns to the report:

- Name
- Goal [Only field required to add]
- Start Date
- End Date
- Total Points
- Completed Points

Step 2: Group the report by Time [Select from List].

Step 3: N/A will have been filtered already by the Team.

Report Settings: Please note that this isn't a report but rather a list view inside of your Scrum Team -->Iteration. It is also possible to add it as an "External Page" on the Scrum Teams Dashboard as mentioned in the [Agile Work Management demo](#).

Final product

Name	Goal	Start Date	End Date	Total Points	Points Completed
Past Iterations (7)					21.21
<input type="checkbox"/> Sprint 1	Build spring site for sale prep	10/14/21	10/28/21	40	32
<input type="checkbox"/> Sprint 2	Align Holiday messaging to leadership direction	10/28/21	11/11/21	36	29
<input type="checkbox"/> Sprint 3	Launch Omnichannel Delivery of "Get moving" for Black Friday	11/11/21	11/25/21	36	33
<input type="checkbox"/> Sprint 4	Re-align Holiday messaging to Analytics findings	11/15/21	12/6/21	26	24
<input type="checkbox"/> Sprint 5	Deliver landing page prototype with completed diagram	12/1/21	12/8/21	31.5	30.5
<input type="checkbox"/> Sprint 6	Launch "Go Gifting" (Omnichannel)	12/15/21	12/23/21	49	0
<input type="checkbox"/> Sprint 7	Goal TBD	12/23/21	1/6/22	0	0
Current Iterations (1)					0
<input type="checkbox"/> Sprint 8	Goal TBD	1/6/22	1/20/22	0	0
Upcoming Iterations (1)					0
<input type="checkbox"/> Sprint 9	Goal TBD	1/20/22	2/3/22	0	0



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AGILE REPORT RECIPES

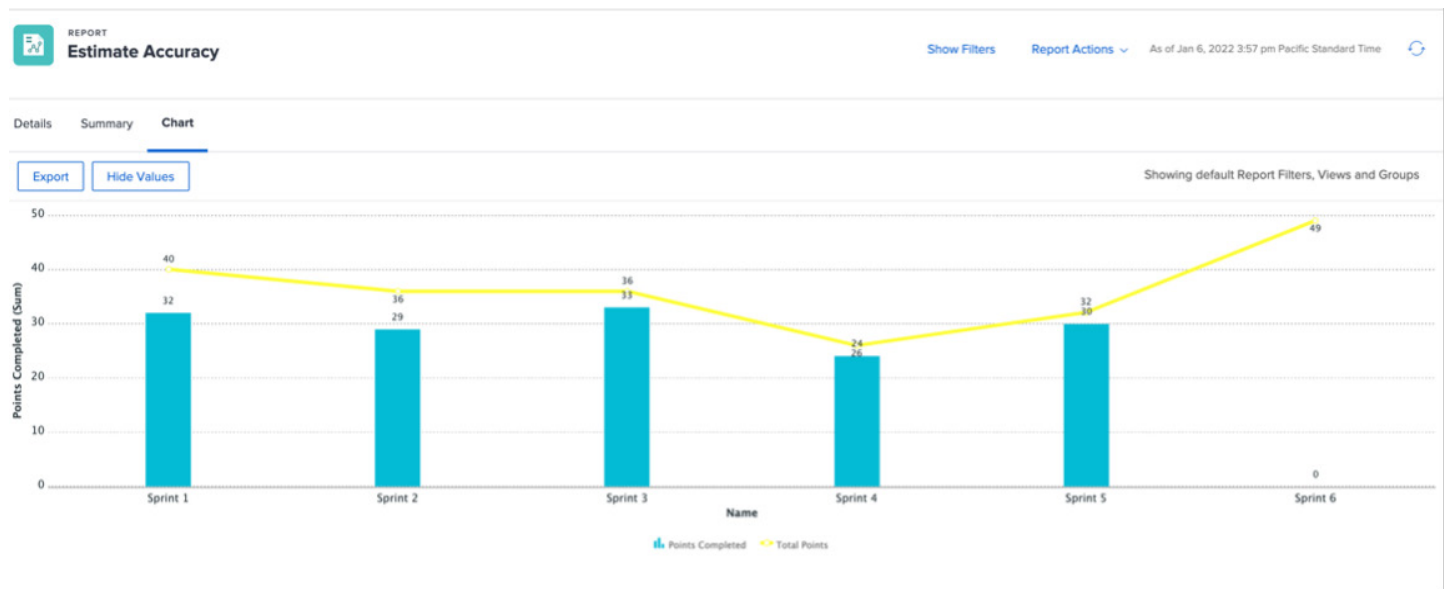
Estimate Accuracy (Scrum)

Prep: 10 minutes

Yield: Provide insight into the accuracy of your sprint/iteration planning over time. This typically requires 2-3 sprints to become insightful as a planning tool.

Serves: Scrum Master, Product Owner, Marketing Strategist, Scrum team

Type: Iteration



Estimate Accuracy (Scrum)

Detailed instructions

Step 1: Include the following task fields as columns to the report:

- Name
- Start Date
- End Date
- Story Points Completed
- Points Completed
- Total Points

Step 2: Group the report by **Iteration>>Name**.

Step 3: Set the filters to:

- **Iteration>>End Date** Less Than \$\$TODAY
- **Iteration>>Team ID** Equal "Your Scrum Team"

Step 4: Create a chart with the following settings:

- Left (Y) Axis=Iteration>Points Completed Summarized by Sum
- Bottom (X) Axis=Iteration>Name

Toggle your Combination Chart on and set Value=Iteration>Total Points and Summarized by Sum.

See next page for more directions and the final product.



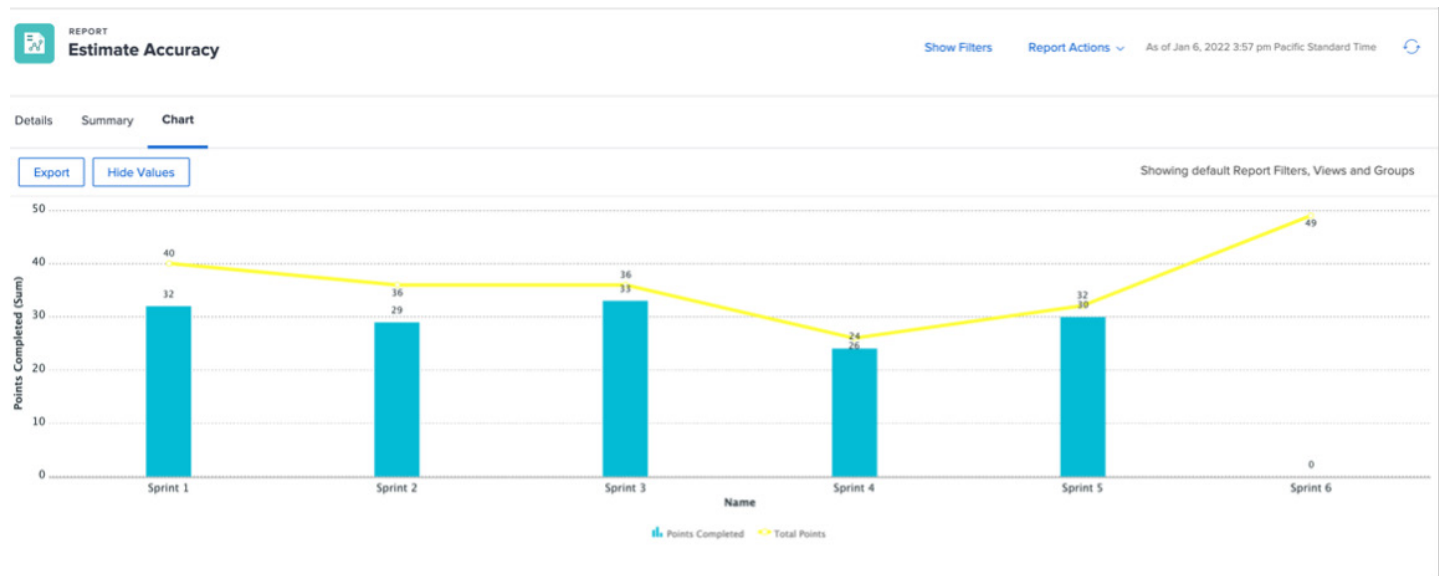
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Estimate Accuracy (Scrum)

Special Notes: This is one of the most useful Scrum reports. Overtime you will ideally see the Total Points and Points Completed get gradually closer as the teams' estimates become more accurate.

Final product



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Now it's your turn. **Happy cooking!**

Need more resources or want to join more conversations about reporting?
Check out the Adobe Workfront Community.

This Cookbook is based on the Adobe Workfront Agile Work Management webinar recorded in January 2022. You can view the webinar [here](#).

If you have any questions and noticed an error in this Cookbook, please send me a message on Community or at jonchen@adobe.com.



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