

Daily Scrum Status

FOCUS of

Date	yyyy.m.dd
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[Program Number]	[Program Name]
[Project Number]	[Project Name]
Feature Team	[Team Name]

Program Manager	[Name]
Project Manager	[Name]
Lead Tech	[Name]

Key Accomplishments	
[Program/Project Nbr]	[Accomplishment detail]
[Program/Project Nbr]	[Accomplishment detail]

Activities / Stories: To-Do Today & On-going from Yesterday	
[Program/Project Nbr]	[To-do detail]
[Program/Project Nbr]	[On-going detail]

Decision, Blocker (B), Issue (I), Risk (R) → Mitigation							
B/I/R	Task Number	Owner	Description	Mitigation Process	Start Date	Expected Due Date	Notes
D		[Name]	[Description of Issue]	[Decision Made]	yyyy.mm.dd	yyyy.mm.dd	
B		[Name]	[Description of Issue]	[Get to Green plan]	yyyy.mm.dd	yyyy.mm.dd	
I		[Name]	[Description of Issue]	[Get to Green plan]	yyyy.mm.dd	yyyy.mm.dd	
R		[Name]	[Description of Issue]	[Get to Green plan]	yyyy.mm.dd	yyyy.mm.dd	

