

# Burndown Chart Template

Track ideal vs actual remaining work per sprint.

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## What you will get

- Visual burndown chart
- Daily tracking table
- Scope change log
- Sprint health indicators
- Velocity reference

### Sprint Info

| SPRINT    | DATES             | COMMITTED | TEAM SIZE    |
|-----------|-------------------|-----------|--------------|
| Sprint 14 | Mar 10 - 21, 2026 | 72 hrs    | 3 developers |

### Daily Tracking

| DAY   | DATE   | IDEAL    | ACTUAL | VARIANCE |
|-------|--------|----------|--------|----------|
| Day 0 | Mar 10 | 72 hrs   | 72 hrs | 0        |
| Day 1 | Mar 11 | 64.8 hrs | 68 hrs | +3.2     |
| Day 2 | Mar 12 | 57.6 hrs | 60 hrs | +2.4     |
| Day 3 | Mar 13 | 50.4 hrs | 55 hrs | +4.6     |
| Day 4 | Mar 14 | 43.2 hrs | 50 hrs | +6.8     |
| Day 5 | Mar 17 | 36.0 hrs | 42 hrs | +6.0     |

| DAY    | DATE         | IDEAL         | ACTUAL                 | VARIANCE    |
|--------|--------------|---------------|------------------------|-------------|
| Day 6  | Mar 18       | 28.8 hrs      | 38 hrs                 | <b>+9.2</b> |
| Day 7  | Mar 19       | 21.6 hrs      | 30 hrs                 | <b>+8.4</b> |
| Day 8  | Mar 20       | 14.4 hrs      | 22 hrs                 | <b>+7.6</b> |
| Day 9  | Mar 21       | 7.2 hrs       | 14 hrs                 | <b>+6.8</b> |
| Day 10 | Mar 21 (EOD) | 0 hrs         | 6 hrs                  | <b>+6.0</b> |
|        | <b>Total</b> | <b>72 hrs</b> | <b>6 hrs remaining</b> |             |

**Scope Change Log**

| DATE   | CHANGE                              | HOURS IMPACT | APPROVED BY   |
|--------|-------------------------------------|--------------|---------------|
| Mar 18 | Added payment validation edge cases | +4 hrs       | Product Owner |
|        |                                     |              |               |
|        |                                     |              |               |







**COMPLETED**

**66 hrs**

**SCOPE ADDED**

**+4 hrs**

**CARRY-OVER**

**6 hrs**

**COMMITTED**

**Tip:** Update the burndown daily. Stale data defeats the purpose — a chart that's 3 days behind tells you nothing useful.

**Related templates:** [Sprint Planning Template](#) · [Sprint Review Template](#)