CORCAVA / COMPLETED EXAMPLE

Sprint 14 review

10-21 March 2026 | Fictional onboarding sprint

Goal and outcome

Goal: Deliver self-service onboarding for new users.
Outcome: Five of six planned items are done. The onboarding flow, progress dashboard, and welcome emails were demonstrated. Help tooltips were deferred.

Work reviewed

Item	Owner	Est.	Actual	Status
Onboarding wizard UI	Alex	16 h	14 h	Done
Onboarding API endpoints	Sam	20 h	22 h	Done
Welcome email sequence	Jordan	8 h	7 h	Done
Progress tracking dashboard	Alex	12 h	13 h	Done
Integration tests	Sam	10 h	10 h	Done
Help tooltips and docs	Jordan	6 h	-	Deferred
Total		**72 h**	**66 h**	

Delivery snapshot: finished items represent 66 of 72 estimated hours (92%, rounded); 6 estimated hours were deferred. Actual time totals 66 hours separately. This is not a productivity score.

Demo and feedback

Shown to the product owner, engineering lead, and design director: the three-step onboarding wizard, progress dashboard, and welcome email sequence.

Stakeholders could complete the demonstrated flow. They requested a skip option for experienced users; it was added to the backlog as **FE-160**.

Decisions and next steps

Product owner: prioritize FE-160 at Sprint 15 planning.
Jordan: bring estimates for the deferred tooltips to Sprint 15 planning.

Use page 2 for your own review. Keep process improvements in the separate retrospective on page 3. This worksheet is not an automatic Corcava report.

CORCAVA / BLANK WORKSHEET

Your sprint review

Sprint: _____ Dates: _____
Team / project: _____

Goal and outcome

Completed and unfinished work

Item / link	Owner	Status	Evidence / demo

Stakeholder feedback and what it changes

Decisions and follow-up

Action / backlog item	Owner	When

Suggested 30-minute agenda: goal (3 min), demo (12), feedback (5), unfinished work (5), backlog decisions (5). Adjust to the discussion needed. The review is a working session, not a release approval gate.

CORCAVA / SEPARATE TEAM SESSION

Retrospective worksheet

Sprint: _____ Date: _____

Use this page for how the team worked. Keep product feedback and backlog decisions in the sprint review. Choose a small number of concrete improvements.

What helped us deliver?

What got in the way?

Improvements to try

Action / experiment	Owner	Check again

Example: Sam adds a deployment checklist before Sprint 15 begins. At the next retrospective, check whether staging delays decreased.

Prepare from your project tasks: corcava.com/guides/project-roadmap