# AI-Enhanced Metrics Prompt Library

Ready-to-Use Prompts for Data Analysis

*A companion resource from Agile Meets AI, Chapter 6*

These prompts help you extract insights from your team's data using AI assistants like Claude or ChatGPT. Export data from your tools, paste it along with the prompt, and get actionable analysis.

**Use the companion Excel templates (Ch6-Metrics-Data-Templates.xlsx) to structure your data exports.**

## Team Metrics Prompts

### Retrospective Notes Analysis

Extract themes, patterns, and actionable improvements from retrospective notes across multiple sprints.

**Data needed:** Retrospective notes from 3-6 sprints (copy/paste or export)

```
Analyze these retrospective notes from our team's last several sprints.

[PASTE RETROSPECTIVE NOTES HERE]

Please provide:
1. RECURRING THEMES: What topics or concerns appear across multiple retros?
2. PATTERN ANALYSIS: Are issues getting better, worse, or staying the same?
3. UNADDRESSED ITEMS: What keeps coming up but never gets resolved?
4. WINS TO CELEBRATE: What improvements has the team made?
5. SUGGESTED ACTIONS: Based on patterns, what 2-3 experiments should the team try next?

Focus on actionable insights that the team can directly influence.
```

💡 **Tip:** *Include dates with each retro's notes so AI can identify trends over time.*

### Velocity Trend Analysis

Analyze velocity patterns to identify factors that affect team capacity and improve forecasting.

**Data needed:** Sprint velocity data (use the Velocity template tab in the Excel file)

```
Analyze this velocity data for our agile team.

[PASTE VELOCITY DATA HERE - Include: Sprint, Committed Points, Completed Points, Team Size, Notes about
holidays/changes]

Please provide:
1. VELOCITY TRENDS: Is velocity stable, improving, or declining? What's the trend?
2. COMMITMENT ACCURACY: How well does the team estimate? Are they over or under-committing?
3. ANOMALY ANALYSIS: Which sprints were unusual and what factors explain them?
4. CAPACITY FACTORS: How do team size changes, holidays, or other factors correlate with velocity?
5. FORECASTING GUIDANCE: Based on this data, what's a realistic velocity range for planning?

Note any patterns that suggest specific improvement opportunities.
```

💡 **Tip:** *Include context notes (holidays, team changes, major incidents) for each sprint to enable correlation analysis.*

# Flow Metrics Prompts

## Lead Time Analysis by Work Type

Understand how different types of work flow through your system and where delays occur.

**Data needed:** Work item export with dates and classifications (use Lead Time template tab)

```
Analyze the lead time data for our team's work items.

[PASTE LEAD TIME DATA HERE - Include: Item ID, Type/Class of Service, Created Date, Started Date,
Completed Date, Size/Points]

Please provide:
1. LEAD TIME BY CLASS: What's the average and range for each work type (expedite, standard, etc.)?
2. WAIT TIME vs WORK TIME: How much time is spent waiting vs actively being worked?
3. BOTTLENECK IDENTIFICATION: Where in the flow do items spend the most time?
4. SIZE CORRELATION: Do larger items have disproportionately longer lead times?
5. SLE RECOMMENDATIONS: Based on this data, what Service Level Expectations are realistic for each class?

Highlight any items that took significantly longer than similar work and identify possible causes.
```

💡 **Tip:** *Export data from Jira using filters or manually track in the Excel template for 2-4 weeks to build meaningful data.*

## Cycle Time & Bottleneck Analysis

Identify where work gets stuck and what's slowing down your delivery.

**Data needed:** Work item data with workflow stage timestamps (use Cycle Time template tab)

```
Analyze this cycle time data to identify bottlenecks in our workflow.

[PASTE CYCLE TIME DATA HERE - Include: Item ID, Size, and time spent in each workflow stage (To Do, In
Progress, Code Review, Testing, Done)]

Please provide:
1. STAGE ANALYSIS: Which workflow stages take the longest on average?
2. BOTTLENECK IDENTIFICATION: Where does work most often get stuck?
3. SIZE PATTERNS: How does item size affect cycle time in each stage?
4. VARIABILITY: Which stages have the most unpredictable timing?
5. WIP CORRELATION: When multiple items are in a stage, does cycle time increase?
6. IMPROVEMENT PRIORITIES: Which bottleneck, if addressed, would have the biggest impact?

Suggest specific workflow changes or WIP limits based on the patterns you find.
```

💡 **Tip:** *If your tool doesn't track time per stage, use the Excel template to manually log for 2 weeks—even partial data reveals patterns.*

## Quality Metrics Prompts

### Escaped Defect Pattern Analysis

Identify patterns in production defects to improve testing and prevent future escapes.

**Data needed:** Defect/bug data export (use Defects template tab)

```
Analyze these escaped defects (production bugs) for our product.

[PASTE DEFECT DATA HERE - Include: Defect ID, Date Found, Severity, Component/Area, Root Cause Category,
Related Feature/Sprint]

Please provide:
1. PATTERN ANALYSIS: Which components or areas have the most defects?
2. SEVERITY DISTRIBUTION: Are escaped defects mostly minor, or are critical issues getting through?
3. ROOT CAUSE THEMES: What categories of issues are most common (requirements, testing, code,
environment)?
4. TIMING PATTERNS: Do defects cluster around certain releases or time periods?
5. TESTING GAPS: Based on patterns, where should we focus on additional testing?
6. PREVENTION RECOMMENDATIONS: What process changes would catch these issues earlier?

Prioritize recommendations by potential impact on reducing escaped defects.
```

💡 **Tip:** *Include the related feature or sprint for each defect to correlate with delivery patterns.*

## Customer Metrics Prompts

### NPS Feedback Theme Extraction

Categorize and extract actionable themes from NPS survey comments.

**Data needed:** NPS survey responses with scores and comments (use NPS template tab)

```
Analyze these NPS survey responses to identify what drives customer satisfaction.

[PASTE NPS DATA HERE - Include: Response Date, NPS Score (0-10), Customer Segment (if available), Verbatim Comment]

Please provide:
1. THEME CATEGORIZATION: Group comments into major themes (e.g., usability, performance, support, features)
2. PROMOTER DRIVERS: What do promoters (9-10) consistently praise?
3. DETRACTOR ISSUES: What do detractors (0-6) consistently criticize?
4. PASSIVE INSIGHTS: What would convert passives (7-8) to promoters?
5. SEGMENT DIFFERENCES: Do different customer segments have different concerns?
6. QUICK WINS: Which issues, if addressed, would most likely improve NPS?
7. FEATURE REQUESTS: What specific features or improvements do customers request?

Quote specific customer comments to illustrate each theme.
```

💡 **Tip:** *Include customer segment data (enterprise vs SMB, new vs tenured) if available*

## How to Use These Prompts

1. **Export your data** from Jira, your project management tool, or use the Excel templates to collect data manually.
2. **Copy the prompt** and paste your data where indicated.
3. **Submit to an AI assistant** (Claude, ChatGPT, etc.).
4. **Review and discuss** the analysis with your team—AI surfaces patterns, humans decide what to do.
5. **Iterate** by asking follow-up questions to dive deeper into specific findings.