SPRINT PLANNING
Template

What are the inputs and outcomes of an effective Sprint Planning?

Who should attend Sprint Planning?

AGIL-O-NOMICS

SPRINT PLANNING OVERVIEW

1. Define the Sprint Goal: Identify the value the sprint will deliver.

2. Select Product Backlog Items (PBIs): Determine which PBIs can be committed to.

3. Break Down PBIs: Identify sub tasks for each story and estimate.

4. Capacity Calculation: Ensure the team can commit to the selected PBIs.

Define the Sprint Goal (The Why & What)

Why: Discuss the value the sprint will deliver.

What: Select PBIs that align with the sprint goal.

Select PBIs

Product Backlog Review: Review the top items in the product backlog.

Sprint Backlog: Move selected PBIs to the sprint backlog.

Break Down PBIs (The How)

Story Breakdown: For each PBI, break it down into smaller sub tasks.

Sub task Estimation: Estimate the time (hours) required for each sub task. (Optional)

Organize stories (with sub tasks) into your scrum board.

Capacity Calculation

Team Capacity: Assess the team's available capacity for the sprint.

Commitment Check: Ensure the team can commit to completing the selected PBIs.

Make Adjustments: Add or remove stories to make sure team is committing to the
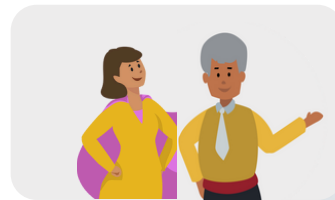
PARTICIPANTS

Product Owner (PO): Ensures PBIs align with product goals.

Development Team: Selects and commits to PBIs.

Scrum Master (SM): Facilitates the planning meeting.

Stakeholders: Can provide input but should not disrupt the meeting.

KEY POINTS TO REMEMBER

Stakeholder Involvement: Be cautious of stakeholders causing disruptions.

Sprint Goal Integrity: Only the Scrum team can alter the sprint goal.

Avoid Mini Waterfall: Ensure tasks are completed iteratively, avoiding a sequential mini-waterfall approach.

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