Sprint Planning Cheat Sheet

Before Sprint Planning

In the days and weeks before a specific sprint

These are activities that should be completed before a sprint

- ☐ Decompose feature into user stories, mitigating dependencies
- ☐ Create/maintain 3-4 sprints of *READY* user stories
- ☐ Tag any user stories with dependencies outstanding (do not commit story to a sprint until dependency is mitigated)
- ☐ In the days before the Sprint begins, verify team capacity

At Sprint Planning

On the first day of the Sprint

We want to make sure the Sprint is ready to go and we spend minimal time in the actual Sprint Planning meeting

Sprint planning usually takes an hour for each week of a sprint. Making sure everything is ready to go before the meeting will dramatically shorten the length of the meeting.

- ☐ Remind the team of the big picture
- ☐ Discuss any new information that may impact the plan
- ☐ Present the velocity to be used for this release
- ☐ Confirm team capacity
- ☐ Confirm any currently known issues and concerns and record as appropriate
- ☐ Review the definition of *DONE* and make any appropriate updates based on technology, skill, or team member changes since the last sprint
- ☐ Present proposed product backlog items to be considered for the sprint backlog
- ☐ Determine the needs, sign up for work, and estimate the work owned
- ☐ Product Owner answers clarifying questions and elaborates acceptance criteria
- ☐ Confirm any new issues and concerns raised during meeting and record
- ☐ Confirm any assumptions or dependencies discovered during planning and record
- ☐ ScrumMaster calls for a group consensus on the plan
- ☐ Team and Product Owner signal if this is the best plan they can make given what they know right now
- ☐ Get back to work