

Sprint Planning

Purpose: The scrum team establishes and commits to an immediate goal and identifies requirements that support that goal by a set of user stories and supporting tasks that satisfy the team's definition of done for each requirement.

Required Invitees:

- ScrumMaster** (facilitator)
- Product Owner** (sets the goal and priority)
- Development Team** (plans the work to be done and determines how much it will take)

Optional Invitees:

Key stakeholders and/or other subject matter experts who can provide insight on user stories being considered.

Pre-Check

ScrumMaster

- Video conference, screen share and/or polycom access information set up and shared
- Schedule meeting space
- Prepare and publish agenda
- Check calendars for company holidays, training, events, travel and employee time off
- For tactile artifacts: Replenish supplies of markers, post-its, 3x5 cards, pens, pins, etc.

Product Owner

- Ensure backlog item candidates are ready, according to the team's definition of ready (if a definition of ready exists for the team).
- Make sure the skills and capabilities of team members are known and are generally aligned with the needs of the backlog item candidates for the sprint.

Development Team

- Update the team's definition of done, as needed, and make sure it is easy to reference during the meeting

AGENDA

Agenda Items **Owner**

Open

- Introductions (for new teams)
 - Review of purpose and agenda (for new teams)
 - Review team's ground rules, as needed
 - Are any scrum team members (ScrumMaster, Product Owner or Development Team) missing? Why?**ScrumMaster, Product Owner & Dev Team**

Sprint Goal & User Stories

- Review current situation (product vision, roadmap, release plan or story map, etc) as needed **Product Owner**
- Sprint Goal: What is it and how will we know when we've accomplished it? **Product Owner**
- Sprint Capacity: Based on the team's velocity and experience, how much can we take on this sprint? **Dev Team**
 - Story Points: What is our established velocity? Use this as an input to determine how many story points should be accepted. The team should always be looking to stretch beyond what they've done in the past.
 - Hours: Has the team established what its effective day (actual working hours/day) is? If the team uses tasks to break down user stories, how many hours are available this sprint?
 - Are all maintenance and overhead candidates estimated with story points so that they can be planned within capacity appropriately?
- Are there any special circumstances this sprint that we need to take into consideration, like holidays, time off, trainings, company events, big demo, etc.? **Dev Team**
- Review candidate backlog items for the sprint **Product Owner & Dev Team**
 - Does each candidate user story support the sprint goal?
 - Is each user story ready, according to the definition of ready? If not, can we quickly make it ready now?
 - Is everyone clear about the desired outcome?
 - Is the sum of all story points accepted for the sprint greater than the amount agreed upon by the team? If so, the Product Owner needs to decide which of the lower priority items to take out.
 - Most teams will do 6-10 user stories per sprint.
 - User stories should be 8 points or less to be accepted into a sprint.

Sprint Backlog

As the team plans the work to be done for each user story in the sprint, use as many of the following questions as needed to guide the team through the planning process. Not all questions will apply to every team and/or user story.

- What is the next highest priority item to deliver this sprint? Plan that one next. **Product Owner & Dev Team**
- What else do we need to understand about this story? Is the deliverable clear? Do the acceptance criteria adequately define the requirements of the story, and are they clear? **Product Owner & Dev Team**

<input type="checkbox"/>	Do we understand our implementation approach for this story? Do we need to have a quick whiteboard design discussion now, or perhaps schedule one as part of the story work?	Dev Team
<input type="checkbox"/>	What is our tactical approach for delivering this story? Can we list out the things we need to do? The things we need to do (tasks) can be captured on our task board or in our agile tool.	Dev Team
<input type="checkbox"/>	What is our estimated effort for the work needed to deliver this story? Work (tasks) can be estimated in the number of work hours it would take to complete each task. Ideally, tasks should be able to be accomplished in a day.	Dev Team
<input type="checkbox"/>	Are we considering all the work that is needed to fully complete and deliver the story (get it to "Done")? We should check to make sure we are including everything from our team's Definition of Done.	Dev Team
<input type="checkbox"/>	Is this user story, and its tasks, conducive to swarming so that one team member can take on one task at a time?"	Dev Team
<input type="checkbox"/>	Having now planned the work to be done, is it still sized appropriately?	Dev Team & Product Owner

Sprint Backlog Verification

Before finalizing the sprint backlog, review the following general guidelines and make adjustments as needed.

<input type="checkbox"/>	Check for conflicts: Can the set of stories in our sprint backlog be accomplished together in this sprint? Consider if there will be conflicts and how to resolve them. Adjust as needed.	Dev Team
<input type="checkbox"/>	Definition of Done: Will we be able to deliver a fully "Done" increment of our product at the end of this sprint? We should check to make sure we are including everything from our team's definition of done.	Dev Team
<input type="checkbox"/>	Missing Backlog Items: Is the team aware of any work that needs to be done that is not included in the sprint backlog, including maintenance and overhead items, spikes, release planning activities, or any other activity that needs to be accomplished this sprint? If so, add them to the backlog, estimate them, re-calculate total points, and adjust sprint backlog as needed to fall within the number of points agreed by the team.	Dev Team & Product Owner
<input type="checkbox"/>	Risks: Are there any other risks or circumstances that we need to be aware of during this sprint? If so, have we included resolving these things in our sprint plan?	Dev Team
<input type="checkbox"/>	Commitment: As a team, can we commit to our sprint plan? Can we describe how we intend to deliver the sprint? "Commitment" means we agree our plan seems achievable, and we agree to work to our plan.	Dev Team
<input type="checkbox"/>	Task board & burndown setup: Has our sprint plan been completely captured on our task board or in our agile tool? Are we ready to begin tracking our sprint, including producing sprint burndowns or other metrics we use?	Dev Team & ScrumMaster

Close

<input type="checkbox"/>	Next steps: What will each team member start working on when they walk out of this meeting? Have each team member select one task to begin working on. Update your task board or agile tool to reflect what everyone is starting to work on.	Dev Team
<input type="checkbox"/>	If issues came up during the meeting that require follow up outside of the meeting (such as organizational impediments, items not related to the sprint, etc), make sure they are documented and assigned for follow up as needed.	ScrumMaster

TARGET OUTCOMES

Scrum Team feels comfortable with the goal and has identified user stories that support the goal.

Product Owner confirms that the sprint plan aligns with vision, roadmap and release goal.

Sprint Plan is completely captured on team's task board or agile tool.

Burndown chart is set up.

Each Dev Team member knows exactly what they will work on when they leave the meeting.

REMINDERS

Determine backlog priority and order by business value and risk

Definition of Done: Each item in the team's definition of done should be accounted for explicitly as individual tasks of each user story.

Only Development Team members estimate user stories and tasks.

Product Owner stays actively engaged and provides immediate clarification on user stories as needed.

Product Owner has final say on which user stories make it into the sprint, based on priority and velocity.

Velocity is an input for the team to determine the number of points that should be accepted in the sprint. Teams should always be stretching to accomplish more each sprint. It's OK if a team doesn't complete every sprint backlog item, as long as they are finishing those they do start.

Meeting should not last longer than one hour for each week in the sprint.

For additional resources, go to: platinumedge.com