SPRINT PLANNING

Template and Checklist

Read our full 5-step guide to master sprint planning at:
plan.io/blog/sprint-planning

WHAT IT IS

While Agile development is more of a mindset than a methodology, checklists can help guide your thinking as you plan and execute sprints.

Think of this as less of a "you must do this" guide, and more like a reminder of the steps you should take as you plan your sprints. Modify and adapt as necessary.

SPRINT PLANNING PREP

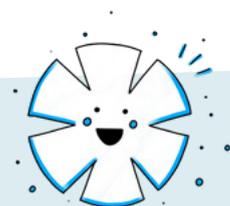A few days out from the actual sprint planning meeting:

- [ ] Review product roadmap and vision.
- [ ] Ask team members to update boards and focus on moving tickets to done.
- [ ] Run sprint review and retrospective.

- [ ] Groom product backlog: Make sure every user story has a clear priority, is fully formed, and up-to-date with context and estimates.
- [ ] Choose sprint goal.
- [ ] Create a sprint backlog of enough user stories to fill 2 sprints.

SPRINT PLANNING MEETING

- [ ] Ensure your entire team is present for the meeting.
- [ ] Start video call for remote team members.
- [ ] If needed, clean up old board(s) with team by checking status of open tickets.
- [ ] Discuss spill-overs: Should these be continued or dropped? Move any spill-over tasks into the right buckets.
- [ ] Set the stage with product and market updates.
- [ ] Define the sprint goal.
- [ ] Create a "new sprint" in Planio.
- [ ] Discuss the goal and team's capacity:
  - [ ] Is this realistic? If not, can the team lower the scope?
  - [ ] Worst case scenario the product owner needs to come up with a new sprint goal.

- [ ] Discuss proposed sprint backlog: Let the team pick user stories and tasks that match the sprint goal and capacity.
- [ ] Discuss the definition of "done".
- [ ] Break down each user story into individual tasks:
  - [ ] Make sure each task has as much information as possible.
- [ ] Ask whether the scope of work leaves time for unexpected issues.
- [ ] Ask if the scope of work leaves space to tackle bugs and technical debt.
- [ ] Move sprint backlog of decided-upon user stories and associated tasks into the Planio sprint board.
- [ ] Get verbal confirmation from the team that they know what to do.
- [ ] Set up due dates and times for future scrum meetings.