

# Sprint Planning

**Sprint planning is the event at the start of the sprint where the whole team agree what can be delivered and how it can be achieved.**

Work is selected from the product backlog and pulled into the sprint backlog. The work in the sprint backlog is not a commitment, it is a forecast.

## Attendees



Development Team



Scrum Master



Product Owner

## Actions

- Product owner is responsible for bringing a detailed product backlog and explaining it to the development team
- Development team are responsible for creating a plan to implement backlog items. They have the final say on their forecast for the sprint
- The whole team considers how to demonstrate the item as done at the end of the sprint

## Check List

- ✓ Attended by the whole scrum team
- ✓ Time box: 8 hours for a 4 week sprint, proportionally shorter for shorter sprints
- ✓ Break PBIs down into smaller bite size items to help flow
- ✓ The development team have the final say over how much work can be added to the sprint backlog
- ✓ Refer to your definition of ready and done

## What

- Remind the team of the big picture or goal
- Discuss any new information that may impact the plan
- Present the velocity and confirm team capacity
- Review the definition of done
- Present the sprint goal and associated proposed PBIs for consideration

## How

- Determine the activities required to deliver the PBIs
- Whole team clarifies scope/behaviour
- Scrum master 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