

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

