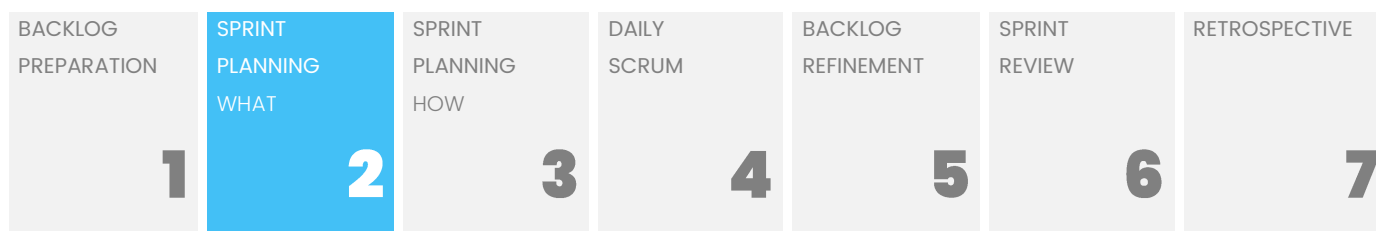


## SCRUM CHECKLIST

# SPRINT PLANNING – WHAT



Sprint Planning is held on the first day of the Sprint. This event is designed to provide the Team and the Product Owner an opportunity to inspect the Product Backlog and create a plan for the Sprint. This is a just-in-time planning event with the items discussed relating to the highest value the Team can deliver by the end of the Sprint. Sprint Planning is held in two sessions: discussion around “what” is required, followed by creation of tasks and discussion of “how” the Team plans on delivering them.

Time-box: No more than 2 hours



## PARTICIPANTS

Role	RACI Governance Model
Team	Accountable
Scrum Master	Responsible (Facilitator)
Product Owner	Consult
Subject Matter Experts (SMEs)	Consult
Interested stakeholders	Consult



## AGENDA

### Scrum Master

- Introduces the agenda.
- Clarifies the intent of the scrum event.
- Indicates the time-box for the event.

### Product Owner

- Presents the objectives for this Sprint and how it relates to other Sprints.
- Introduces the Product Backlog Items and their Acceptance Criteria.

### The Team

- Discusses the Product Backlog items with the Product Owner.
- Estimates each of the Product Backlog items using techniques like Planning Poker.
- Discusses any points of divergence in relation to the estimate of effort for each Product Backlog items.
- Breaks-down the Product Backlog items into smaller pieces, through collaboration with the Product Owner, to ensure that each item can be committed to for completion within a single Sprint.

- Communicates to the Product Owner any consequence relating to what is being asked for and its rank-order for delivery, including any technical, design or business debt that may be incurred as a result.

## SMEs and other interested stakeholders

- Observe.
- May participate in estimation and discussion of the what through prior negotiation with the Scrum Master and the Product Owner to assist with increasing transparency.

## Scrum Master

- Observes the conversation.
- Supports the discussion so that the Team sufficiently understands the outcome of each of the items and its value to the Product Owner.
- Encourages the Team to use industry best-practice practices for breaking down items into smaller “vertical” slices.



## KEY OUTCOMES

- The Team understands what is required by the Product Owner.
- The value, needs, outcomes of Product Backlog items are sufficiently clarified.
- The Team understand the order in which Product Backlog items should be delivered.
- The Team is empowered to discuss how they will approach completion of the Product Backlog items and create a plan for the delivery of the outcome the Product Owner is seeking.



## KEY CONSIDERATIONS

- **No surprises** – The Team should already be familiar with the Product Backlog items to be discussed in Sprint Planning.
- **Granularity** – The top 20% of the items in the Product Backlog should be of sufficient granularity to be able to immediately commence the Sprint. The items should be small enough to be delivered to the Definition of Done within the timebox of the Sprint.
- **Ranked** – The Product Backlog should be ranked according to value.
- **Estimated** – The Team should have already worked with the Product Owner to estimate all of the Product Backlog items. Sprint Planning should produce final estimations based on any last-minute changes, emerging risks, or new information that has come to hand.
- **Three Cs** – The Product Backlog items should conform to the “Three Cs” (card, conversation and commitment).
- **Consequence** – Discussion between the Product Owner and the Team should create an understanding of the “Fourth C” – consequence – including dependencies between items, their rank order for delivery, and any rework that may result.



## COMMON OBSTACLES TO AVOID

- The Product Owner comes to the event without having any clear objectives for the Sprint.
- The Product Backlog isn't ranked by value.
- The Product Owner decides how many items the Team will deliver.
- The Team wastes time talking about how they will deliver the Product Backlog item, and its solution, rather than being focussed on eliciting sufficient information as to what it is.
- The Team asks for a Design Spike when they already know the what as well as how they will complete it. If the what is well understood, design tasks should be part of the estimation of complexity to produce and deliver the item.
- The Product Owner assigns/engages individual Team members to ensure everyone has sufficient work to keep them busy for the Sprint.
- The Product Owner stops discussing Product Backlog items once PO feels the Team has sufficient items to work on and asks for a verbal commitment for its deliver.

- The Product Owner runs the meeting as part of their role as the Team's manager.