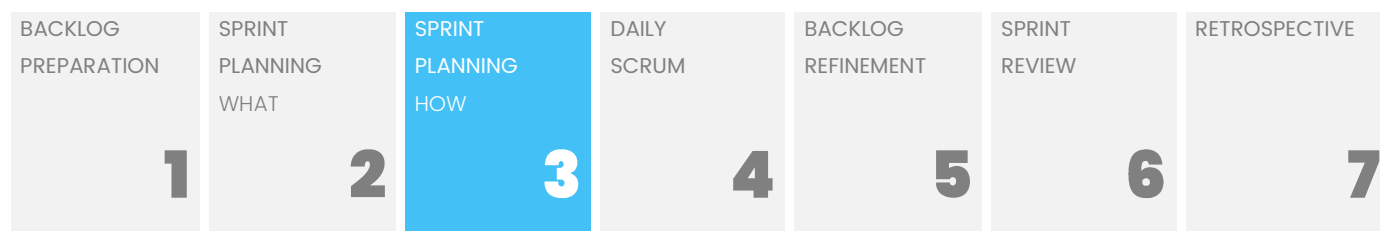


SCRUM CHECKLIST

SPRINT PLANNING – HOW



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	Inform



AGENDA

Scrum Master

- Introduces the agenda.
- Clarifies the intent of the scrum event
- Indicates the time-box for the event.
- Communicates the velocity from previous Sprints.
- Communicates the time-box for the Sprint, including dates, working days and holidays.
- Elicits and clarifies the Team’s capacity – leave, availability, training needs, etc.
- Reminds the Team of the Definition of Done.

The Team

- Discusses the objectives of the Product Owner.
- Discusses the Product Backlog items.
- Creates a plan for delivery of the items.
- Creates the Sprint Backlog.
- Reviews its notes regarding complexity, effort and dependencies.
- Writes sufficient tasks to remind themselves how to complete Product Backlog items so that it meets the Definition of Done.
- Assesses the skills it needs to achieve the Definition of Done for each Product Backlog item.
- Assesses any Patterns it needs to use to satisfy the Definition of Done.

- Assesses any artefacts it may need to create in order to solidify its understanding of each item's requirements.
- Stops writing tasks when it reaches a decision regarding how many items it can commit to this Sprint.
- Discusses where Pairing would be of greatest advantage to the Team.

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.

Product Owner

- Returns when the Team have finished their plan.
- Listens to the plan and considers it in terms of value and alignment to their objectives,

Product Owner, Scrum Master and Team

- Creates a Sprint Goal for delivery to help keep the whole Team focussed throughout the Sprint on what is of greatest value.



KEY OUTCOMES

- Sprint Goal is created.
- Sprint Backlog is created.
- Shared understanding within the team – including Product Owner, Scrum Master – as to the direction of the Sprint, what it will deliver, and what outcome will be created by achieving the Sprint Goal.
- Confidence within the Team of the plan.



KEY CONSIDERATIONS

- **Sustainable pace** – The Team should only commit to as many items as can be produced at a pace that is sustainable throughout the Sprint. There should be no inference that any item should require 'hero work'. Working at a sustainable pace gives an improved forecast of what the Team can actually deliver within a Sprint.
- **Collaborative work** – The Team's plans should reinforce the need to collaborate together on the solution, rather than work independently based exclusively on their area of expertise.
- **Pairing** – Pairing reduces bugs and increases the efficiency of knowledge transfer about issues and requirements, but adds an additional 10–20% to the time to complete a task. This factor is to be taken into consideration when the Team decides how much can be committed to for the Sprint.

COMMON OBSTACLES TO AVOID

- The Sprint Goal is reduced to "deliver these Product Backlog items". The Goal should be a simple statement of intent – what impact will it create or outcome the work will achieve when its delivered at the end of the Sprint.
- The Sprint is "Waterfalled". The whole Sprint is broken into phases of design, development and testing and developers are left without work to do half way through the Sprint.
- The work is siloed and there is no sense of a whole "team" plan. People intend on just doing their own work and the plan reflects this.
- The Team over commits itself.