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Sprint planning checklist template

Sprint planning checklist? How dare you: Agile is a mindset, not a methodology. It's a journey, not a destination. There is no unified approach, and what else could you cover with a checklist, the mother of all standardized processes? Well, it always depends on the purpose of applying the tool. Read more about why scrum checklists are a handy tool if applied at an operational, practical level, reduce cognitive load and free up time for more relevant things. Do you want to get articles like this from the Scrum Master Survival Guide into your inbox? Then sign up for the Agile Thought Food newsletter and join 27k other subscribers. Magic of ChecklistsSome may be aware that the checklists originate from a plane crash. A new aircraft with the crew of the most experienced test pilots crashed during takeoff. It turned out that the aircraft had no mechanical problems at all, the flight crew just forgot a simple step during the takeoff process. It was probably overconfidence in the encounter of complexity, a feeling we know what we have to do, as we do all the time that led to the mistake. No matter what it was in the end, the consequence was to make checklists mandatory in aviation. Or in hospitals. Or anywhere where the complexity of the task at hand can show that too high cognitive loads to believe everything will go smoothly. So from my perspective, checklists are not an evil means of imposing standardized processes, but a useful tool for practitioners even if they are a Scrum Master using a sprint planning checklist. Also, checklists don't make you stupid. (My reading tip: Manifest checklist: How to do things right.) Can't see the pattern? Click here. Scrum Sprint Planning Checklist - The DetailsThis Sprint Planning checklist is modelled after the former Scrum Team of a large multinational, traditional utility company at the beginning of its Scrum journey. In other words, you won't be able to apply this checklist to your Scrum Team without reviewing or customizing. For example, they put a lot of effort into preparing sprint planning during frequent back-of-the-product improvement sessions. (They continuously planned the next two sprints during refinement sessions.) Practically, the planning of the sprint was most often a confirmation of what they had already agreed during the finishing of the product backlog. They are likely adjusting the scope of the planned Sprint during capacity planning. However, it has rarely happened that they have mistaken the previously anticipated Sprint Goal for a completely different goal. Typical sprint planning therefore took only one or two hours. The scrum team in question was quite large – eight programmers – mostly placed with two or three team members who joined remotely. He used atlas tools (Jira, Confluence) and had complete over its pipeline construction. Pipeline. stakeholders had a significant impact on where the scrum team was headed, disrupting the team on a number of occasions in the process. Scrum Master's work was therefore more tactical or operational in-store-floor. As for the following timeline, T=0 refers to the start date of the upcoming Sprint, and the T-1 is the day before the start of this Sprint. Consequently, the T+1 is the day after planning the sprint. The following sprint planning checklist includes tasks for everyone on the Scrum team: Sprint Planning Preparation:T-2: Address of the number of open tickets in code view & ready for acceptance columns. Ask team members to focus on moving Almost before starting work on new tickets. T-1: Ask team members to update the sprint boards. (There was also a physical and internet sprint board that needed to be synchronized.) T-1: Run Sprint review. (Ask: Have we met the sprint goal and are we still on track to meet the product goal with the upcoming Sprint?) T-1: Run a Sprint retrospective. (Select continuous improvement action items for upcoming Sprint.) T-1: Remind all team members of tomorrow's sprint planning. During sprint planning:T=0: Start sprint planning by sharing a Zoom session for those team members who can't personally participate in sprint planning. T=0: Cleaning the old board(s) with the entire Scrum Team by walking on the board and checking the status of each ticket and moving the tickets if necessary. Synchronize the offline board with the Jira board. (The team has always struggled with the answer to a simple question: Which board is the leader? Given the remote team members, it was supposed to be Jira's board.) T=0: Discuss possible spill-over: Are these unfinished product backlog items still valuable? (Spill-overs are a suitable team metric and a good theme for a retrospective. If spillouts continue over several sprints, this should encourage different discussions in the team, for example: Is the size of product backlog items correct? Is refinancing of residual product items adequate? Do we as a team have a common understanding of why, what and how? And finally: Would Kanban be more suited to the team? T=0: If canceled items are not spilled over to the upcoming Sprint, move them to the product backlog or delete/archive them. T=0: If not yet available, create a new Sprint in Jira.T=0: Close the previous Sprint:Move all product backlog items that will spill into the right bins, for example, the upcoming Sprint or product backlog. Clean the physical board from the old labels of the previous Sprint.T=0: Start the following sprint planning: As a Scrum Team, understand the team's available capacity: Who can contribute to the work during the next Sprint? Ask the owner of the product to share the business goal of the upcoming Sprint Scrum team capacity with product owner's business goal: Is this realistic? If your business goal and team capacity don't match, try removing sprint scope. If the team cannot achieve the proposed business objective, ask the product owner to come up with a realistic goal. Collaboratively, create Sprint Goal.The development team selects the product backlog items needed to meet the sprint goal. Ask your team if the workload leaves a time to fix unexpected problems. Ask the team if the workload provides the capacity to deal with technical debt and errors. (Avoid the 95 plus percent use trap. Do not become a feature factory at the expense of the quality of the technological beam.) The scrum team creates stickers for the physical plate. (Ensure that color codes for different types of sticky things are followed; spikes, user stories, technical tasks, subtasks, and bugs have distinctly different colors.) T=0: Run an anonymous Sprint survey regarding the previous Sprint. (The Sprint survey covered four questions: 1. Did we deliver value to our customers during the recent Sprint? 2. Has the level of technical debt changed during the last Sprint? 3. Would you recommend creating jobs in this organization to a good friend with a nimble mindset? 4. What do you personally feel about your work situation?) T=0: Compress the results from the previous Sprint retrospective and update the new Sprint board with action items. (The scrum team has openly communicated its retrospective results.) After planning a sprint:T=+1: Synchronize the offline board with the Internet Board. (The team was having a hard time dealing with administrative tasks. T=+1: Start collecting data for the upcoming Sprint Retrospective, for example, by setting up a Sprint mailbox. T=+2: Kindly remind team members to participate in the extraordinary Sprint survey. (The smallest number of participants were eight of the eight developers plus two business analysts, Product Owner and Scrum Master.) T=+3: Publish the results of the sprint survey of the previous Sprint Sprint Planning List - ConclusionScrum event checklists can also serve a younger practitioner – which I must do – and an experienced agile practitioner to cope with the complexity at hand. Checklists like this example of a sprint planning checklist are by no means a violation of the agile mindset, but they reduce the cognitive burden of running events and practices, thereby avoiding unnecessary problems with the rest of the organization. Think of Scrum checklists as a work in progress that needs to be regularly revised and customized. In this sense, scrum checklists are not much different from, for example, work agreements or definition done. Are use checklists in your daily work as Scrum Master? Share it with us in the comments.🞂 Don't miss: Join the 8,500-plus Strong 'Hands-on Agile' Slack TeamI invite you to join hands-on Agile Slack team and enjoy the benefits of a fast-growing, vibrant community of agile practitioners from around the world. If you want to join now, all you have to do now is provide credentials through this Google form, and I will log you in. By the way, it's free. Sprint Planning Checklist — Related Articles28 Product Backlog and Refinement Anti-PatternsScrum: 19 Sprint Planning Anti-Patterns.Hiring: 47 Scrum Master Interview Questions To Avoid Agile ImpostersDownload the 'Scrum Anti-Patterns Guide' for FreeDown the 'Remote Agile Guide' for Free Stefan — based in Berlin, Germany - has been working for 14-years-olds and has been working as an agile trainer, Scrum Master and product owner. He is a professional Scrum coach (PST) with Scrum.org. He developed B2C as well as B2B software, for startups as well as corporations, including a former Google subsidiary. Stefan is the curator of the 'Food for Agile Thought' newsletter and organizes Agile Camp Berlin, Barcamp for trainers and other agile practitioners. See all Stefan Wolpers' posts Sprint Planning Checklist? How dare you! Scrum is a mindset, not a methodology. It's a journey, not a destination. There is no single size – and what else could you cover with a checklist, the mother of all standardized processes? Well, it always depends on the purpose of applying the tool. Read more about why Scrum checklists are a handy tool if applied at an operational, practical level, reducing your cognitive load and freeing up time for more relevant things. The magic of checklists Some of you may be aware that the checklists originate from a plane crash. A new aircraft crewed by experienced test pilots crashed during takeoff. It turned out that the aircraft had no mechanical problems at all, the flight crew just forgot a simple step during the takeoff process. It was probably overconfidence in the encounter of complexity, a feeling we know what we have to do, as we do all the time. In the end, the consequence was to make checklists mandatory in aviation. Or in hospitals. Or anywhere where the complexity of the task in your hands can show that too high a cognitive load to believe everything will go smoothly. So from my point of view, checklists are not an evil means of imposing standardized processes, but a useful tool for a practitioner even if he or she is a Scrum master who uses a sprint planning checklist. Scrum Sprint Planning Checklist - Details This sprint planning checklist is tailored to the way my current team works. In other words, you probably won't be able to apply this control on your team without modification. For We put a lot of effort into preparing sprint planning during weekly backlog improvement sessions. (We usually plan two to three sprints.) Practically, sprint planning itself is a kind of confirmation of what we have already decided on during the last refinancing. We're probably adjusting the extent of the sprint backlog during capacity planning. However, it is rare for us to switch the sprint target, for example. Typical sprint planning #1 so it only takes between 30 and 60 minutes. Therefore, if you are doing a more traditional one, the next sprint planning checklist will be missing some steps. As for the following timeline, T=0 refers to the start date of the upcoming sprint, and the T-1 is the day before the start of this sprint. Moreover, the T+1 is the day after planning the sprint. Sprint Planning Checklist with Sprint Planning Preparation: T-2: Open Card Number Address in Code View and Ready for Acceptance Columns. Ask team members to focus on moving tickets before starting work on new tickets. T-1: Ask team members to update the boards. T-1: Run sprint review. T-1: Run a sprint retrospective. During sprint planning: T=0: Start sprint planning by sharing a Zoom session for those team members who can't personally participate in sprint planning. T=0: Are all team members present so they can lead sprint planning? (The absence of a product owner can be a challenge.) T=0: Clear the old board(s) with the entire team by checking the status of each ticket and moving the tickets if necessary. Synchronize offline boards with the Jira board. (Questions to be answered in advance: which panel is the leader? If some team members work remotely while planning a sprint, select an Internet board.) T=0: Discuss possible spill-overs: Are they still worth continuing? (Spill-overs are a suitable team metric and a good theme for a retrospective. If spillouts continue over several sprints, it could spark different discussions, for example: Is the size of the user story or ticket correct? Does the quality of user stories or tickets match the definition of ready? Would Kanban be better suited to the team? If user stories or tickets that aren't finished yet don't spill over to the upcoming sprint, move them to the product backlog or delete/archive them. T=0: If you're not available yet, create a new sprint in the team's online tool, for example, Jira. T=0: Close previous sprint: Have we met the sprint goal? If you're using an online tool, be sure to move any tasks that spill over into the right bins, for example, the upcoming sprint or product backlog. Clean the physical boards from the old labels of the previous sprint. T=0: Start of the next sprint planning: Understand the team's available sprint capacity: who can contribute to the work Ask the owner of the product to define the goal of the sprint. Match the capacity to the goal of sprinting the owner of the product. Is that realistic? If the sprint goal and team capacity don't match, try downloading the sprint scope: Can the team deliver a smaller version of the sprint goal? If the team can't deliver the proposed sprint goal, ask the product owner to come up with a realistic goal. Have the team select user stories, and other tasks are required to meet the sprint goal. Ask the team if all user stories and other tasks needed to meet the sprint goal meet the definition of a ready team. (If this is not the case, make sure the problem is resolved, and the team agrees on how to deal with the issue collaboratively.) Ask your team if the workload leaves a time to fix unexpected problems. Ask the team if the workload provides the capacity to deal with technical debt, as well as bugs for keeping technical debt. Create labels with user stories and tasks for physical boards. (Make sure that color codes for different types of sticky styles are followed; spikes, user stories, technical task, subtasks, and bugs have distinctly different colors.) T=0: Run an anonymous sprint survey regarding the previous sprint. T=0: Compress the results of the retrospective and update the panel with action items. T=0: Compress sprint review results. After planning a sprint: T+1: Synchronize offline board(s) with the Internet board. T+1: Probably start collecting data for an upcoming retrospective, for example, by setting up a sprint mailbox. T+2: Kindly remind team members to participate in an outstanding sprint survey. The recommended minimum number of participants is eight. T+3: Publish the results of a sprint survey of the previous sprint. Scrum Sprint Planning Checklist - Checklists of conclusions serve both a younger practitioner as well as an experienced agile practitioner dealing with complexity. Checklists like this example of a sprint planning checklist are by no means a violation of the Agile Manifesto, but they reduce the cognitive load of ceremonies and running practices. Think of Scrum checklists as a work in progress that needs to be regularly revised and customized. In this respect, scrum checklists are not different from, for example, work contracts or the definition of what has been done. Do you use checklists in your daily work as a Scrum Master or Agile coach? Share with us in the comments. Agile Transition – Practical Guide from trenches Agile Transition – Practical guide from the e-book Trenches is a collection of 212-page articles that I have been writing since October 2015. They detail the necessary steps to transition an existing product delivery organization of over 40 people strong into agile practices. Download your copy of Agile Transition here. Here.