Establish and Commit to Your Goals

Sprint planning is when the team comes together and commits to a set of goals. Goals are identified by evaluating the user stories in your backlog and determining the tasks that will satisfy the team's definition of done for each user story.

Sprint Planning Pre-work

Before gathering the team to plan your next sprint, make sure that your product backlog contains enough detail. This includes:

- ✓ User stories are well-written and unambiguous
- ✓ Each user story is ready to be prioritized – according to your definition of ready
- ✓ The skills and tools available to the team are aligned with the backlog

Sprint Planning Meeting Agenda

Once you've gathered your user stories and made sure they are good candidates for inclusion in your next sprint, gather the key stakeholders and other subject matter experts who can provide insights into the user stories being considered for inclusion in your next sprint.

The following is a list of items to be discussed in your sprint planning meeting:

- ✓ What is the current state of the product?
- ✓ What is the desired end state of the product?
- ✓ How many stories can be accepted into the next sprint based on past velocity?
- ✓ How many working hours are available in the next sprint?
- ✓ Are there any special considerations, such as holidays or vacations, that could impact the number of available hours?
- ✓ Is each user story ready, according to the definition of ready?
- ✓ Is everyone clear on the requirements of each user story being considered?
- ✓ Which user story is the highest priority and which is the lowest priority?

Finalizing Your Sprint Backlog

Before finalizing the next sprint, ask yourself the following questions and make adjustments:

- ✓ Have we accurately estimated the amount of time it will take to develop each feature? (Important: only development team members should estimate hours)
- ✓ Is the deliverable clear and testable for each feature?
- ✓ Does the acceptance criteria accurately define the requirements of each feature?
- ✓ Is there any maintenance that needs to be done that will delay successful delivery?
- ✓ Are there any risks that the team needs to be aware of during this sprint?
- ✓ If risk exists, is there a plan in place to resolve it?
- ✓ What metrics will we measure along the way to ensure progress is on track?

Outcomes of a Sprint Planning Session

When you walk away from your sprint planning session, expect the following outcomes:

- ✓ The Scrum team feels comfortable with the goals of the next sprint.
- ✓ The product owner confirms that the sprint aligns with the product vision.
- ✓ The sprint plan is documented in your tool of choice.
- ✓ Every member of the development team knows exactly what they will work on.