

Sprint Planning

Quick View:

- 1st meeting of sprint; used to plan
- Commit to what stories are being delivered in the sprint
- 1-4 Hours for a 2 week sprint
- Determine sprint goal
- Break stories into tasks

Tips:

- Have a consistent time and place
- Review feedback from previous sprint's Demo and Retrospective
- Know the team's capacity
- Have a backlog that is refined and well understood by the whole team

What Is Sprint Planning?

The purpose of the Sprint Planning meeting is right in the name: the team plans the sprint. Two things are trying to be determined: 1) What can be done in the sprint? 2) How will the chosen work be done?

Sprint Planning is the first meeting of the sprint and the whole scrum team should attend. The scrum guide recommends the meeting be 1-2 hours for each week in a sprint. A 2 week sprint should have a 2-4 hour meeting.

1) Determine: What Can Be Done?

Going into the Sprint Planning meeting, the whole team should be familiar with the top part of the Product Backlog. The Product Backlog should be well refined: it should be prioritized and the top portion should contain small enough stories to be pulled into the sprint. The team should know what its velocity was in the previous sprint and use this to forecast their velocity for the new sprint, adjusting for any holidays, missing team members or extraneous events.

The development portion of the team reviews the top part of the Product Backlog and commits to deliver a number of stories determined by them. The development team must still respect the priority order set by the Product Owner. Committed stories are referred to as the Sprint Backlog. The team may also define a Sprint Goal: a common theme for the committed stories.

2) Determine: How Will It Be Done?

Once the Sprint Backlog has been determined, the team spends time breaking the committed stories down into work. Tasks for each story are determined and any dependancies are worked out. By the end of the meeting, the development team should be able to explain to the Product Owner what steps they are going to take to deliver. Initial task assignment may be performed, but do not plan task assignment for the whole sprint, you won't know who finishes which tasks in which order.