**Sprint Planning Template**

|  |  |  |
| --- | --- | --- |
| Project Title | Project Manager | Customer Name |
| <replace with your text> | <replace with your text> | <replace with your text> |

**A. Retrospective**

|  |  |  |
| --- | --- | --- |
| *Start* | *Stop* | *Continue* |
| <replace with your text> | <replace with your text> | <replace with your text> |
| *What confuses us?*   * <replace with your text> * <replace with your text> | | |

**B. Product Backlog/User Stories**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Epic** | **Description** |  |  | |
| A | Network Access |  | “Difficulty” is on a scale of 1–10, where 1 is the most difficult and 10 is the easiest. |
| B | File Storage and Common Services |  | “Customer priority” is on a scale of 1–10, where 1 is the lowest priority and 10 is the highest priority. |
| C | Localized Applications |  | “Score” is on a scale of 1–100, where the higher the number, the sooner it should be addressed. |

**C. Sprint Plan**

**Goal:**

<replace with your text>

**Tasks:**

* Task: <replace with your text>

Forecast: <replace with your text>

Resource(s) needed: <replace with your text>

* Task: <replace with your text>

Forecast: <replace with your text>

Resource(s) needed: <replace with your text>

**D. Communication Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document/Meeting | Owner | Audience | Timing | Purpose |
| <replace> | <replace> | <replace> | <replace> | <replace> |
| <replace> | <replace> | <replace> | <replace> | <replace> |
| <replace> | <replace> | <replace> | <replace> | <replace> |
| <replace> | <replace> | <replace> | <replace> | <replace> |
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| <replace> | <replace> | <replace> | <replace> | <replace> |