# Activity: Create a Sprint Backlog

Module 1, Sprint 2

**Time:** 45–60 minutes  
**Audience:** Federal procurement professionals (1102s) learning Agile & HCD  
**Activity Type:** Small-group breakout + share-out  
**Goal:** Practice writing user stories and building a prioritized Sprint Backlog based on a realistic digital services project.

### Scenario: Improving Disaster Assistance Request Portal

The fictional **Federal Emergency Solutions Agency (FESA)** is launching a new digital portal to help citizens **request disaster assistance** after major storms, floods, or fires.

FESA’s current form-based system is slow, hard to use on mobile, and often results in incomplete applications. The new system must support:

* Mobile-first design
* Identity verification
* Real-time eligibility feedback
* Document upload
* Accessibility for screen readers
* Multilingual support

FESA wants to release a **Minimum Viable Product (MVP)** in 2 months. Your cross-functional team has one sprint to get started.

### Materials

* User story template (e.g., “As a [user], I want to [action] so that [goal].”)
* Sprint backlog worksheet
* Markers, sticky notes, or shared digital whiteboard (e.g., Miro, Jamboard, Google Slides)
* Scenario brief (above)

### Instructions (Facilitator-led)

#### **⏱️ 0–10 min: Intro & Setup**

* Briefly review what a Sprint Backlog is: a **prioritized list of tasks or user stories** the team commits to completing in a sprint.
* Introduce the scenario and templates.
* Form groups of 3–5 participants.

#### **⏱️ 10–35 min: Group Work**

Each team will:

1. Identify **3–5 user roles** (e.g., “disaster survivor,” “FESA caseworker,” “accessibility reviewer”).
2. Write **user stories** based on the needs outlined in the scenario.
3. Estimate **effort** (use T-shirt sizing: S, M, L if no experience with story points).
4. Prioritize which user stories would make it into the **first sprint**.
5. Fill in the sprint backlog worksheet.

Encourage teams to consider **Agile and HCD principles**:

* What is the MVP?
* What can they validate early through feedback?
* Are stories accessible and user-centered?

#### **⏱️ 35–50 min: Share-Out**

Each group presents:

* 2–3 key user stories
* Their priorities and rationale
* Any trade-offs they discussed
* Facilitator captures themes on a shared board.

#### **⏱️ 50–60 min: Debrief**

* What was challenging about breaking down the work?
* How did thinking in user stories shift your perspective from traditional requirements?
* How could procurement shape a contract to allow this kind of work?

### Learning Objectives

By the end of this activity, learners will be able to:

* Translate project goals into **user-centered backlog items**
* Understand how to **prioritize work** for a sprint
* Recognize how procurement can enable **iterative delivery** and HCD-aligned outcomes

## User Story Template

**Structure:** As a **[role]**, I want **[functionality]** so that **[goal]**.

* **Role:** Who is the functionality for?
* **Functionality:** What do you want it to do?
* **Goal:** Why is this functionality needed?

Example:

As a **screen reader user**, I want to **navigate the form using a keyboard and screen reader** so that I can apply independently.

## Sprint Backlog Worksheet

Priority: High / Medium / Low — based on user impact, dependencies, or MVP goals.

**Estimated Effort**: Use T-shirt sizing (**S = small, M = medium, L = large**) if the team is new to Agile.

**Notes**: Any considerations, dependencies, or technical constraints.

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| **User Story** | **Priority** | **Estimated Effort** | **Notes** |
| *Template: As a [role], I want [functionality] so that [goal].* |  |  |  |
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