SPRINT PLANNING CHECKLIST

What:

- [ ] Do user stories all contain who, what and why?
- [ ] Are we clear on the acceptance criteria of each story?
- [ ] Have you split large stories into small ones and estimated them?
- [ ] Do you have enough stories for team members to work on for the sprint?
- [ ] Is the priority on the stories clear and understood by everyone?
- [ ] Are the stories on the sprint backlog independent (not dependent upon other stories)?
- [ ] Does the whole team agree on the sprint commitment?
- [ ] Has the team considered PTO (paid time off) and holidays of team members while determining the sprint commitment?
- [ ] Does the team have a Sprint Goal?

How:

- [ ] Does the team have a shared understanding of Definition of Done?
- [ ] Are there any impediments the team can proactively work on that can help the team to achieve flow?
- [ ] Does every member understand what needs to be done on their respective stories to meet the acceptance criteria?
- [ ] Can team members agree to work on a single story at a time (to avoid context switching)?
- [ ] Are there any knowledge silos or gaps where a task can be done by only one person?
    - [ ] If so, does the team have a plan to share that knowledge with everyone so that everyone in the team can work on that task.
- [ ] Have you put the (most urgent) retrospective action item from the last sprint in this sprint?