

## **SPRINT DELIVERY PLAN**

### **INTRODUCTION:**

In the scrum process, sprint planning marks the beginning of the sprint. Sprint planning's goal is to specify what can be completed in a sprint and how it will be done. The entire scrum team collaborates on sprint planning. The sprint is a predetermined time frame in scrum where all work is completed. However, you must prepare for the sprint before you can take immediate action. The length of the time box, the sprint objective, and the starting location must all be determined. The sprint planning meeting establishes the focus and agenda for the sprint. If done properly, it also produces a setting in which the team is inspired, challenged, and capable of success. Poor sprint plans can cause the team to fail by raising false hopes.

### **The Inputs**

The product backlog is a great place to start when creating the sprint plan because it contains a list of potential items for the current sprint.

### **The Outputs**

The team's ability to articulate the sprint's goal and how it will begin pursuing it is the most crucial result of the sprint planning meeting.

### **SETTING A TIME LIMIT FOR SPRINT PLANNING :**

Sprint planning should be limited to no more than two hours per sprint week. So, for instance, a two-week sprint's sprint planning meeting would last no more than four hours. Setting a time limit for the team to complete a task—in this case, planning the sprint—is referred to as "timeboxing." Making sure that the meeting takes place and that the timebox is understood is the scrum master's responsibility. The event is over if the team is content before the timebox expires. There is no minimum time limit; a timebox is the maximum time permitted.

## **FOCUS ON THE OUTCOMES, NOT THE WORK :**

It is simple to become "bogged down" in the work during sprint planning by concentrating on which task should come first, who should do it, and how long it will take. When beginning a complex project, the amount of knowledge you have may be low and heavily predicated on assumptions. Being an empirical process, scrum requires that you learn as you go along and then feed that knowledge back into the workflow.

One excellent way to describe the work from the perspective of the customer is through the goal of User stories. When user stories are written in the manner described below, the customer's desired outcome is the new focal point for defects, issues, and improvements.

The outcomes can be measured clearly, and you will know when you are finished, by adding specific, quantifiable results to the user story. For instance, describing something as a question to be answered during the sprint is much worse than leaving it vague.

## **ESTIMATES ARE REQUIRED BUT DON'T PRETEND YOU KNOW MORE THAN YOU DO :**

Planning sprints necessitates some degree of estimation. The team must decide between estimated effort and capacity to determine what can be accomplished during the sprint. Estimation and commitments are frequently misunderstood. By their very nature, estimates are forecasts based on the information at hand. Story points and t-shirt sizing are two techniques that give the team a fresh perspective on the issue, adding value to the process. They are not, however, enchanted devices that can unearth the truth when it cannot be found. The likelihood that the estimate is accurate decreases with the number of unknowns.

A trust-based environment where information is freely shared and assumptions are debated in the interest of learning and improvement is necessary for good estimation. It's likely that future estimates will either be much larger to ensure they never again go wrong or that the time required to create them will be much longer as the team second-guesses itself worrying about the implications of getting them wrong if estimates are used in a negative, confrontational way after the work is completed.

## **SPRINT PLANNING BEST PRACTICE :**

It is simple to become mired in the minutiae of sprint planning that you lose sight of the goal of creating a "just enough" plan for the following sprint. Instead of becoming a burden on the team, that plan ought to focus the group on worthwhile results and provide boundaries for self-organization. A strong sprint plan outlines an outcome and a detailed strategy for success, which inspires everyone involved. Focus on the objective and create a sufficient sprint backlog to enable the start of the sprint with the most comprehensive, "every minute of the sprint is accounted for" sprint plan.

Scrum is a framework for processes designed to tackle complex issues. An empirical procedure is necessary for complex issues (learning by doing). Don't fool yourself, you can't create the ideal plan for empirical processes because they are very difficult to plan.

## **5 STEPS TO MASTER SPRINT PLANNING :**

### **Step1: Review your product roadmap**

An agile sprint's objective is to deliver better software. However, it's simpler said than done. When you're buried in code updates and fixes, it's simple to lose sight of the bigger picture. Are you constructing features that advance your intended product's vision? Do you even have a vision for your product, or are you just responding to obnoxious customers? Knowing where you want to be—not just at the end of this sprint, but also in six months, a year, or longer—is the first step in sprint planning. According to Robbin Schuurman, an agile coach and scrum master,

There are always too many features that could be valuable, which makes it difficult to keep the vision and goals in mind. Instead of serving as a high-level, strategic plan for the future development of the products, the roadmap will become an overloaded product backlog if it places too much emphasis on the features.

### **Step 2: Groom your product backlog and update user stories**

It's time to dive into your backlog and begin selecting user stories to work on during the following two sprints now that your mind is prepared with your product vision. There are numerous bugs, issues, and user stories in your product backlog (informal, natural language descriptions of one or more desired features, often written from the perspective of your actual users). A 30-minute product backlog grooming session fills in the blanks on user stories where you, the product owner, have left out information or context.

This calls for ensuring that each story is:

- Prioritized, with the most crucial work appearing at the top.
- Is crystal clear and well-developed so the team can get to work right away.
- Is accurate both as an estimate and in relation to the overall product roadmap.

### **Step 3: Propose a sprint goal and backlog before the sprint planning meeting**

What is your Sprint objective? What you want to deliver by the end of the sprint, to put it simply. A great "why" for your team to stay motivated is a set of sprint goals. However, they're also excellent for letting people outside of your team know what is being worked on. For instance, if you manage an online store, it might read something like this: "Build the checkout procedure: Pay, select shipping, and apply any discounts."

The user stories that must be finished in order to reach your sprint goal are listed in the how is your Sprint backlog. It's possible that you'll discuss your goal and your backlog in separate sprint planning meetings. However, it's crucial that your team has time to review what you're proposing beforehand so they can form a solid understanding of what needs to be done and which tasks are most important. This is true whether you do it all at once or on different days.

## **Step 4: Use data and experience to supercharge your Sprint planning meeting**

For a sprint that lasts a month, The Scrum Guide advises timeboxing your sprint planning meeting to just 8 hours (not all at once, of course). Your meetings should be modified for shorter sprints. Your scrum master is in charge of seeing that these meetings take place and proceed according to plan.

The sprint's goals, priorities, and context are determined by the product owner. They have made sure that backlog items are well-groomed and that the team's abilities, resources, and skills are in line with what is required for the sprint.

The meeting is facilitated by the scrum master, who prepares and distributes the agenda, chooses the venue, and ensures that everyone is present. This means having tested and ready video conferencing software like Zoom for distributed development teams.

Members of agile teams: Inquire about and raise issues with the sprint backlog. The development team may also consult with experts from outside the team who can offer technical or domain guidance.

**Revisit your definition of “done”:** This is a preview of your software as it will appear at the end of the sprint. The product owner and other stakeholders, who will be reviewing the work, must be on the same page as the developers who will be carrying it out.

**Clarify the acceptance criteria:** Similar to how you must understand what "done" means at the sprint level. To declare a task complete, you must understand what is reasonable on a task-level. Although the product owner typically decides on this, it's a good idea to discuss it as a team.

**Development team agrees on their capacity for the sprint:** While the product owner can assist in clarifying the chosen items for this sprint, it is the responsibility of the development team to determine what can be accomplished in a sprint, which is a key component of Agile development. The development team determines their capacity and creates a system for

self-organizing and dividing the work scheduled for the first day into smaller units in order to complete it.

### **Step 5: Walk through each user story and describe what tasks need to be done**

There is a desire to complete the following exercise quickly and move on. However, the more in-depth your team's planning can be, the less likely it is that you will encounter obstacles a week or two into your sprint.

A goal without a plan is just a wish, as the French author and pioneering aviator Antoine de Saint-Exupéry famously stated.

Sprint planning done right is very effective at many things. But most importantly, it transforms your aspirations into a detailed plan. If you've followed this advice, you and your team should have the following after your sprint planning session:

Commitment to a realistic sprint backlog, as well as an agreed-upon sprint goal and a clear definition of done.

For every user story, specific tasks with estimates and acceptance standards are provided.

Scheduled scrum meetings and deadlines.

### **Conclusion:**

The comprehensive guide to managing a successful sprint delivery planning based on what the team has prioritised to deliver to the end user as soon as possible.