

In **Agile projects**, teamwork is organized for a maximum of one month, usually two weeks, ahead, in the form of Sprints.

But why?

This is for you to accomplish ready-made parts of your product, called Increments. That lets us deliver you pieces of your product gradually, and systematically.

To do this, work in Scrum should be organized to maintain rhythm. Short delivery cycles of the finished part of your product, well-formulated items and a focused team allow you to maintain a steady pace of work in the project. The **Scrum Team** is thus more efficient and will help avoid a loss for the business.

That means that your risk is limited to the cost of one calendar month.

1. SPRINT PLANNING

The main goal is developing the scope of work to be performed. Sprint Planning is essential to set the pace of work.

2. DAILY SCRUM

This helps work planning for the next twenty-four hours and provides an assessment of work performed, ensuring productivity. Daily Scrums also support the maintenance of the pace of work.

3. SPRINT REVIEW

This represents the inspection of the work done as well as the presentation of the finished part of the product for the Client.

- **Improved time management** – you need not waste time remembering the steps. Instead, you can devote the entire time towards enhanced work performance.
- **Reducing decision fatigue** (difficulty in making the right decision) – you don't have to remember everything that needs to be done.
- **Eliminating mistakes** – following a checklist reduces errors by ensuring thought is put into each step.
- **Ensuring consistency** – checklists make certain that the task, process or project will be completed precisely the same way each time.
- **Increased effectiveness** – checklists reduce errors by clearly laying out exactly what needs to be done so that nothing is missed.

I hope my words have opened you to the prospects of using a checklist. Below, you'll find my suggestion for Sprint Planning, Sprint Review and Sprint Retrospective.

How do we work?

We can join you as your Extended Team, supporting your team on the project to bring in the expertise you need. We can also deliver your project from scratch or take on an existing one as an external team of outsourced developers.

Who can we support?

Whether you run a startup, an SME or an enterprise, we have the necessary know-how and experience.

Our team

At SoftwareHut, we're a team of 200+ experienced software developers, ready to deliver your project. With over 200 projects delivered for our clients, we know our craft when it comes to bespoke software development.

We're an extended team, which means we can join your project at any time, working

The Sprint Planning Checklist:

1. Check all team members are present to run t Sprint Planning.
2. Kick-off sprint planning.

What you should know as a Client:

Sprint Planning is time-boxed to a maximum of 8 hours for a one-month Sprint.

This meeting is for your team's members to plan Items with which they are confident. This way, they can complete during the iteration and identify task details for delivery

The general rule is to plan less and provide more, not the other way around.

Tips for a team to talk about user stories for current Sprint:

- Is the discussed topic likely to be implemented in the next Sprint?
If not – let's arrange another meeting.
- Does the discussed topic have an impact on work's engagement?
If not – move the discussion to later.
- Does the discussed topic influence whether the task will be in the Sprint?
If not, let's keep the discussion to a minimum.
- What do you think about it?

What you should know as a Client:

Let me present you the difference between a split feature and a substantial undivided feature. When we split our work, it doesn't mean that we have less work. But we trick our minds, to a certain degree.

The brain is prone to short-term actions. By breaking the vast goal into short-term goals, you focus on the nearest achievements and avoid being overwhelmed by the size of the task. Unambiguously defining a small goal makes it easier to achieve because the brain is value-oriented.