**Sprint Delivery Plan**

**Introduction:**

Sprint planning is an event in scrum that kicks off the sprint. The purpose of

sprint planning is to define what can be delivered in the sprint and how that work

will be achieved. Sprint planning is done in collaboration with the whole scrum

team.

Sprint is one timeboxed iteration of a continuous development cycle. Within a

Sprint, planned amount of work has to be completed by the team and made

ready for review. The term is mainly used in Scrum Agile methodology but

somewhat basic idea of Kanban continuous delivery is also essence of Sprint

Scrum.

**Why Should You Use Sprint Planning?**

If you’re a scrum master, product owner, or a part of the development team,

then sprint planning has multiple functions for you. In the Scrum framework, you

can use sprint planning for completing different tasks such as:

The development team, scrum master, and product owner can use the Sprint

planning to select and discuss prioritized items from the product backlog.

The development team can review the technical aspects of each product backlog

item. It helps them to decide how workable the item is to develop later during the

Sprint.

The scrum team selects high-priority tasks from the product backlog and assign

them to each team member in the sprint planning.

During sprint planning, the Scrum team can break down the user stories into

separate tasks and technical details. It helps the team to accomplishes the backlog

items planning better.

The development team can estimate the user story sizes using different estimation

techniques like planning poker.

**Effective Sprint Planning:**

**1. Set The Goal:** One of the essential things in sprint planning is a focused

sprint goal. If your development team starts sprint planning without a goal, it will

weaken your team’s ability to deliver the best result. Always ask your product

owner to come with a clear business objective to help the Scrum team set the goal.

The goal will guide the team to make proper decisions. Sprint goals reflect

teamwork, flexibility, and focus. For instance, a sprint goal for a survey tool will

be- conducting engaging surveys that provide real-time data.

**2. Prioritize Stories that Matches the Sprint Goal:** After setting the goal,

prioritize the stories that match the sprint goal. If your team has extra capacity, you

can prioritize other stories that don’t necessarily fulfil the sprint goal.

**3. Meeting Arrangements:** Make sure to plan an organized sprint planning

meeting. If you are working with a remote team, send an invite and set up a video

call. Make a print of the top stories and place it in the meeting room. And always

keep some sticky notes handy! You can use these coloured sticky notes to

represent user stories, bugs, etc. For example, green for user stories, red for bugs,

and blue for tasks.

**4. Encourage Changes During the Sprint Planning:** One of the most common

mistakes during sprint planning is not allowing changes. If you think changes have

nothing to do with sprint planning, you are just wasting your team members’ time.

If your team feels that they can’t make changes during the Sprint and sprints will

be successful only after finishing all the sprint backlog items, they’ll waste their

time developing a perfect sprint plan.

It’s impossible to accomplish a perfect sprint plan. So, encourage your team to

make changes as long as they are sticking with the sprint goal. When your team

dares to make changes, they’ll feel freedom in their work. They’ll also gain enough

information and learning to develop an impeccable sprint plan with each change

they made.

**5. Do Not Waste Time in Discussing Carry-Overs:** At the end of the Sprint,

there will always be some unfinished work. Ensure your team doesn’t waste their

time during planning to carry over or re-estimating the backlog items. Just add or

carry over the remaining work back to the Product Backlog later during the Sprint.

**6. Breakdown Stories:** Ask your team to break down the stories into smaller tasks

if stories look big or there is a possibility to build those incremental. Thus, they can

complete the stories and think about what to do next. Even you can break the

testing as a separate task but better avoid it unless it is not related to integration.

Estimating tasks in hours makes it easier for the team to do tracking if they are

using a sprint burndown chart.

**7. Effective Work Days:** Plan your team’s workdays as they may have an impact

on the sprint delivery. Record day-offs, holidays, and other events to make sure

they don’t affect the sprint velocity.

**8. Arrange Product Backlog Refinement:** You can avoid unwanted surprises

during the sprint planning by arranging a product backlog refinement meeting

before the actual session. In the informal planning setup, you can discuss with your

team about expectations and the stories your business has to deliver for the

upcoming Sprints.

**9. Set deadlines:** Setting deadlines is always helpful to track any work progress.

So, encourage your team to set up deadlines or due dates to make sure they will

accomplish their work on time.

**10. It’s Okay to Face Failure:** Sometimes teams avoid working on a specific

feature because they are scared to face failure. But, maybe that particular feature is

the most valuable thing to work on during the Sprint. It’s normal to fear uncertainty when your team doesn’t know how to build something. But instead of

delaying the project, give support to your team.

It would help if you told them it’s okay to face failure but avoiding the work isn’t

an option. When your team feels safe to face failure, they’ll first work on valuable

and difficult features.

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