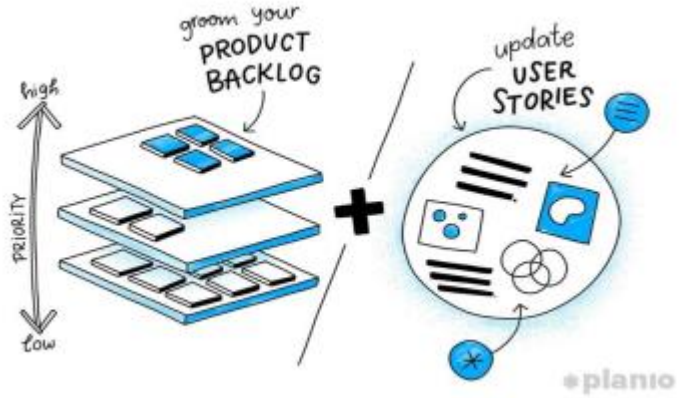
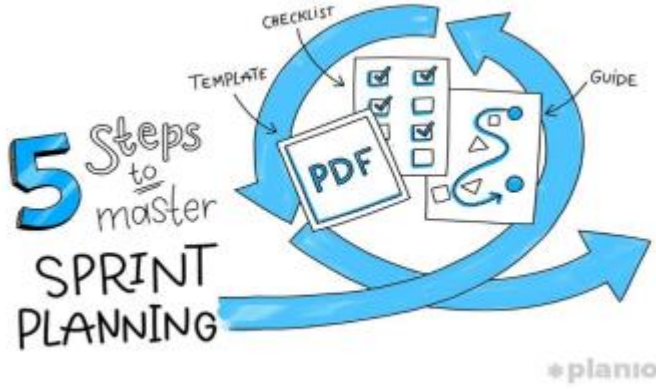
Project Planning Phase

Project Planning Template (Product Backlog, Sprint Planning, Stories, Story points)

Date	20 October 2022
Team ID	PNT2022TMID25078
Project Name	Smart Waste Management System for Metropolitan Cities
Maximum Marks	8 Marks





Prep for sprint planning meeting

Running a great sprint planning eve requires a bit of discipline. The prod owner must be prepared, combining the lessons from the previous sprint review, stakeholder feedback, and vision for the product, so they set th scene for the sprint. For transparenc the product backlog should be up-tc date and refined to provide clarity. Backlog refinement is an optional event in scrum, because some backlogs don't need it. However, for most teams, it's better to get the te together to review and refine the backlog prior to sprint planning.

PRO TIP:

If you have a two-week sprint, run a backlog refinement meeting in the middle of the sprint. It's great for the team to step back from the sprint and look at what's next. Not only does it help prepare for sprint planning, but also can give a different perspective for the current work.

- **The What** – The product owner describes the objective(or goal) of the sprint and what backlog items contribute to that goal. The scrum team decides what can be done in the coming sprint and what they will do during the sprint to make that happen.
- **The How** – The development team plans the work necessary to deliver the sprint goal. Ultimately, the resulting sprint plan is a negotiation between the development team and product owner based on value and effort.
- **The Who** – You cannot do sprint planning without the product owner or the development team. The product owner defines the goal based on the value that they seek. The development team needs to understand how they can or cannot deliver that goal. If either is missing from this event it makes planning the sprint almost impossible.
- **The Inputs** – A great starting point for the sprint plan is the product backlog as it provides a list of 'stuff' that could potentially be part of the

Sprints are the backbone of any good Agile development team. And the better prepared you are before a sprint, the more likely you are to hit your goals. Spring planning helps to refocus attention, minimize surprises, and (hopefully) guarantee better code gets shippied.

But maybe more than that, sprint planning aligns the development team with the product owner. Like any relationship, the one between you and your team requires communication and clarity. And taking the time to sit down and make sure that your expectations are understood and **can** be done by your team is key to keeping everyone motivated and productive.

So how do you make sure you're doing as much as possible **before** your sprint to ensure success?

Sprint planning comes down to a few key steps, from making sure your product backlog is properly groomed to framing the sprint, and running an effective sprint planning meeting. In this guide, we'll run you through everything