

## Create and manage Sprints using work management tools

As you have learned, sprints provide the rhythm for the team. They create opportunities for you to get feedback more quickly, encourage team collaboration, and provide greater focus. They are like mini-projects with their own planning, execution, delivery, closing, and retrospective.

By planning sprints using work management tools, teams can have full clarity on Sprint Plans, milestones, launch dates, and Backlog, with work efforts and communication together in one place. In this reading, you'll discover how to plan a sprint using a work management tool. This example will showcase these skills using Asana; however, you can also apply these concepts to other tools!

**Note:** If you would like to follow along, you can create an Asana account for free [here](#). When you sign up, your free 30-day Premium trial will start automatically. If you signed up for Asana in an earlier course and are still within the 30-day trial, you can [log in](#) to that account to access Premium features. You can also access free tools like [ClickUp](#) or [Monday](#) to explore their interfaces!

### Add a custom field for sprints

In the activity [Create a Sprint Plan and Sprint Backlog](#), you planned the first Sprint for the Virtual Verde project. Here, you will learn how to recreate planning that Sprint using Asana. In this reading, each item in the Virtual Verde Backlog will be prioritized and scheduled for an upcoming sprint. To do that, you can add a custom field for Sprints, which will allow you to easily find out which Sprint each task is scheduled for.

You can open the Customize menu by clicking the button in the top right corner.

Virtual Verde Backlog

LM

Share

Ask AI

Customize

OverviewListBoardTimelineDashboardCalendarWorkflowMessagesFiles

+ Add task

Filter

Sort

Group

Hide

Backlog25+

✓ Credit or return policy

Plant Care Initiatives\$5.0027.00

2

✓ Customer chat

Plant Care Initiatives\$25.00

3

✓ Instruction manual

Plant Care Initiatives\$\$\$4.00

3

✓ Low maintenance options

Prioritized1

+ Add task

Design / Spec in-progress

+ Add task

Customize

Edit

View and edit this project

Fields

4

Add

Fields

Rules

Forms

Apps

Task templates

Upgrade

You can select Fields from the Add section to add a Sprint field. You can also add options for the Current Sprint and the Next Field in order to plan ahead for future sprints, too.

## Add field



Create new

Choose from library

This field will be added to Virtual Verde Backlog

Field title

Sprint

Field type

Single-select

+ Add description

Current Sprint

Next Sprint

+ Add an option

☐ Add to gwgcertificates.goog's field library

☐ Notify collaborators when this field's value is changed

Cancel

Create field

### Assign items to the Sprint Backlog

After creating the Sprint field, you can assign items to the Sprint Backlog for the first two Sprints. For this step, it's recommended that you switch over to the list view, since it's easier to see all your tasks at once. You can assign items to the Current Sprint or Next Sprint using the drop-downs in the Sprint column.

Virtual Verde Backlog

Overview List Board Timeline Dashboard Calendar Workflow Messages Files

+ Add task Filter Sorts: 1 Group Hide

Task name	Value	Estimate (St...	Order	Sprint	
Backlog					
✓ Credit or return policy 2	...	\$	5.00	27.00	Current ...
✓ Customer chat 3	...	\$		25.00	Next Spri...
✓ Cut Flower arrangement 4	...	\$	3.00	29.00	
✓ Succulents: single 4	...	\$	5.00	28.00	✓ -
✓ Instruction manual 3	...	\$\$\$		4.00	Current Sprint
✓ Low maintenance options 2	...	\$\$\$	8.00	7.00	Next Sprint
✓ All plants: care and maintenance 4	...	\$\$\$	8.00	15.00	Edit options
✓ Bonsai Trees: Packaging and Delivery 2	...	\$\$\$	3.00	19.00	Auto-fill field value
✓ Online Help: Discussion Forum 3	...	\$\$\$	13.00	10.00	
✓ Online Help: Master Gardener Office Hours 3	...	\$\$\$	21.00	9.00	
✓ Online Videos: Decorating 2	...	\$\$\$	8.00	16.00	
✓ Succulents: assorted 5	...	\$\$\$	6.00	3.00	

Finally, you can add a due date for the “Current Sprint” items under the “Due date” column

There’s so much more you can do with Sprint planning in Asana! You can automate repetitive steps by adding [rules](#), plan and visualize your team’s work using [Timeline](#) view, or create a [custom template](#) so you can easily launch a new Sprint-planning project without starting from scratch. Check out this article on [Sprint planning in Asana](#) for inspiration!.

## Key takeaways

Sprint planning is just one of the ways tools like Asana can help you manage team projects and tasks. From hitting goals and deadlines, to tracking progress and troubleshooting, automating and streamlining work, and tying all your workstreams together in one place, work management tools have a lot of resources to make sure all your projects are set up for success.

## Resources for more information

For tips on how to create product backlogs using other popular work management tools, check out these resources:

- [The sprint planning guide for ClickUp](#)
- [Sprint planning templates for Monday](#)