Preparation Checklist

☐ Ensure stories ready and prioritized (see backlog refinement)

☐ Gather sharpies, sticky notes, planning chart and estimation poker cards

☐ Prepare needed inputs

    ☐ Velocity of the past iterations

    ☐ Feedback from the Iteration Review and System Demo

☐ Improvement items from the Iteration Retrospective

☐ Team PI Objectives and Features

☐ Iteration calendar including key milestones and any public holidays

☐ Dependencies with other teams identified from the Program Board

Expected Outputs to Iteration Planning

☐ Stories are planned for the upcoming Iteration

☐ Committed Iteration Goals

☐ Dependencies with other teams are confirmed/handled

Actions to take from Iteration Planning

☐ Update other teams and the RTE on changes to dependencies, risks, or impediments

☐ Deviations from PI Objectives and identified risks are shared at ART Sync events

☐ Update work management tool or team board

Tips and Techniques

- Ensure that the entire team commits to the Iteration Goals
- Make sure the Product Owner or other managers don't influence the team to overcommit
- Improvement items identified in the Iteration Retrospective are put into effect
- Ensure Time is allocated for maintenance, refactors, and technical debt

- Make sure planning is based on Stories rather than tasks
- Ensure capacity and load are not exactly the same (100% utilization)
- Ensure the team does not under commit due to fear of failure
- Avoid delving too deep into technical discussions
- Consider dependencies with other teams