

#### Part IV: Planning for Collaboration

Develop a detailed Sprint Planning Action Plan using the Collaboration Planning Worksheet Template. Ensure the plan includes key steps, stakeholders, tools, and logistics to facilitate a productive and well-organized Sprint Planning Meeting.

Consideration	Definition	Action plan
Collaboration activity	Define the purpose and type of activity	
Goals		
Stakeholders		
Logistics		
Tools		
Schedule		
Budget		
Action plan		