**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.

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| Consideration | Definition | Action plan |
| Collaboration activity | purpose and type of activity | Sprint Planning for Smart Plant Care Device. Align team on sprint goals, assign tasks, clarify responsibilities. |
| Goals | define the outcomes and objectives for the activity | Define sprint goals, prioritize and review backlog, assign tasks, identify dependencies, clarify sprint duration. |
| Stakeholders | all relevant participants | Priya Patel (Product Owner), David Johnson (Scrum Master), Sarah Lee (Developer), Ethan Carter (Developer), Jennifer Williams (IT) |
| Logistics | Determine type and scheduling of activity | Virtual meeting via Zoom. Scheduled for March 1st, 10:00 AM EST to accommodate global time zones. |
| Tools | Identify collaboration tools and access | Jira (backlog management), Zoom (meeting), Miro (task mapping and visual planning). Access confirmed for all. |
| Schedule | Specify date, time, and duration | March 1st, 10:00 AM EST; 1.5-hour meeting duration. Calendar invites sent with agenda. |
| Budget | costs related to tools, facilities, or logistics | No additional budget needed; Jira and Zoom licenses are covered under company subscriptions. |
| Action plan | prepare, execute, and follow up | 1. Review and groom backlog.  2. Prepare agenda and send invites.  3. Facilitate sprint planning.  4. Assign tasks.  5. Update Jira.  6. Send summary. |