✅ Product Backlog

ID	User Story	Priority (H/M/L)	Business Value	Story Points	Acceptance Criteria	Dependencies	Status	Notes
PB-01	As a , I want so that .	H	100	8	Given… When… Then…	PB-03	To Do	
PB-02		M	50	5			To Do	
PB-03		L	20	3			Blocked	
PB-04		H	90	13			In Progress	
PB-05		M	40	2			Done	

✅ Column Definitions

- **User Story** — Written using standard format
- **Priority** — High / Medium / Low
- **Business Value** — Numeric value to help with ordering
- **Story Points** — Estimated effort
- **Acceptance Criteria** — Success definition
- **Dependencies** — Stories required before execution
- **Status** — To Do / In Progress / Done
- **Notes** — Additional details

✅ Sprint Schedule – Template

Sprint #	Start Date	End Date	Duration (days)	Sprint Goal	Backlog Items (IDs)	Story Points Planned	Story Points Completed	Team Capacity	Sprint Review Summary	Retrospective Action Items
1	yyyy-mm-dd	yyyy-mm-dd	10		PB-01, PB-02	13	8	80 hrs		
2	yyyy-mm-dd	yyyy-mm-dd	10		PB-03, PB-04	15	13	80 hrs		
3	yyyy-mm-dd	yyyy-mm-dd	10		PB-05, PB-06	18	18	80 hrs		

✅ **Column Definitions**

- **Sprint Goal** — High-level objective
- **Backlog Items** — Linked IDs
- **Capacity** — Available team hours
- **Review Summary** — Highlights, demo results
- **Retro Action Items** — Takeaways for next sprint

✅ **Sprint Planning Checklist**

✅ Review prioritized backlog
✅ Confirm story readiness
✅ Estimate story points
✅ Define sprint goal
✅ Identify dependencies
✅ Assign owner(s)

✅ Confirm capacity

✅ Track risks

✅ **Combined View Example (Backlog → Sprints)**

Sprint Backlog Item Story Owner Points Status

Sprint	Backlog Item	Story	Owner	Points	Status
1	PB-01	...	Dev A	8	Done
1	PB-02	...	Dev B	5	In Progress
2	PB-03	...	Dev A	3	To Do
2	PB-04	...	Dev C	13	To Do

✅ **Velocity**

Velocity = The amount of **work completed** in a sprint, usually measured in **Story Points**.

It helps teams:

- Forecast how much work can be completed in future sprints
- Predict project timelines
- Understand delivery capacity

Velocity is based on **DONE** stories only — partial work does not count.

Burndown chart :

A burndown chart shows how much works remains in spirit over time.

It helps teams track progress and predict whether the spirit goal will be

Completed.