Sprint Review Facilitator Guide

# Introduction

This is an easy-to-follow guide for the running of a Sprint Review meeting.

## When should the meeting take place?

The sprint review will take place on the last day of the sprint.

## What does it involve?

It involves Team members and stakeholders analysing the performance of the current sprint before its conclusion. It gives stakeholders a chance to view what has been created in the latest increment. After feedback and much discussion, the product backlog is changed so that the most relevant and valuable items will be delivered.

## Why have a Sprint Review?

The Sprint Review is used to analyse, look at any problems and evolve from the previous sprint. This is vital so that improvements can be made going forward and so that the same mistakes are not made again.

# Sprint Review Meeting Outline & Rules

## Sprint Goals (~5 mins)

* ScrumMaster will welcome participants and give a brief Introduction
* Set the ground rules (see etiquette below)
* Product Owner will discuss what the goals were for the sprint

## Analyse the results of the sprint (~15 mins)

* The Product Owner should talk about the items from the backlog that were/weren’t completed. They should explain why certain items were not delivered if this is the case.

## Give a demo of the completed work (~15 mins)

* The team should talk about challenges they had, how they were overcome, and also the success that they had.
* Demonstrate the finished functionalities to the stakeholders
* Ask for feedback from the stakeholders

## Feedback and Finalise (~10 mins)

* Feedback from the stakeholders should be collected by the ScrumMaster and this should shape the next steps going forward. The backlog may need to be amended or new features may need to be added. A plan is created to deliver the most relevant items along with items with the highest ROI (Return on Investment)

## Conclude Meeting (~5 mins)

* ScrumMaster will thank Participants and inform them of the details about the next sprint review.
* ScrumMaster concludes the meeting

## Etiquette

* Stay focused
* Don’t speak over other team members
* Be respectful of people’s time
* Be on time to meetings
* Start on time every day regardless of who is missing
* Respect opinions and feedback

# Other tips for success

* Focus less on the demo but more on collaboration between stakeholders and the team.
* Ask stakeholders to rate the effectiveness of the meeting

# Meeting Outline

Here is an example of timeboxing a sprint review meeting, and what roles are responsible for which part of the meeting. Sticking to this formula will bring success and structure to a Sprint Review. Ideally the meeting should not last more than an hour. Time is key so try to keep everyone focused on the points at hand.

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| Start Time | Duration | Activity | Scrum Role |
| 09:00 | 5 mins | 1. Sprint Goals | ScrumMaster/Product Owner |
| 09:05 | 15 mins | 1. Analyse the Results of the sprint | Product Owner |
| 09:20 | 15 mins | 1. Give a Demo | Development Team |
| 09:35 | 10 mins | 1. Feedback and finalise | ScrumMaster |
| 09:45 | 5 mins | 1. Conclude Meeting | ScrumMaster |

# Conclusion

Ultimately, structure is key to the success of any meeting. By following these guiding tips it can hopefully give you the greatest chance of a successful Sprint Review and overall project.