1. Assign backlog items to a sprint

13/02/2019 • 7 minutos para ler • Colaboradores 🧑 🧑

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The first step in planning your sprint is to assign work from your backlog to a sprint. Your team builds the sprint backlog during the sprint planning meeting, typically held on the first day of the sprint. Each sprint corresponds to a time-boxed interval which supports your team's ability to work using Agile processes and tools. During the planning meeting, your product owner works with your team to identify those stories or backlog items to complete in the sprint.

> ⓘ **Observação**
>
> Your project comes with several predefined sprints. You can quickly add more sprints from your backlog as needed. Or, change the dates of the predefined sprints. To learn more about sprints, also referred to as iterations, see **About areas and iterations**.

Here's an example of a sprint plan that consists of backlog items and the tasks required to complete each item. By setting team capacity and estimating tasks, the team can see when the team or a team member is at, under, or over capacity.
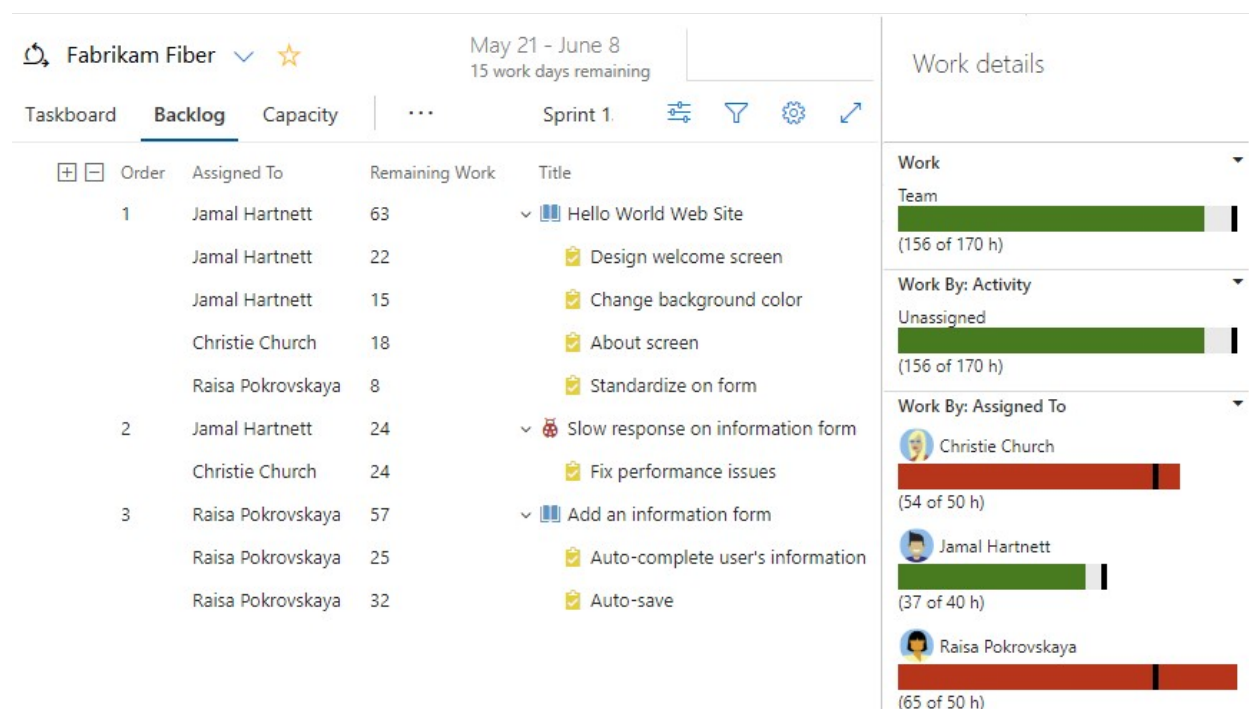
In this article you'll learn how to:

✔ Open your product backlog

✔ Assign backlog items to a sprint

✔ Use multi-select to bulk update work items

Planning meetings typically consist of two parts. In the first part, the team and product owner identify the backlog items that the team feels it can commit to completing in the sprint, based on experience with previous sprints. These items get added to the sprint backlog. In the second part, your team determines how it will develop and test each item. They then define and estimate the tasks required to complete each item. Finally, your team commits to implementing some or all of the items based on these estimates.

> ⓘ **Observação**
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> Sprint planning doesn't need to be challenging. It can be fun and a time for the entire Scrum team to build camaraderie by working together to answer the question of "What can we commit to?" For examples and strategies to keep your sprint planning focused and effective, check out the **What is Scrum?**.
>
> When you've completed your sprint plan, your sprint backlog should contain all the information your team needs to successfully complete work within the time allotted without having to rush at the end.

Prerequisites

- You must connect to a project. If you don't have a project yet, create one.
- You must be added to a project as a member of the **Contributors** or **Project Administrators** security group. To get added, Add users to a project or team.
- To add or modify work items, you must be granted **Stakeholder** access or higher. For details, see About access levels.
- To view or modify work items, you must have your **View work items in this node** and **Edit work items in this node** permissions set to **Allow**. By default, the **Contributors** group has this permission set. To learn more, see Set permissions and access for work tracking.

> ⓘ **Observação**
>
> Users with **Stakeholder** access for a public project have full access to backlog and board features just like users with **Basic** access. For details, see **About access levels**.

Open your team's product backlog

> ⓘ **Observação**
>
> Your sprint backlogs are one of three classes of backlogs available to you. For an overview of the features supported on each backlog and the two types of boards, see **Backlogs, boards, and plans**.
>
> For a beginner's guide to planning and tracking work, see **Get started with Agile tools**.

1. From your web browser, open your product backlog. (1) Check that you have selected the right project, (2) choose **Boards>Backlogs**, and then (3) select the correct team from the team selector menu.

To choose another team, open the selector and select a different team or choose the 🏠 **Browse all team backlogs** option. Or, you can enter a keyword in the search box to filter the list of team backlogs for the project.

> 💡 **Dica**
>
> Choose the ☆ star icon to favorite a team backlog. Favorited artifacts (⭐ favorited icon) appear at the top of the team selector list.

2. Check that you have selected **Backlog items** (for Scrum), **Stories** (for Agile), or **Requirements** (for CMMI) as the backlog level.
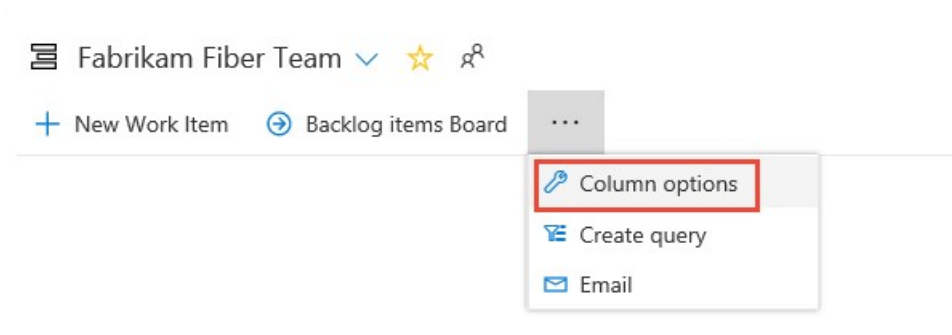
3. (Optional) To choose which columns should display and in what order, choose the ··· actions icon and select **Column options**. You may want to add the Iteration Path to the set of columns that appear on your backlog. To learn more, see Change column options.


Assign work from your backlog to a sprint

Before you start planning your sprint, you'll want to have created, prioritized, and estimated your backlog.

Also, you'll want to have set the start and end dates for your sprint.

You can quickly assign work items to a sprint through drag-and-drop from the product backlog to the sprint.

1. The next step is to open the Planning pane. Choose the ⇄ view options icon and select **Planning**. While you're at it, make sure **Parents** and **Forecasting** are Off. You can choose to set **In Progress items** to On or Off.
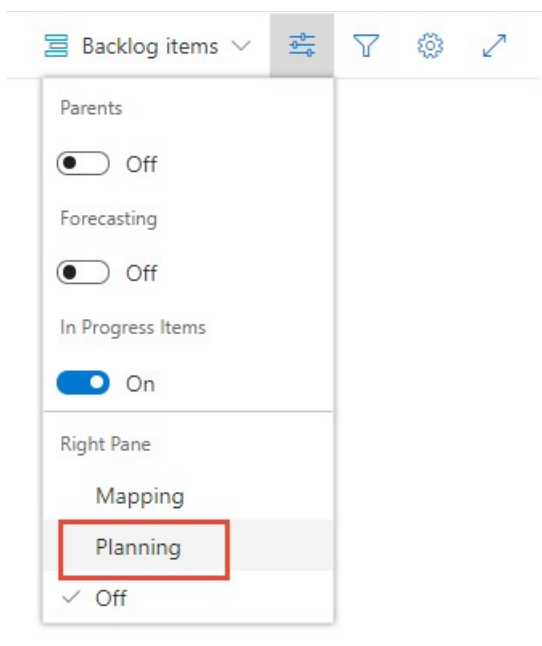

   The set of sprints selected for your team appears. If you don't see any sprints listed, you can add sprints or select existing sprints for your team's use. To learn how, see Define sprints.

2. You can drag and drop items from the **Backlog** onto a sprint.
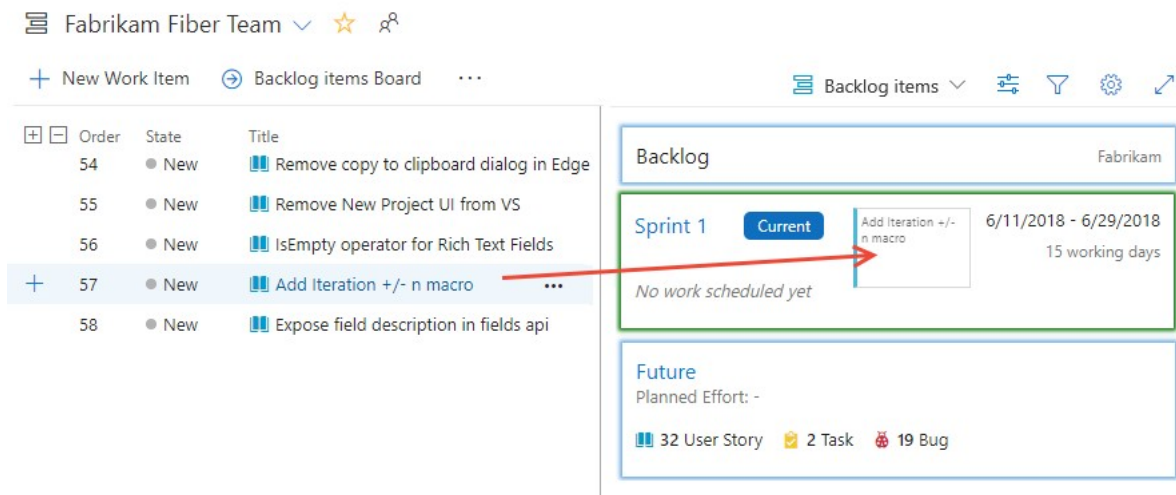
3. Select one or more items from the backlog and drag them to the sprint you are planning. This action will update the Iteration Path of the backlog items and any of its child tasks to the sprint you selected.

4. Check the level of effort displayed in the sprint window. As you assign backlog items to a sprint, the sprint window will update with a running tally of the number of backlog items and tasks, as well as the **Planned Effort**.
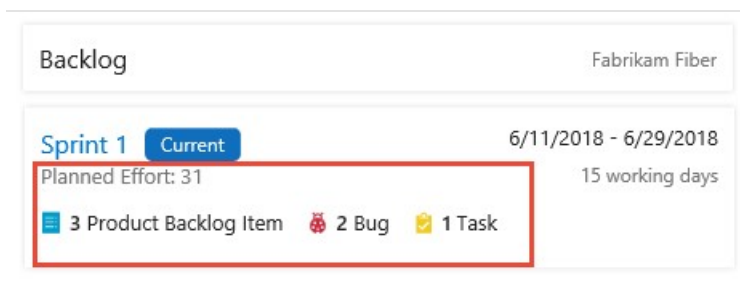
Planned Effort provides a sum of all *Story Points* or *Effort* defined for backlog items assigned to the sprint. This represents your initial guess at what your team will be able to complete in the sprint. Next, you'll define tasks, estimate that work, and use your team's capacity to make sure it fits in the sprint.

Use multi-select to bulk modify items

Multi-select of work items on the product and sprint backlogs works in the same way as multi-select works within query results.

With multi-select, you can perform several actions on several work items at once, such as:

- Move to a sprint
- Change the backlog priority
- Assign to a team member
- Change one or more field values
- Add links
- Map items or change the parent an item is linked to

To select several items in a sequence, hold down the shift key. To select several non-sequential items, use the Ctrl key. Then, you can either drag the selected items to a new position within the backlog, to a different sprint, or select an option from the context (⏷) or action (···) menu of one of the items.

To learn more, see Bulk modify work items.

Try this next

Now that you've defined your sprint plan, your team's ready to begin work on the sprint tasks.

2. Add tasks

Related articles

If you need to add or rename the sprints your team uses, see Define iteration paths (aka sprints) and configure team iterations.