

13/02/2019 • 4 minutos para ler • Colaboradores

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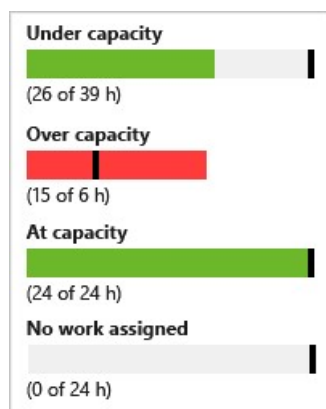
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4. Adjust work to fit sprint capacity

Azure Boards | Azure DevOps Server 2019 | TFS 2018 | TFS 2017 | TFS 2015 | TFS 2013

After you've defined all the tasks for all the sprint backlog items, you'll want to check whether your team is at or over capacity. If under capacity, you can consider adding more items onto the sprint. If over capacity, you'll want to remove items out of the backlog.

Next, check whether any team member is under, at, or over capacity. Or, if someone hasn't even been assigned any work. Use the capacity bars to make these determinations. If you haven't yet [set capacity for your team](#), do that now.



- ✓ Adjust your sprint plan if your team is over or under capacity
- ✓ Load balance work across your team
- ✓ Quickly reassign tasks to another team member

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 a Sprint backlog for a team

1. From your web browser, open the sprint backlog for your team. (1) Check that you have selected the right project, (2) choose **Boards>Sprints**, (3) select the correct team from the team selector menu, and lastly (4), choose **Backlog**.

The screenshot shows the Azure DevOps interface for a project named 'fabrikam / Fabrikam Fiber'. The left sidebar contains navigation options: Overview, Boards, Work Items, Boards, Backlogs, Sprints (highlighted with a red box and number 2), Queries, and Plans. The main area shows the 'Fabrikam Fiber Team' sprint for the period 'June 11 - June 29' with '7 work days remaining'. The 'Backlog' tab is selected (highlighted with a red box and number 4). The backlog list contains the following items:

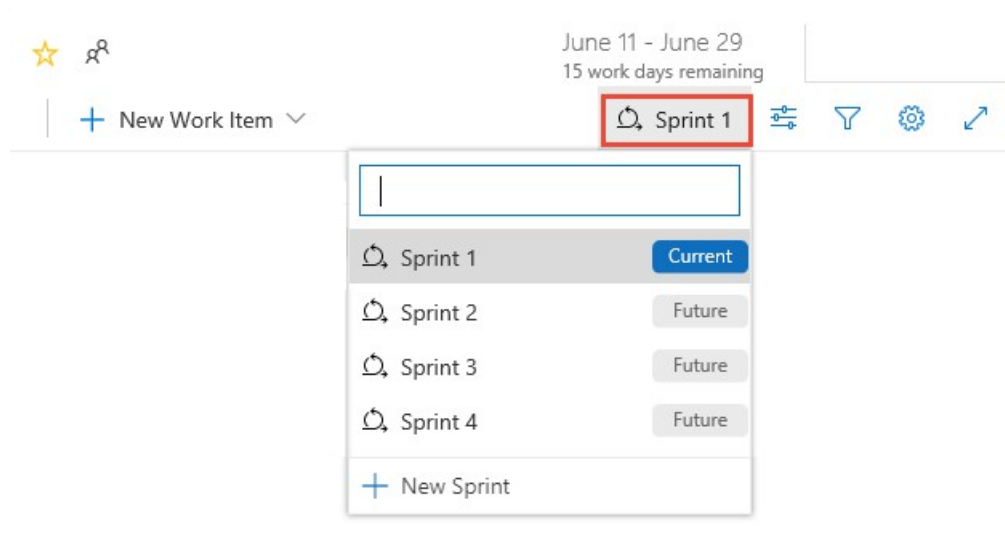
Order	Assigned To	Remaining Work	Title
1	Jamal Hartnett	...	> Hello World Web Site
2	Raisa Pokrovskaya	6	> Cancel order form
3	Jamal Hartnett	5	> GSP locator interface
4	Jamal Hartnett	3	> Request support
5	Jamal Hartnett		Check service status
6	Raisa Pokrovskaya	8	> Cancel order form
7	Raisa Pokrovskaya	14	> Phone sign in

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

The dropdown menu for the team selector shows the following options:

- Search team sprints
- My Team Sprints
- Account Management
- Fabrikam Team** (highlighted)
- Phone
- Service Delivery
- Browse all sprints

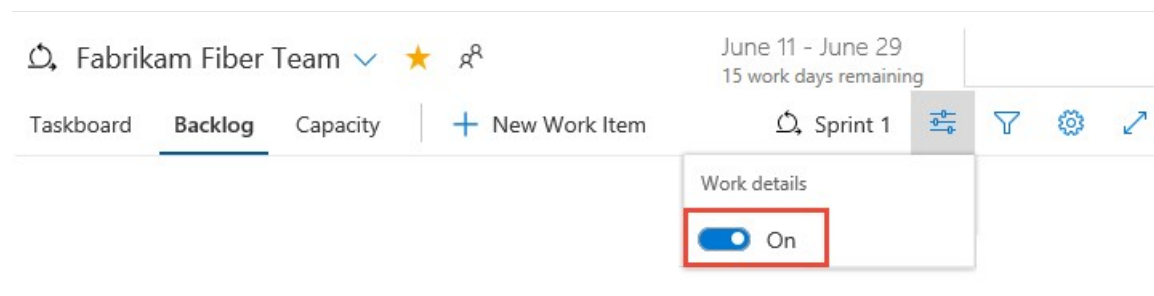
2. To choose a different sprint than the one shown, open the sprint selector and choose the sprint you want.



The system lists only those sprints that have been selected for the current team focus. If you don't see the sprints you want listed, then choose **New Sprint** from the menu, and then choose **Select existing iteration**. For details, see [Define iteration paths \(aka sprints\)](#).

Check your team capacity

To view capacity charts, you'll want to turn **Work details** on for a sprint.



Team over capacity: move items out of the sprint

If your team's over capacity, you can move items from the sprint backlog back to the product backlog. This will reset the Iteration Path to the default set for your team. Or, you can move the item into the next sprint your team will work in. All the tasks that you've defined for that item will move with the backlog items.

Here we select two items at the bottom of the sprint backlog, open the **...** action icon for one of the items, choose **Move to iteration**, and then select **Backlog**.

Fabrikam Fiber Team June 11 - June 29
15 work days remaining

Taskboard Backlog Capacity + New Work Item ... Sprint 1

Order	Assigned To	Remaining Work	Title
1	Jamal Hartnett		Hello World Web Site
	Christie Church	6	
2	Raisa Pokrovskaya	6	
3	Jamal Hartnett	5	
4	Jamal Hartnett	3	
5	Jamal Hartnett		
6	Raisa Pokrovskaya	8	
7	Raisa Pokrovskaya		

Context menu for item 6:

- Edit...
- Assign to
- Copy to clipboard
- Delete
- Templates
- Add link
- Move to iteration
- Move to top
- Change type...
- Move to team project...
- Email...
- New branch...

Backlog view:

- Backlog
- Current (Sprint 1 - 6/11/2018 - 6/29/2018)
- FUTURE ITERATIONS
- Sprint 2 - 7/2/2018 - 7/20/2018
- Sprint 3 - 7/23/2018 - 8/10/2018
- Sprint 4
- Sprint 5

Dica

Optionally, you can open the **Planning** pane and drag a work item to the backlog or another sprint which will reassign all child tasks to the same iteration path. See [Assign work to a sprint](#). Also, you can multi-select several items and drag them to the backlog or another sprint. Users with **Stakeholder** access can't drag-and-drop work items.

Load balance work across the team

To quickly reassign tasks, drag the task onto the new assignee's capacity bar.

For example, here we reassign work from Raisa Pokrovskaya to Christie Church.

Service Delivery

Taskboard Backlog Capacity + New Work Item ...

Sprint 1

Order	Assigned To	Remaining...	Title
1	Jamal Hartnett	8	✓ GSP locator interface
	Raisa Pokrovskaya	8	✓ Initial design
2	Jamal Hartnett		✓ Check service status
3	Christie Church	12	✓ Hello World Web Site
	Raisa Pokrovskaya	12	✓ Design welcome screen
4	Raisa Pokrovskaya	30	✓ Cancel order form
	Christie Church	12	✓ Research slow response ti...
	Jamal Hartnett	18	✓ Auto-save
5	Jamal Hartnett	16	✓ Request support
	Jamal Hartnett	16	✓ Develop form
6	Raisa Pokrovskaya	18	✓ Cancel order form
	Johnnie McLeod	8	✓ Auto-complete user's na...
	Raisa Pokrovskaya	10	✓ initial work
7	Raisa Pokrovskaya	13	✓ Phone sign in
	Raisa Pokrovskaya	13	✓ development work

Work details

Drag and drop work items to balance work across your team.

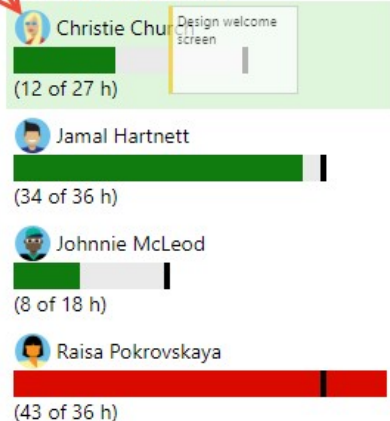
Work

Team

(97 of 117 h)

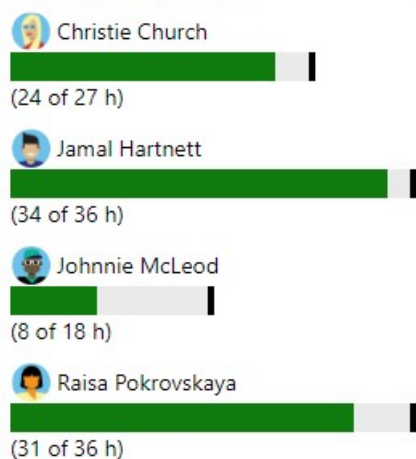
Work By: Activity

Work By: Assigned To



As you reassign tasks, capacity bars automatically update.

Work By: Assigned To



Try this next

5. Share your sprint plan