


14/04/2019 • 8 minutos para ler • Colaboradores 

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# 3. Set sprint capacity

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

As a next step, you'll want to determine your team's actual capacity. Whereas velocity correlates to how your team estimates requirements, capacity correlates to actual task time - either hours or days. Capacity takes into consideration the variation in work hours by team members as well as holidays, vacation days, and non-working days.

Because days off and time available for each team member can vary from sprint to sprint, you can set capacity for each sprint. The capacity tool helps you make sure your team isn't over or under committed for the sprint. Also, as you work day-to-day, you'll be able to see if your team is on track.

- ✓ Set team capacity for a sprint
- ✓ Copy capacity from the previous sprint to the current sprint
- ✓ Track capacity when performing multiple activities
- ✓ Add or remove user accounts from capacity planning for a sprint
- ✓ Track capacity when working on more than one team

If you haven't set up sprints yet for your team, go [here to do that now](#).

## 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 view or set capacity, you must be granted **Basic** access or higher. For details, see [About access levels](#). Users with **Stakeholder** access can't view or set capacity.

## Open a Sprint backlog for a team

1. From your web browser, open your product backlog. (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 **Capacity**.

Azure DevOps

fabrikam / Fabrikam Fiber

Fabrikam Fiber

Overview

Boards

Work Items

Boards

Backlogs

Sprints

Queries

Plans

Fabrikam Fiber Team

June 11 - June 29  
7 work days remaining

Taskboard Backlog Capacity Add user Save ... Sprint 1

User	Days off	Activity	Capacity per day
Christie Church	0 days	Unassigned	0
Chuck Reinhart	0 days	Unassigned	0
Jamal Hartnett	0 days	Unassigned	0
Johnnie McLeod	0 days	Unassigned	0
Raisa Pokrovskaya	0 days	Unassigned	0
Team days off	1 day	These days off apply to the whole team.	

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.

Fabrikam Team

Search team sprints

My Team Sprints

- Account Management
- Fabrikam Team
- Phone
- Service Delivery
- Browse all sprints

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

June 11 - June 29  
15 work days remaining

New Work Item

Sprint 1

Sprint 1 Current

Sprint 2 Future

Sprint 3 Future

Sprint 4 Future

New Sprint

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 \(aka sprints\)](#).

## Set capacity for the team and team members

From the **Capacity** page, you can add team members, enter the team time off, and set capacity and days off for each team member. If your team tracks capacity by activity, then also select the **Activity** for each team member.

1. If you don't see your team members listed, add them. Choose the **...** action icon and select **Add all team members**. For this feature to work, [team members will have been added to the team](#).

The screenshot shows the 'Capacity' page for the 'Fabrikam Fiber Team'. The 'Capacity' tab is active. A dropdown menu is open, showing two options: 'Add all team members' (highlighted with a red box) and 'Copy from last sprint'. The table below the tabs shows columns for 'User', 'Days off', and 'Activity'. The 'Days off' column shows '0 days'.

### ❗ Observação

The **Add all team members** action will retrieve a maximum of 100 team members. If you have more team members to add, then you can add them one by one by choosing **Add user**.

2. If you need to add other contributors to your project, choose the **+ Add user**.
3. Next, set any time off that the team will take. Choose the **0 days** link as shown.

The screenshot shows the 'Capacity' page for the 'Fabrikam Fiber Team'. The 'Capacity' tab is active. The table below the tabs shows columns for 'User', 'Days off', 'Activity', and 'Capacity per day'. The 'Days off' column shows '0 days' for each team member. The '0 days' link in the 'Days off' column is highlighted with a red box.

User	Days off	Activity	Capacity per day
Christie Church	0 days	Unassigned	0
Cristina Potra	0 days	Unassigned	0
Jamal Hartnett	0 days	Unassigned	0
Johnnie McLeod	0 days	Unassigned	0
Raisa Pokrovskaya	0 days	Unassigned	0
Team days off	0 days	These days off apply to the whole team.	

In the Days off for the entire team dialog, select the start and end days during the sprint that the team will take off.

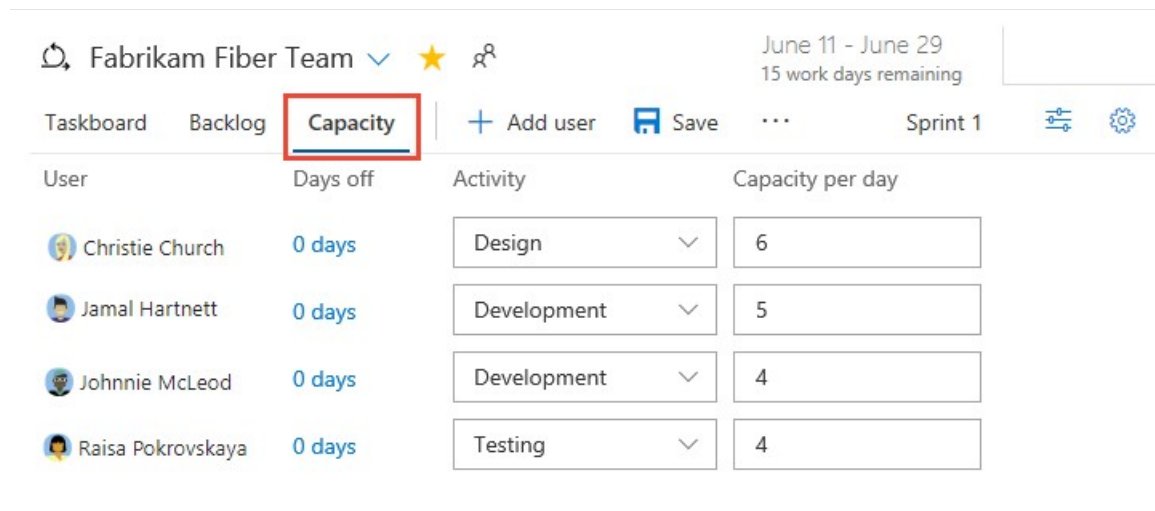
### ❗ Observação

Your sprint planning and tracking tools automatically consider days off when calculating capacity and sprint burndown. You only have to indicate planned days off for the team. You set weekend days or other recurring days off under your team's [Settings, Working days](#) page.

4. Now, set the **Activity** and **Capacity** per day for each team member.

Most teams specify capacity in terms of hours, however, you can also specify it in days. For example, .5 days would correspond to 4 hours for a typical 8 hour day. Choose the same unit you will use to estimate the time a task will take to complete. You only have to indicate planned days off. You [manage weekend days or other recurring days off](#) under team settings.

For example, Christie Church's capacity is 6 hours/day for design work.

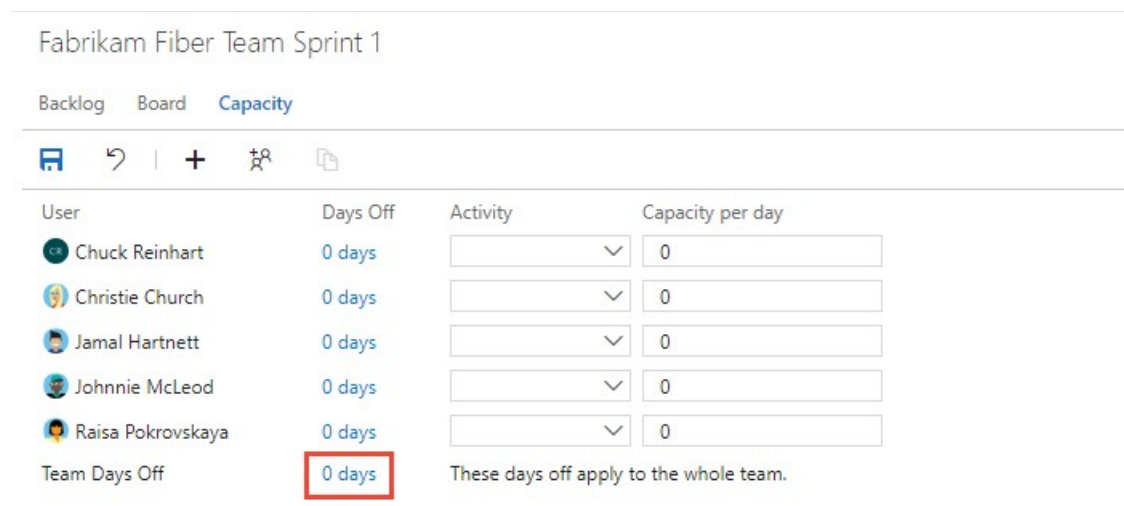


Fabrikam Fiber Team June 11 - June 29  
15 work days remaining

Taskboard Backlog **Capacity** + Add user Save ... Sprint 1

User	Days off	Activity	Capacity per day
Christie Church	0 days	Design	6
Jamal Hartnett	0 days	Development	5
Johnnie McLeod	0 days	Development	4
Raisa Pokrovskaya	0 days	Testing	4

1. Set any time off that the team will take. Choose the **0 days** link as shown.



Fabrikam Fiber Team Sprint 1

Backlog Board **Capacity**

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User	Days Off	Activity	Capacity per day
Chuck Reinhart	0 days		0
Christie Church	0 days		0
Jamal Hartnett	0 days		0
Johnnie McLeod	0 days		0
Raisa Pokrovskaya	0 days		0
Team Days Off	<b>0 days</b>	These days off apply to the whole team.	

In the Days off for the entire team dialog, select the start and end days during the sprint that the team will take off.

❗ **Observação**

Your sprint planning and tracking tools automatically consider days off when calculating capacity and sprint burndown. Leave those days of the week that your team doesn't work unchecked in your team's Settings, [Working days](#) page.

- Now, set the **Activity** and **Capacity** per day for each team member.

Most teams specify capacity in terms of hours, however, you can also specify it in days. For example, .5 days would correspond to 4 hours for a typical 8 hour day. Choose the same unit you will use to estimate the time a task will take to complete. You only have to indicate planned days off. You [manage weekend days or other recurring days off](#) under team settings.

For example, Christie Church's capacity is 6 hours/day for design work.

The screenshot shows the 'Capacity' tab for a sprint titled 'Fabrikam Fiber Team Sprint 1' running from June 22 to July 10 (15 work days). The interface includes a left sidebar with navigation options like 'Backlogs', 'Epics', 'Features', 'Stories', and a list of sprints (Current: Sprint 1, Future: Sprint 2, Sprint 3, Sprint 4, Sprint 5). The main area displays a table for capacity planning.

User	Days Off	Activity	Capacity Per Day
Christie Church	0 days	Design	6
Jamal Hartnett	0 days	Development	5
Johnnie McLeod	1 day	Deployment	4
Raisa Pokrovskaya	0 days	Testing	5
Team Days Off	2 days	These days off apply to the whole team.	

#### ❗ Observação

Customizing the picklist of the [Activity](#) (Basic, Agile, or Scrum) or [Discipline](#) (CMMI) fields isn't supported at this time.

## Copy capacity planning from the previous sprint

By copying the capacity from the previous sprint, you save time. With the basics defined, all you have to do is adjust the capacity based on individual and team days off and capacity allocation per activity.

This screenshot shows the 'Capacity' tab with a dropdown menu open for the 'Activity' column. The menu options are 'Add all team members' and 'Copy from last sprint', with the latter highlighted by a red box. The table below shows the current state for two users.

User	Days off	Activity	Capacity per day
Christie Church	0 days	Unassigned	
Jamal Hartnett	0 days	Unassigned	0

## Remove a user from capacity

To remove a user, choose the option from the users **...** action menu.

Fabrikam Fiber Team

Taskboard Backlog **Capacity** + Add user Save Undo ...

User	Days off	Activity	Capacity per day
Christie Church	0 days	Unassigned	0
Chuck Reinhart	0 days	Unassigned	0
Jamal Hartnett	0 days	Unassigned	0
Johnnie McLeod	0 days	Unassigned	0

+ Add an activity  
X Remove this user

## Review capacity charts

As you define tasks and estimate the work, you'll see capacity charts start to fill in for each team member. Capacity bars track the remaining work against the capacity for each team member as well as the entire team.

You'll also see a roll-up of the remaining work required to complete each requirement or bug.

Service Delivery

October 29 - November 16  
9 work days remaining

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
	Christie Church	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**

Design

(24 of 27 h)

Development

(73 of 90 h)

**Work By: Assigned To**

Christie Church

(24 of 27 h)

Jamal Hartnett

(34 of 36 h)

Johnnie McLeod

(8 of 18 h)

Raisa Pokrovskaya

(31 of 36 h)



From this view, you can easily see which individuals are at or near capacity. Teams can determine if work needs to be moved out of the sprint or to reassign tasks.

#### Dica

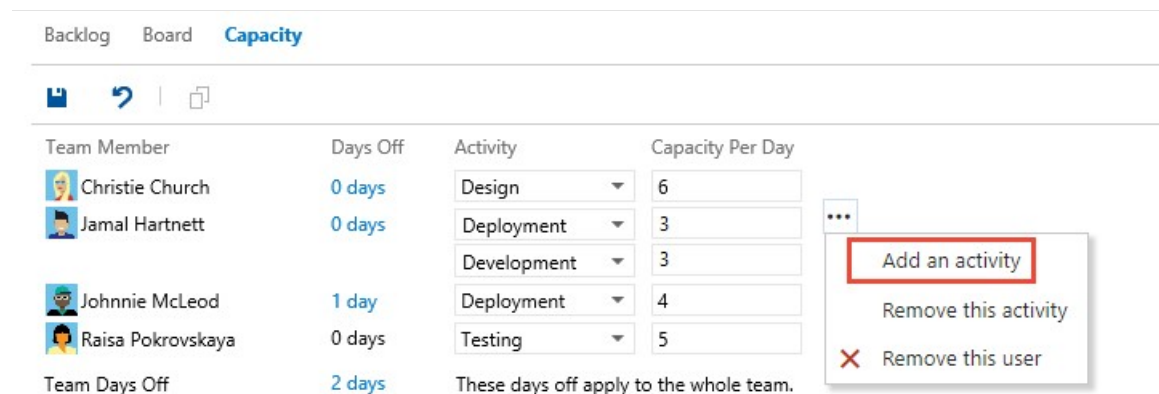
Define tasks that take a day or less to complete. This helps mitigate the risks that come from poor estimates.





Also, don't divide tasks into subtasks. If you do divide a task into subtasks, specify Remaining Work only for the subtasks, as the system rolls up summary values to the parent task.

## Track capacity when performing multiple activities

Because individual team members have different sets of skills and duties, you can track their activity and capacity for each activity and for each sprint.

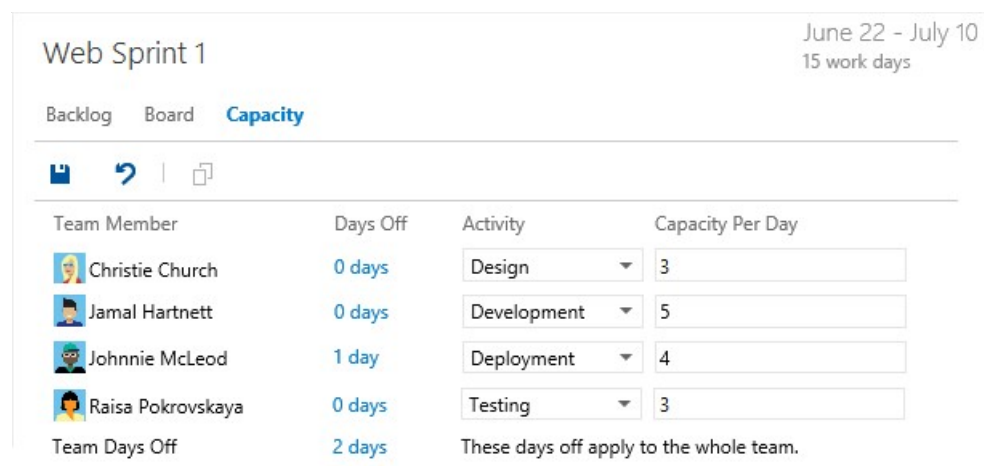
Here, Jamal divides his time between Deployment and Development.







Team Member	Days Off	Activity	Capacity Per Day
 Christie Church	0 days	Design	6
 Jamal Hartnett	0 days	Deployment	3
		Development	3
 Johnnie McLeod	1 day	Deployment	4
 Raisa Pokrovskaya	0 days	Testing	5
Team Days Off	2 days	These days off apply to the whole team.	

## Track capacity when working on more than one team

If you work on more than one team, you'll want to specify your sprint capacity for each team. For example, both Christie and Raisa split their time between the Web and Phone teams. They therefore allocate 3 hours a day to the Web team, and 3 hours a day to the Phone team.



Team Member	Days Off	Activity	Capacity Per Day
 Christie Church	0 days	Design	3
 Jamal Hartnett	0 days	Development	5
 Johnnie McLeod	1 day	Deployment	4
 Raisa Pokrovskaya	0 days	Testing	3
Team Days Off	2 days	These days off apply to the whole team.	




Phone Sprint 1





June 22 - July 10  
15 work days

Backlog

Board

Capacity



Team Member	Days Off	Activity	Capacity Per Day
 Christie Church	0 days	Design ▾	<input type="text" value="3"/>
 Helena Petersen	0 days	Development ▾	<input type="text" value="5"/>
 Jia-hao Tseng	1 day	Development ▾	<input type="text" value="4"/>
 Raissa Pokrovskaya	0 days	Testing ▾	<input type="text" value="3"/>
Team Days Off	2 days	These days off apply to the whole team.	

If your name isn't listed in the capacity view, you need to be added as a team member.

## Try this next

4. Adjust work

## Related articles

Setting capacity and [estimating remaining work for each task](#) provides you with the tools you need to track the amount of work and resources you have allocated sprint over sprint.

- [Sprint burndown](#)
- [Velocity](#)
- [Forecasting](#)
- [Manage teams and configure team tools](#)