**Project name**

|  |  |
| --- | --- |
| **Application Name** |  |
| **Prepared By** | *who prepared the Sprint Plan?* |
| **Document Last Updated** |  |

**Sprint #:** *what number is this sprint (start at 1 and work sequentially)?*

**Date of Sprint Planning Meeting:** *The team must meet and plan the sprint together. This includes completing the Sprint Plan and populating the Sprint Backlog.*

**Sprint Team:**

*List who is on the team and their role (Product Owner, Scrum Master, Scrum Team)*

**Goals, Issues, Risks**

**Sprint Goal:**

*Explain the goal of this sprint. What should be achieved?*

**Issues:**

*List all the issues that will likely impact this sprint.*

**Risks/Actions:**

*List all the risks that might impact this sprint. Record actions that should be taken to mitigate these risks.*

**Definition of Done:**

*When will this sprint be considered done? Examples:*

* *Code produced (all ‘to do’ items in code completed)*
* *Unit tests written and passing*
* *Any build/deployment/configuration changes implemented/documented/communicated*
* *Relevant documentation/diagrams produced and/or updated*

**Dates and Duration**

**Sprint Start Date:** *What date will the team start the sprint?*

**Sprint End Date:** *what date will the sprint be done?*

**Release Date:** *what date will updates be released?*

**Sprint Duration:**

*A sprint typically lasts between 2 – 4weeks. Ensure that the items chosen for this sprint’s Sprint Backlog can be accomplished given the duration.*

**Sprint Budget/Resource Consumption**

**Sprint Budget:**

*Indicates the resource consumption required by the sprint.*