

Sprint Planning 03: 10/16 - 10/27

Scrum Master: Sarah S.

Product Backlog

Sprint Planning:

- Sprint Cycle Interval: 10/16/23 - 10/27/23
- Team Capacity: 66 hours
 - Sarah S: 12 hours
 - Carine: 11 hours
 - Brandon: 11 hours
 - Jason: 9 hours
 - Sarah P: 10 hours
 - Kay: 15 hours
- Identify Work:
 - BRD: Overview Revisions (Original Hours - 4 hours)
 - BRD: Core Component Revisions (Original Hours - 7 hours)
 - BRD: Phase 1 Revisions (Original Hours - 12 hours)
 - BRD: Phase 2 Revisions (Original Hours - 8 hours)
 - High-level Design: Architecture (Original Hours - 8 hours)
 - High-level Design: Abstraction & Flow of Control (Original Hours - 8 hours)
 - Project Plan: Dates & Estimates (Original Hours - 4 hours)
 - Project Plan: SCRUM Sprints (Original Hours - 3 hours)
 - Project Plan: Milestones (Original Hours - 3 hours)
 - Team Review 2: Sprint 3 Documentation (Original Hours - 2 hours)
- Assign Work:
 - Kay
 - i. BRD: Phase 1 Revisions (Original Hours - 12 hours)

- ii. Project Plan: Dates & Estimates (Original Hours - 4 hours)

Total: 12 hrs + 4 hrs = 16 hrs

Calculations: 16 hrs - 15 hrs = 1 EP

Net EP: 1

- Carine

- i. BRD: Phase 2 Revisions (Original Hours - 8 hours)

- ii. **Secondary** BRD: Phase 1 Revisions

Total: 8 hrs

Calculations: 8 hrs - 11 hrs = -3 EP

Net EP: -3

- Sarah P.

- i. BRD: Core Component Revisions (Original Hours - 7 hours)

- ii. **Secondary** BRD: Phase 2 Revisions

Total: 7 hrs

Calculations: 7 hrs - 10 hrs = -3 EP

Net EP: -3

- Brandon

- i. High-level Design: Architecture (Original Hours - 8 hours)

- ii. **Secondary** BRD: Overview Revisions

Total: 8 hrs

Calculations: 8 hrs - 11 hrs = -3 EP

Net EP: -3

- Jason

- i. BRD: Overview Revisions (Original Hours - 4 hours)

- ii. Project Plan: Milestones (Original Hours - 3 hours)

Total: 4 hrs + 3 hrs = 7 hrs

Calculations: 7 hrs - 9 hrs = -2 EP

Net EP: -2

- Sarah S.

- i. High-level Design: Abstraction & Flow of Control (Original Hours - 8 hours)

- ii. Project Plan: SCRUM Sprints (Original Hours - 3 hours)

iii. Team Review 2: Sprint 3 Documentation (Original Hours - 2 hours)

Total: 8 hrs + 3 hrs + 2 hrs = 13 hrs

Calculations: 13 hrs - 12 hrs = 1 EP

Net EP: 1

- Task Breakdown:

- Kay

- BRD: Phase 1 Revisions (8 hours *SPLIT HOURS WITH SECONDARY: CARINE*)

- Email Revisions

- Draft Phase 1 Revisions

- Project Plan: Dates & Estimates (4 hours)

- Total: 8 hrs + 4 hrs = 12 hrs

- Calculations: 12 hrs - 15 hrs = -3 EP

- Net EP: -3

- Carine

- BRD: Phase 2 Revisions (6 hours *SPLIT HOURS WITH SECONDARY: SARAH P.*)

- Draft Phase 2 Revisions

- **SECONDARY** BRD: Phase 1 Revisions (4 hours *SPLIT HOURS WITH PRIMARY: KAY*)

- Revise Phase 1 Draft Revisions

- Total: 6 + 4 = 10 EP

- Calculations: 10 - 11 = -1 EP

- Net EP: -1

- Sarah P.

- BRD: Core Component Revisions (7 hours)

- Draft Core Component Revisions

- **Secondary** BRD: Phase 2 Revisions (2 hours *SPLIT HOURS WITH PRIMARY: CARINE*)

- Revise Phase 2 Draft Revisions

- Total: 7 + 2 = 9

- Calculations: 9 - 10 = -1 EP

Net EP: -1

- Brandon

- High-level Design: Architecture (8 hours)
- ****Secondary** BRD: Overview Revisions (2 hours**
***SPLIT HOURS WITH PRIMARY: JASON*)**

- Revise Overview Draft Revisions

Total: $8 + 2 = 10$ hrs

Calculations: $10 - 11 = -1$ EP

Net EP: -1

- Jason

- BRD: Overview Revisions (2 hours ***SPLIT HOURS WITH SECONDARY: BRANDON*)**

- Draft Overview Revisions

- Project Plan: Milestones (3 hours)

Total: $2 + 3 = 5$ hrs

Calculations: $5 - 9 = -4$ EP

Net EP: -4

- Sarah S.

- High-level Design: Abstraction & Flow of Control (8 hours)
- Project Plan: SCRUM Sprints (3 hours)
- Team Review 2: Sprint 3 Documentation (Original Hours - 2 hours)

Total: $8 + 3 + 2 = 13$ hrs

Calculations: $13 - 12 = 1$ EP

Net EP: 1

- Analyze (Team Velocity):

- Team Capacity: 66 hours
- Work Item Time: 57 hours
- Sarah S: 1 EP Over
- Kay: -3 EP Under
- Jason: -4 EP Under
- Sarah S. will take on work items assigned
- Extra EP will go towards helping BRD revisions