

Sprint Planning in Trello

Platform: Trello (Free Forever Plan)

Time: 30 Minutes

Objective: To experience the core Agile ceremonies of backlog refinement, prioritization, and sprint planning in a fast-paced, hands-on workshop.

Phase 1: Trello Board Setup (5 Minutes)

Goal: Create and structure your Trello board to visualize your workflow.

1. Create a New Board:

- Log in to your Trello account.
- Click "Create" and select "Create Board."
- Name it "**Campus Event App - Sprint Planning**".

2. Create the Workflow Lists:

- You will start with a default "To Do" list. Rename this list to "**Product Backlog**".
- Create the following new lists to the right of "Product Backlog":
 - **Sprint Backlog**
 - **In Progress**
 - **Testing**
 - **Done**
- Your board should now look like this, from left to right:
[Product Backlog] → [Sprint Backlog] → [In Progress] → [Testing] → [Done]

3. Enable Power-Ups (Optional but Recommended):

- Click "Show Menu" on the right side of the board.
- Select "Power-Ups".
- Search for and enable "**Card Repeater**". This will be useful for creating template cards for user stories later.

Phase 2: User Story Creation & Backlog Populating (10 Minutes)

Goal: Brainstorm and capture the app's features from the user's perspective.

1. Understand the User Story Format:

You will write all features using this template on Trello cards:

As a [type of user], I want to [action], so that [benefit].

2. Create Your First Cards:

- In the "Product Backlog" list, click "Add a card."
- For the title, write a user story. Use the examples from the scenario and create your own.

3. Brainstorm and Populate the Backlog:

- **Spend 8 minutes** creating as many user stories as you can. Focus on different users: **Students, Event Organizers, and maybe Campus Administrators.**
- **Pro Tip:** Use the "Card Repeater" Power-Up to create a template card with the "As a... I want... so that..." format in the description. Then you can easily duplicate it for each new story.

Example User Stories for Your Backlog:

- **For Students:**
 - As a student, I want to see a list of today's events, so I can plan my day.
 - As a student, I want to search for events by keyword or category, so I can find things I'm interested in.
 - As a student, I want to RSVP to an event, so the organizer knows I'm coming.
 - As a student, I want to get a push notification reminder for events I've RSVP'd to, so I don't forget.
 - As a student, I want to share an event link with my friends via text or social media, so we can go together.
 - As a student, I want to see event recommendations based on my interests, so I can discover new things.
- **For Event Organizers:**
 - As an event organizer, I want to create a new event with a title, description, date, and time, so I can advertise it.
 - As an event organizer, I want to see how many people have RSVP'd to my event, so I can estimate attendance.
 - As an event organizer, I want to edit or cancel my event, so I can manage changes.

Phase 3: Backlog Prioritization with MoSCoW (10 Minutes)

Goal: Decide what is most important to build first by prioritizing the user stories in your Product Backlog.

1. Understand the MoSCoW Method:

- **M - Must have:** Critical for the first release. The product cannot ship without these.

- **S - Should have:** Important but not vital. Could be delayed if necessary.
- **C - Could have:** Desirable but less important. Nice-to-have features.
- **W - Won't have (this time):** Agreed to not be in this sprint. The lowest priority.

2. Apply Labels in Trello:

- On your board, click the "Labels" button on the right-side menu.
- Create four labels named and colored as follows (suggested colors):
 - Must Have (Red)
 - Should Have (Orange/Yellow)
 - Could Have (Green)
 - Won't Have (Blue)

3. Prioritize Each Story:

- **Spend 8 minutes** reviewing each card in your "Product Backlog."
- For each card, ask: "Is this critical for a basic, functional app?"
- Apply the corresponding MoSCoW label to every single card.
- **Drag and drop the cards within the "Product Backlog" list** to order them by priority: **Must Haves at the top**, then Should Haves, then Could Haves.

Example Prioritization:

- **Must Have:** *See today's events, Search for events, RSVP to events, Create a new event.*
- **Should Have:** *Get a reminder notification, See RSVP count.*
- **Could Have:** *Share events with friends, Get personalized recommendations.*
- **Won't Have:** *Integration with campus GPA system, Advanced analytics for organizers.*

Phase 4: Sprint Planning (5 Minutes)

Goal: Commit to a set of work that the team believes it can complete in the upcoming sprint (simulated as 2 weeks).

1. Define Your Sprint Goal:

- As a team, agree on a one-sentence objective for this sprint.
- **Example Sprint Goal:** "Create a basic, functional app that allows students to find events and organizers to create them."

2. Select Stories for the Sprint:

- Look at the top of your prioritized "Product Backlog."
- As a team, decide how many of the "**Must Have**" and maybe a few "**Should Have**" stories you can realistically build, test, and deliver in a two-week period.
- **Drag the selected cards from the "Product Backlog" list to the "Sprint Backlog" list.**

3. Confirm Your Commitment:

- The "Sprint Backlog" list now represents your team's official plan for the next two weeks. Every member should be confident they can complete the work in this list.