

Backlog Refinement Guide

Attendees: The Scrum Team, including shared resources and Subject Matter Experts if needed

Duration: 1–4 hours, depending on the Sprint length

Frequency: Once per Sprint, usually after the midpoint of the Sprint

Objective: Inspect and Adapt the Product Backlog and PBIs to ensure targeted PBIs are ready for the next Sprint

Topics covered:

- PO presents the ordered backlog and identifies PBIs they'd like in the next Sprint
- Development Team asks questions and requests additional details if needed
- Any PBI that has enough information is sized by the Development Team in the session

Output:

- List of PBIs for clarification and the questions that need to be answered

The Scrum Master ensures the event takes place and is well-facilitated. Scrum Master also ensures the timebox is adhered to.