Sprint Planning Guide

Attendees: Scrum Team, including shared resources

Duration: 2–8 hours, based on the Sprint length

Frequency: Once per Sprint; first day of the Sprint

Inputs for Successful Planning

- Ordered (Prioritized) Product Backlog

- What was completed in the last Sprint/Product Increment

- Past performance of the Development Team (Velocity)

- Development Team capacity for the Sprint

Topics for Planning Discussion

- What will be done in this Sprint?

Product Backlog Items (PBIs) to select from the Product Backlog to create a Product Increment.This is solely the decision of the Development Team.

The selected PBIs influences the Scrum Team in defining the Sprint Goal.

- How to do the selected work to get it done?

Knowing the Goal, the Development Team decides how to build the functionality into a "Done" Product Increment.

The Development Team defines the tasks it needs to complete the Product Increment; tasks are decomposed into small pieces of a day or less.

Outcomes of Successful Planning

- Sprint Goal and what will be completed (PBIs)

- How the work will be done (Plan)

- Sprint Backlog