Sprint Plan Document

At the end of your team's sprint planning meeting, the team needs to turn in a sprint plan. This document needs to be typewritten and have the following elements:

# Heading

Document name ("Sprint {number} Plan"), team number & section, Team members & Ids and sprint start &completion date.

# Goal

Short, 1-2 sentence description of the high-level goal(s) for the sprint.

# Task listing, organized by user story

This section lists the user stories, in priority order from most important (top) to least important (bottom). Within each user story, there needs to be a list of tasks required to implement the user story, along with the time estimate for each tasks. This should look like:  
  
*User story 1 ("As a {user role}, I want {goal} [so that {reason}]")  
Task 1 description (time estimate for task 1)  
Task 2 description (time estimate for task 2)  
...  
Task N description (time estimate for task N of user story 1)  
Total for user story 1: XX hours  
  
User story 2  
Task 1 description (time estimate for task 1)  
Task 2 description (time estimate for task 2)  
...  
Task N description (time estimate for task N of user story 2)  
Total for user story 2: YY hours  
  
...  
  
User story M  
Task 1 description (time estimate for task 1)  
Task 2 description (time estimate for task 2)  
...  
Task N description (time estimate for task N of user story M)  
Total for user story M: ZZ hours*

# Initial task assignment

A list of each team member and their first user story and task assignment. This should look like:  
*Team member 1: user story, initial task  
Team member 2: user story, initial task  
...  
Team member N: user story, initial task*

# Initial burndown chart

A graph giving the initial burndown chart for this sprint should be posted next to the team's scrum board.

# Initial scrum board

Also known as a task board, the scrum board is a virtual board in you agile project management tool. This board has at least four columns, titled user stories, tasks not started, tasks in progress, and tasks completed. User stories and the tasks for this sprint should be placed in the user stories, tasks not started, and tasks in progress columns. Tasks associated with a user story should be placed in the same row as the user story. Include a screen shot of your initial scrum board in this section.

# Scrum times

List the days and times during the week when your team will meet and conduct Scrum meetings.