

# TWO WEEK SPRINT TIMELINE ACTIVITIES

## TIMELINE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY			
1		2		3		4		5		6		7		8		9		10			
DAILY SCRUM/STANDUP MEETING OCCURS DAILY AT THE SAME TIME, SAME PLACE. 15 MINUTE TIMEBOX.																					
PLANNING MEETING T.1		STORY WORKSHOP								PRODUCT BACKLOG REFINEMENT								BACKLOG PRIORITIZATION		REVIEW MEETING	
PLANNING MEETING T.2																				RETROSPECTIVE	
SETTING THE FORECAST																					

## ACTIVITY DETAILS

CURRENT SPRINT						FUTURE SPRINT						CURRENT SPRINT					
WHAT	PLANNING MEETING TOPIC 1		PLANNING MEETING TOPIC 2		SETTING THE FORECAST		STORY WORKSHOP		PRODUCT BACKLOG REFINEMENT		BACKLOG PRIORITIZATION		REVIEW MEETING		RETROSPECTIVE		WHAT
WHO	PRODUCT OWNER		SCRUMMASTER		PRODUCT OWNER		PRODUCT OWNER		PRODUCT OWNER		PRODUCT OWNER		TEAM		SCRUMMASTER		WHO
WHEN	1		1		1		2-5		6,7,8		9		10		10		WHEN
HOURS	Sprint Start		Sprint Start		Sprint Start		First Week of Every Sprint		Sprint Week Two		Middle of Sprint Week Two		Sprint End		Sprint End		HOURS
PEOPLE	2 HOURS		2 HOURS		AFTER MEETING 1 & 2 EMAIL OR IN PERSON		VARIES BY PROJECT		1-6 HOURS (10%)		VARIES: 1-3 HOURS		1 HOUR*		1.5 HOURS*		PEOPLE
ACTIONS	Team, Product Owner, ScrumMaster		Team, Product Owner, ScrumMaster		Product Owner, Stakeholders		Product Owner, Stakeholders		Team, Product Owner, ScrumMaster		Product Owner, Stakeholders		Team, Product Owner, ScrumMaster, Stakeholders		Team, ScrumMaster, Product Owner		ACTIONS
OUTPUT	The product owner presents to the team the high priority (high value, high risk) stories in the product backlog. Team members ask clarifying questions and the acceptance criteria is communicated.  Sprint officially starts at the end of this meeting.		The Team decomposes the high priority stories, as described by the product owner, into tasks and estimates them in hours.  The team forecasts/commits to the work. The sprint backlog is built.		The product owner communicates commitment to stakeholders at end of planning meeting 2. Typically done via email or in personal conversation.		The product owner works with the stakeholders to generate user stories.  Product owner & stakeholders review product backlog and add / update / modify new and existing stories as needed.		The product owner spends ~10% of team capacity to review details, estimates, and order of items in the Product Backlog. This is an ongoing process in which the Product Owner and the Development Team collaborate on the details of Product Backlog items.		The product owner reviews the updated product backlog with the stakeholders.  Product owner & stakeholders review and prioritize backlog items.		The stakeholders sit with the team, ScrumMaster and product owner to review the functionality delivered in the sprint.  Changes may come out of this meeting for the next sprint.		The team identifies what worked and what didn't work, and what to improve for the next sprint. The ScrumMaster facilitates the meeting.  The team adjusts itself accordingly.		OUTPUT
	User stories and acceptance criteria		Committed sprint backlog and Scrum board initialized with tasks for the sprint.		Agreement on path forward.		Clarification on stories in the product backlog, updated priority.		Updated product backlog, estimated by the team.		Revised product backlog priority and release plan.		Customer acceptance of the work presented and demonstrated by the team.		Items for improvement for the team to implement in future sprints.		