

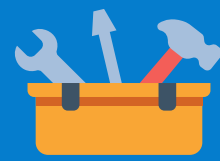
# Cheat Sheet: Lead Planning Poker

Sample language for Scrum Masters

## Prep & Welcome

- Open your choice of tool. Options:  
<https://www.scrumpoker-online.org/en> or  
<https://www.planitpoker.com/> or  
<https://scrumpy.poker/> or  
<https://bit.ly/3NV9ImX>
- Get the team into the tool.
- Say, "Welcome Team! Let's estimate the first story using Planning Poker! I'll turn it over to our Product Owner to read the first story."

STEP  
01



STEP  
02



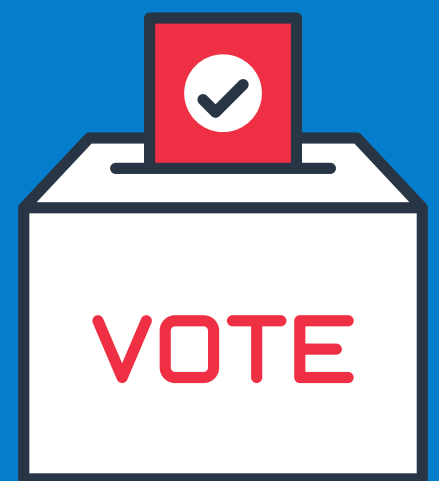
## Questions

"Any questions for our Product Owner on this first story? Discussion?"

## Vote

- "Ok, Team, time to vote! This will be anonymous voting so we don't influence each other. We'll use [NAME OF TOOL YOU CHOSE]. Here's the link again in chat. I'll give you time to get on there."
- Wait, then give instructions on how to use the tool.
- "Ok! On your mark, get set, vote!"

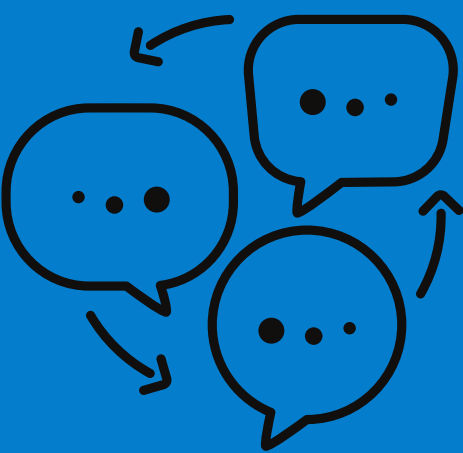
STEP  
03



STEP  
04

## Discuss

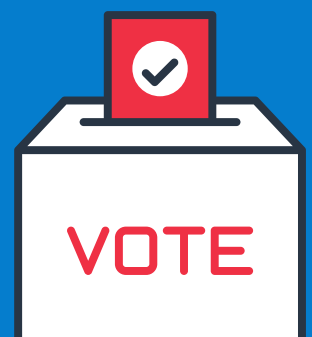
- "Ok, let's discuss! We're going to hear from the lows and the highs. Let's start with the highs. Tell us why you voted how you voted."
- (Discuss)
- "Ok, now let's hear from the people who voted low. Tell us why you voted how you voted." (discuss)



## Re-Vote

"Now that we've discussed, let's vote again. We'll see if we come any closer."

STEP  
05



06

## Repeat

Repeat 'til Team reaches consensus. If they don't after the second vote, ask them if they're willing to go with the majority. CAUTION: Ask, don't assume.

