

Cheat Sheet: Lead Sprint Planning

Your cheat sheet to leading Sprint Planning with confidence

Close old sprint

- Open Jira, share your screen.
- "Let's make sure the old sprint is closed. I'm just checking now."

STEP
01



STEP
02

Establish capacity

"Let's talk capacity, so we know how to plan. "Who's going to be out or not available in the coming sprint? When?"

Refine stories

- "Ok, so how Sprint Planning is going to go, is, for each story, we'll make sure it meets our definition of "Ready."
- So, 1-it's in user facing format, 2-it has acceptance criteria, and 3-you've had a chance to ask the PO questions about it, and 4-it has an estimate.
- Let's start with the first story."

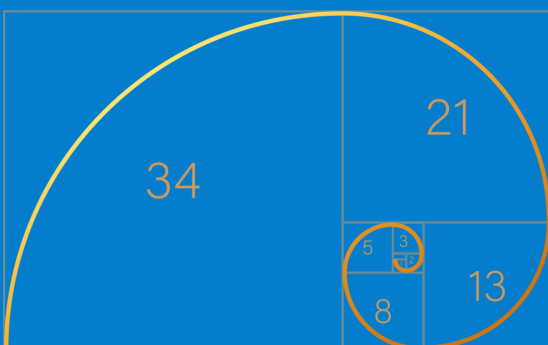
STEP
03



STEP
04

Refine, including estimate each story 1 by 1

Lead the team in them in estimating each story. Use Fibonacci & Planning Poker



Pull into sprint

- "Ok! Now that we've refined the top 4 or 5, let's start pulling them into the sprint
- I'll just drag the top 3 or so that we just estimated into the sprint."
- "Ok, Jira is telling is that's X # of story points. Based on our past velocity, is that about the right number of points, too many or too few?"

STEP
05



STEP
06

Ask (Don't assign), then set sprint goal

- "Ok, who wants to work the 1st story?" (wait for volunteer to pull). "Who wants to work the 2nd?" etc.
- "So PO and Team, what do we feel is a good goal for this sprint?" (they say)
- "Ok, I'm starting the sprint in Jira and typing in our goal."

