**SPRINT PLANNING**

Template and Checklist

Read our full 5-step guide to master sprint planning at: plan.io/blog/sprint-planning

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**WHAT IT IS**

While Agile development is more of a mindset than a methodology, checklists can help guide your thinking as you plan and execute sprints.

Think of this as less of a “you must do this” guide, and more like a reminder of the steps you should take as you plan your sprints. Modify and adapt as necessary.

**SPRINT PLANNING PREP**

A few days out from the actual sprint planning meeting:

- Review product roadmap and vision.
- Ask team members to update boards and focus on moving tickets to done.
- Run sprint review and retrospective.

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**SPRINT PLANNING MEETING**

- Ensure your entire team is present for the meeting.
- Start video call for remote team members.
- If needed, clean up old board(s) with team by checking status of open tickets.
- Discuss spill-overs: Should these be continued or dropped? Move any spill-over tasks into the right buckets.
- Set the stage with product and market updates.
- Define the sprint goal.
- Create a “new sprint” in Planio.
- Discuss the goal and team’s capacity:
  - Is this realistic? If not, can the team lower the scope?
  - Worst case scenario the product owner needs to come up with a new sprint goal.
- Groom product backlog: Make sure every user story has a clear priority, is fully formed, and up-to-date with context and estimates.
- Choose sprint goal.
- Create a sprint backlog of enough user stories to fill 2 sprints.
- Discuss proposed sprint backlog: Let the team pick user stories and tasks that match the sprint goal and capacity.
- Discuss the definition of “done”.
- Break down each user story into individual tasks:
  - Make sure each task has as much information as possible.
- Ask whether the scope of work leaves time for unexpected issues.
- Ask if the scope of work leaves space to tackle bugs and technical debt.
- Move sprint backlog of decided-upon user stories and associated tasks into the Planio sprint board.
- Get verbal confirmation from the team that they know what to do.
- Set up due dates and times for future scrum meetings.

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Want to learn more about Agile project management and sprint planning? Check out the Planio blog for more resources.

And if you need a project management tool used and loved by Agile development teams from around the world, check out Planio. Try Planio for free for 30 days (no credit card needed).