

Sprint Planning Guide

 The purpose of sprint planning is to define what can be delivered in the sprint and how that work will be achieved. Sprint planning is done in collaboration with the whole scrum team.

Overview

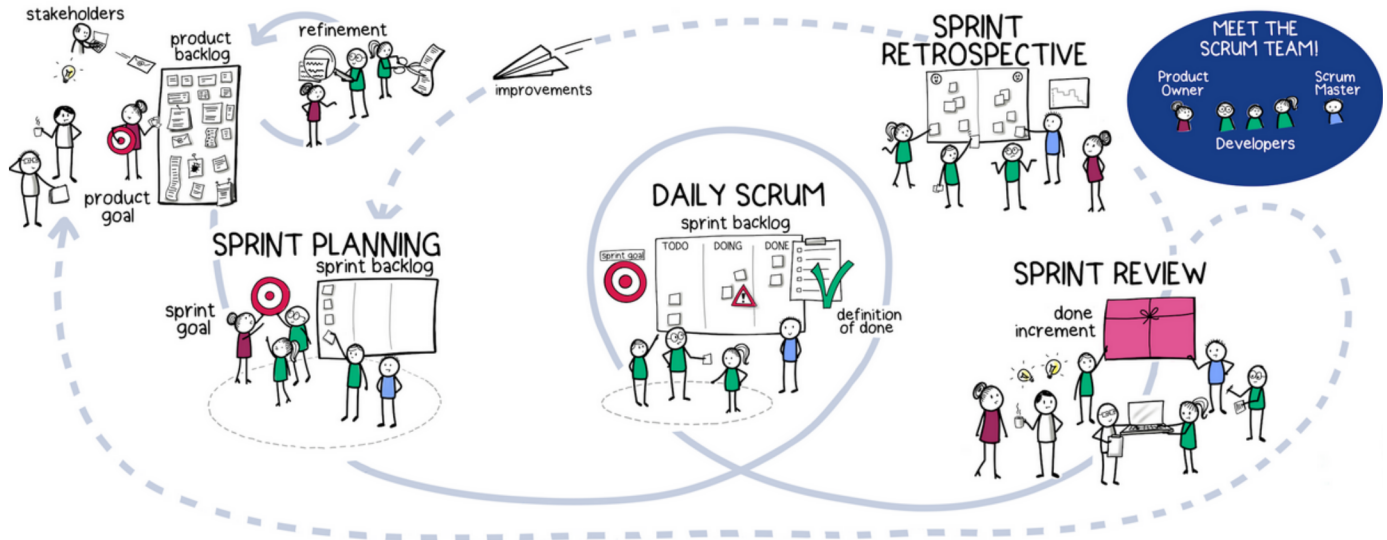
In this guide we'll focus on two main components of the Scrum framework:

- The Backlog Grooming Session
- The Sprint Planning Session

We'll also cover (in less detail) Daily Standups or Daily Scrums and Review and Retrospective Sessions.

Some Scrum context is useful when reading this guide. If you don't know much about Scrum or sprint planning, don't fret. This [handy section](#) provides definitions and references for basic Scrum terminology.

The diagram below illustrates the full Scrum framework.



Courtesy of Scrum.org

Scrum for All

Although prevalent in software development, the Scrum framework is great for other industries such as marketing, HR, and operations.

The reason for this is simple! All teams can benefit from what Scrum has to offer-iterative structure, adaptability, transparency and ongoing feedback. So whether you're in development or not, this process can work for you.

We all have projects to complete, right? Simply put, Scrum helps us get things done by breaking those projects up into short, manageable iterations or sprints.

Backlog Grooming Session

What is it?

The Backlog Grooming or Refinement Session is essentially the “meeting before the meeting”. With the second meeting being the Sprint Planning Session. The Backlog meeting is not necessary in all environments but is implemented here at Prime Lab for software development.

Why is it important?

The pre-meeting allows for a more seamless Sprint Planning Session and saves a ton of time! Mainly because one of the primary items needed for the sprint planning meeting is the Sprint Backlog.

Attendees

Product Manager, Product Owner, Scrum Master, Team Lead(s)

Agenda Items

- Strategy review
- Unfinished tasks
- New list items
- Prioritization of tasks/items
- Discussion of risks
- Assessment of team velocity

Deliverable

Sprint Backlog



Backlog Grooming in Software Development

If you're in development, gear up with the following items before your meeting!

1. Epics
2. User Stories
3. Product MVP features
4. High-Level Designs
5. Wireframes



For more information please read the full description of the [Backlog Grooming Meeting \(Development\) at Prime Lab](#), presented by our Engineering Consultant Lead.



Sprint Planning Session

What is it?

The Sprint Planning Session helps initiate the start of the sprint and answer the key questions of *what* and *how*. What will be built during the sprint and how will it be built? The planning session also gives the team the opportunity to define the sprint goal and refine the Sprint Backlog.

Why is it important?

This session promotes calculated and thorough planning which is essential when navigating through an upcoming sprint. It also minimizes surprises and fosters a focused project execution!

Attendees

Product Owner, Scrum Master, Team Lead(s), All Team Members

Agenda Items

- Retrospective recap
- Product and market updates
- Definition of the sprint goal
- Discussion of velocity and capacity
- Sprint backlog high priority items
- Recap and action items

Deliverables

- Sprint Goal
- Refined Sprint Backlog



Daily Standups

Standups or Scrums provide a daily window of time for team members to prepare for the next day by sharing their achievements and blockers while working on a respective project. Standups may not always go by that name, or happen everyday, but they are identified as being short, high-energy meetings. These quick sessions should involve the entire team including product owners and scrum masters. It's recommended that each member go into the Standup knowing what they would like to share and keep conversations relevant and streamlined.



Review and Retrospective Sessions

Review Sessions allow the team to demo what they've been working on before its moved to production. It's a time to refine the product backlog by discussing what was done and what wasn't. The Review Session is comparable to a *show and tell* where the team can make observations and asks questions about the work that has taken place. Frequent demos allow for small mistakes to be caught early on before they become major headaches!

Finally, **Retrospective Sessions** are a time to reflect and share what went well during the sprint and what needs to be improved. Everyone involved should attend the Retrospective Session. The meeting administrator can determine which time period will be examined and set a

positive judgement-free tone for the session. This is important to avoid overly focusing on the negatives or the things that went wrong during the sprint. The Retrospective concludes with identifying what will be improved for the next sprint and any necessary action items and responsible parties.

Comments are always welcome! Please provide any questions or suggestions below to improve the Sprint Planning experience for everyone at Prime Lab.