

Sprint Planning

Cheat Sheet

CEREMONY STRUCTURE

The Meeting Flow

- Open with sprint goal framing (5 min)
- Review refined backlog top items
- Capacity check — who's in, who's out
- Story selection + point estimation
- Break stories into tasks if needed
- Commit to sprint goal as a team
- Close: confirm board is ready

REQUIRED INPUTS

Come Prepared With

- Refined backlog (top 1.5x capacity)
- Team capacity in points or hours
- Previous velocity (3-sprint avg)
- Known absences / holidays
- Unresolved impediments from last sprint
- Stakeholder priorities updated
- Definition of Done confirmed

EXPECTED OUTPUTS

Leave With These

- Sprint goal — one clear sentence
- Committed sprint backlog
- Stories accepted by the team
- Tasks created for Day 1 work
- Board updated and visible
- Team confidence: 7+/10
- No ambiguous acceptance criteria

RECOMMENDED TIMING — 2-WEEK SPRINT (SCALE FOR 4-WEEK: DOUBLE EACH BLOCK)

	5m
SPRINT GOAL FRAME	
	15m
CAPACITY REVIEW	
	45m
STORY SELECTION	
	30m
ESTIMATION	
	20m
TASK BREAKDOWN	
	5m
COMMITMENT CLOSE	

QUESTIONS A GREAT SCRUM MASTER ALWAYS ASKS

BEFORE THE MEETING

- ? Is the backlog refined enough to plan from?
- ? Do we have 3-sprint velocity data?
- ? Are all stories under 8 points?
- ? Is the DoD still accurate?

DURING THE MEETING

- ? Does everyone understand this story?
- ? What's the acceptance criteria — exactly?
- ? Are we over-committing again?
- ? Does the team believe in this goal?

CLOSING THE MEETING

- ? Is the board ready for Day 1?
- ? Any blockers we can resolve now?
- ? Confidence level — honest number?
- ? What's our sprint goal in one sentence?

ANTI-PATTERNS TO AVOID

Warning Signs

- Planning unrefined stories on the spot
- Committing to more than 80% capacity
- Skipping the sprint goal entirely
- PO dictating, not collaborating
- Estimation by the loudest voice
- Carryover as default first item
- Meeting ending without team buy-in

ESTIMATION QUICK GUIDE

Point Reference

- **1pt** — Trivial, under 2 hours
- **2pt** — Simple, well-understood
- **3pt** — Small, minor unknowns
- **5pt** — Medium, some complexity
- **8pt** — Large, needs breakdown
- **13pt** — Too big. Split it.
- **Rule:** If it's 13+, don't plan it

DEFINITION OF DONE CHECKLIST

Story is Done When...

- All acceptance criteria met
- Code reviewed and merged
- Unit tests written and passing
- QA sign-off received
- Documentation updated if needed
- No known bugs introduced
- PO has accepted the story