

RefineM

Best Practices for Sprint Planning

NK Shrivastava, PMP, RMP, ACP, CSP, SPC4
CEO/Enterprise Agile Coach - RefineM

Agenda

1. Introduction
2. Why Sprint Planning?
3. Duration of Sprint Planning
4. Best Practices Before the Meeting
5. Best Practices During the Meeting
6. Best Practices After the Meeting
7. Quiz – Winner will get a RefineM prize!
8. Summary / Q&A

RefineM's Virtual Lunch & Learn

This is a monthly webinar delivered during the lunch hour in the first week (Thursdays) of every month.

It's designed to help you learn while you eat lunch, providing a relaxed environment to enhance your experience.

The monthly webinars will cover a variety of Project Management / Agile topics.

Level Setting

What do you expect from this webinar?

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What's New at RefineM

Upcoming Free Webinar	Date
Slicing and Dicing User Stories – <i>on ProjectManagement.com</i> https://www.projectmanagement.com/webinars/790474/slicing-and-dicing-user-stories	Aug 18

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Survey Question

Does your team conduct sprint planning?

- A. Yes – we conduct sprint planning for every sprint.
- B. Sometimes – For some sprints, not all
- C. No – We don't conduct sprint planning at all.

Answer on **Menti.com**

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Sprint Planning Terminology

1. **Sprint** – a time-box of typically 2-4 weeks during which the scrum team completes a specified set of work and makes it ready for review
2. **Sprint Planning** – the first event in scrum that officially kicks off the sprint
3. **Product Backlog** – a prioritized list of work for the development team to create for the product; Most important items are placed at the top.
4. **Sprint Backlog** – a list of work items the dev team plans to complete in a given sprint
5. **User Story** - Brief description of a specific functionality a user needs (e.g. As an online shopper, I need the ability to save items to a wishlist so I can revisit my choices later.)
6. **Story Points** - Unit to measure size and effort associated with a particular story

Why Sprint Planning?

The primary objective of sprint planning is for the team to agree on what the sprint goal is and what work will be performed during the sprint.

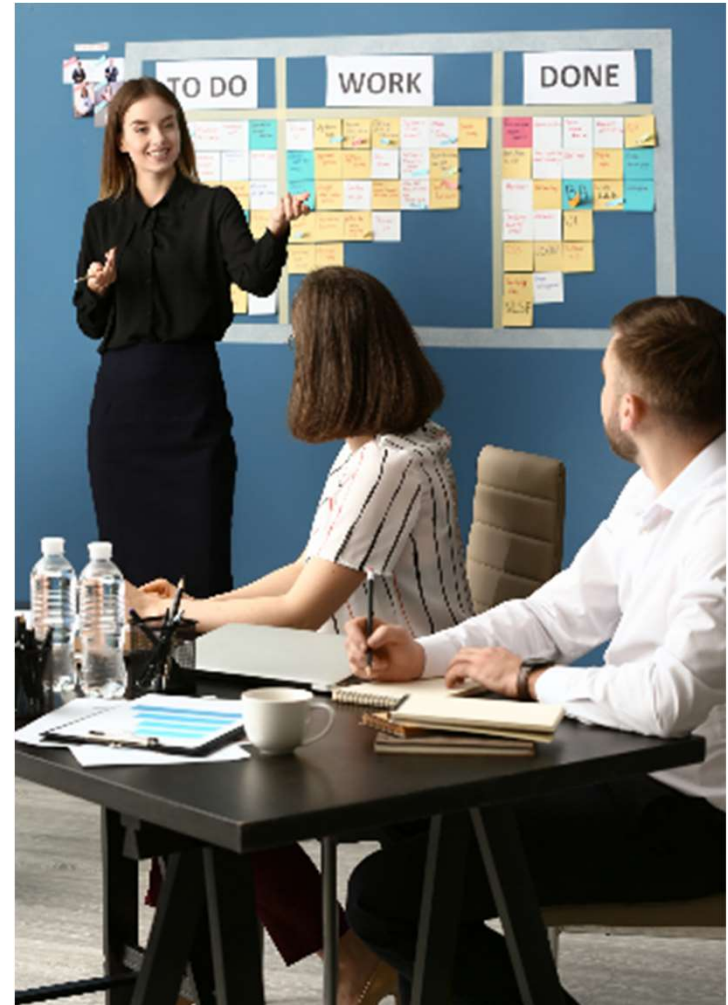
The sprint planning meeting should address these three questions:

1. **Why** is this sprint valuable? Or **What** is the goal of the sprint?
2. **What** can be DONE (committed work) in this sprint?
3. **How** would the committed work get done?



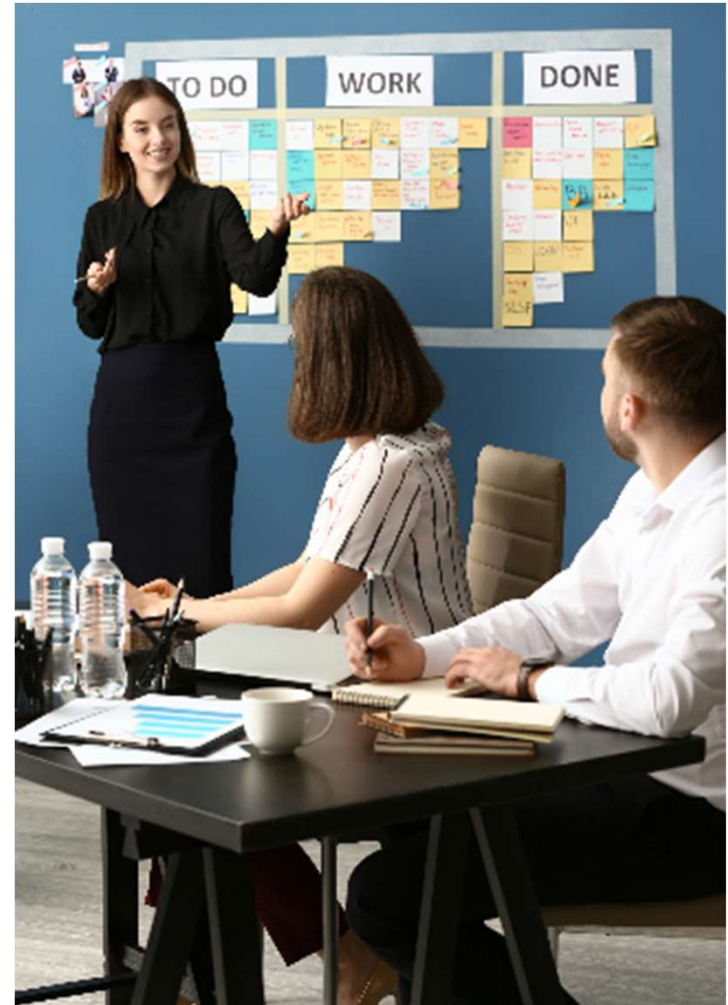
Best Practices – Before Sprint Planning

1. Timebox the Sprint Planning. Max 4 hours for a 2-week sprint. Typically, it will be 1-2 hours.
2. Work with the Product Owner to make sure the backlog is fully refined and groomed leading into sprint planning.
3. If a backlog item does not meet its Definition of Done (DoD) ready, it should not be included in the sprint.



Best Practices – Before Sprint Planning

4. The team needs to know their velocity and capacity. Ideally, the team should have velocity from the last three sprints.
5. They can get capacity from a tool like [RefineM's Sprint Capacity Planning Sheet](#)
6. Reserve about 20% capacity (from 10-30%) for adhoc/exceptions and potential non-sprint work. Remaining 80% is capacity for meeting the sprint goal.



Best Practices - During the Meeting

1. Team estimates each item and breaks it down into tasks as needed.
2. Team should define the sprint goal (should be 1-2 lines)
3. Ideally, the team should include at least one retrospective action item in the current sprint's backlog.



Best Practices - During the Meeting

4. Determine target velocity based on last 3 sprints and 80% capacity utilization guideline.
5. Create and review the burndown chart and make sure the goal is achievable.
6. Refine the sprint goals based on target velocity and burndown, as needed.
7. Update the sprint backlog in the tool.
8. Document decisions.



Best Practices - After the Meeting

1. Team uses “pull” method to pick stories from the top of the sprint backlog and start working on one story at a time.
2. Each team member should report progress on his/her story in real time, or at least daily.



Survey Question

What is something new you learned about sprint planning from today's webinar?

Go to [menti.com](https://www.menti.com) to answer

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Quiz

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 1. Agile Fundamentals, or
 2. Project Management Fundamentals

Next Lunch and Learn

[Slicing and Dicing User Stories – delivered on ProjectManagement.com](#)

- *How do you make user stories small and independent?*
- *What are the ways to slice and dice user stories?*
- *How do you know you've done it effectively?*



Thursday, August 18, 12:00 PM Central

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1. Log in to ccrs.pmi.org and **Click** on “Report PDUs” link.
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PDU Claim Code	39904LAAIM
Activity Name	<i>“Best Practices for Sprint Planning”</i>
Provider	“RefineM LLC”
Date Started/Completed	July 14, 2022
Contact Person	NK Shrivastava
Contact Phone	(417) 763-6762
Contact Email	Trainings@RefineM.com
PDUs	1.00 Technical.

3. **Check** “I agree this claim is accurate” box and then **Submit**.

**Please claim your PDU by end of July 2022.
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<u>Project Management Fundamentals</u>	Aug 09
<u>Recipe to Deliver Projects Successfully</u>	Aug 12
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Questions?

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