

Focus on WHAT



Goal or output:

Define Sprint goal & Selected Product Backlog: this includes selected backlog items, acceptance tests for next Sprint, clarified requirements

Time box: max. 1 hour (1-week Sprint), 2 hours (2-week Sprint), etc.

Agenda

- ☐ PO presents to the team the backlog items based on the highest priority and value
- ☐ PO and Dev. Team review and clarify each item
- ☐ Large User Stories are broken down as necessary
- ☐ Opened questions are solved and more details such as content, acceptance criteria, ... are added to each Item/User Stories
- ☐ The Dev. Team decides how many backlog items can be selected for the Sprint
- ☐ The goal of the Sprint is defined

Rules

- ☐ Time-box: 2 hours for 2-week Sprint, proportionally less for shorter Sprints
- ☐ Backlog items are prioritized by PO
- ☐ No Story should be bigger than two days
- ☐ PO points out any changes to the backlog items
- Questions from the Dev. Team have to be resolved

Common mistakes

- 1 The product backlog is not ready for planning
- 2 The backlog is not kept up-to-date by the PO
- 3 The User Stories lack information such as:
The role is not clear enough (ex: user)
Don't explain or just PO needs this feature
Reason and business value are missing

Tip for Team

- ☐ Ensure that the User Stories are ready
- ☐ Should discuss the User Stories at least one with the PO
- ☐ Clearly emphasize what information you need
- ☐ Ask the PO until you understand the whole User Story
- ☐ Support PO to prioritize the User Stories

Tip for PO

- ☐ Present the User Story and acceptance criteria
- ☐ Highlight the benefit of story
- ☐ Tell the Dev. Team the user's goal
- ☐ Indicate what you don't expect/ need
- ☐ Let the Dev. Team tell you what they have understood in their own words
- ☐ Show functional dependencies