

Sprint Planning Checklist

Prepare for Sprint Planning with the whole Scrum Team: Product Owner, Scrum Master and Developers. In Scrum, a Sprint is a fixed period of one month or less.

Before planning

- The Product Owner brings the most important backlog items and explains how they support the Product Goal.
- Check availability, leave, support work and other commitments that affect capacity.
- Make dependencies, unanswered questions and known risks visible.
- Have the team's Definition of Done available so quality is part of the discussion.

During planning

- The whole Scrum Team agrees a Sprint Goal that explains why this Sprint is valuable and supports the Product Goal.
- Discuss what can be completed. In Scrum, Developers select the work through discussion with the Product Owner.
- Plan how to deliver it. Developers decide the approach and create the delivery plan.
- Invite concerns before agreeing the forecast. Ask: What are we assuming, and what might we need to change?

Before finishing

- Read back the goal, selected items and delivery plan. Together these form the Sprint Backlog.
- Check that everyone can find the plan and knows how to raise a blocker.
- Record follow-up actions and who will take them. Make space for quieter voices to contribute.

The Sprint Goal is the commitment. The selected work is a forecast that can be adapted as the team learns. Avoid turning capacity or estimates into individual performance targets.

Planning lasts at most eight hours for a one-month Sprint; it is usually shorter for shorter Sprints. Developers in Scrum means the people creating the usable product, not only programmers. The practical prompts here support planning; Scrum does not require this checklist.

Scrum reference: scrumguides.org/scrum-guide.html

A completed planning record

Fictional example: a small team is improving workshop registration on a learning website. The plan below illustrates a discussion, rather than a prescribed amount of work.

Product Goal and Sprint Goal

Product Goal: make workshop booking straightforward and reliable.

Sprint Goal: help visitors register and receive clear confirmation that their place is booked.

Capacity and commitments

Two-week sprint. One developer has two days of leave, and the team has ongoing support duties. The team chooses a smaller forecast based on this availability and its recent experience.

Selected work and approach

- Build the registration form with understandable validation messages.
- Show a confirmation page and send the booking email.
- Test the full registration journey, including keyboard use and failure cases.

The team will first check the email service, then deliver a small version of the complete journey. Testing and review are included in the plan.

Quality and dependencies

Use the team's existing Definition of Done. Confirm workshop details before publishing. The email service is a dependency; investigate its test environment at the start of the sprint.

Risk and follow-up

Risk: delayed email access could affect confirmation testing.

Action: the developer investigating email will check access on day one and raise a blocker immediately if needed.

Work left out

Calendar invitations and a redesigned events page are left for later. If the plan becomes unrealistic, the team will discuss scope with the Product Owner while protecting the Sprint Goal.

Your planning record

Complete this with the team. Keep the delivery plan in the place you normally work and use this page to capture the key decisions.

Sprint dates and Scrum Team participants

Sprint Goal and connection to the Product Goal

Availability and other commitments

Selected items and link to the delivery plan

Quality checks and Definition of Done

Dependencies and risks

Follow-up actions and people responsible

Work left out and reason
