

TWO WEEK SPRINT TIMELINE ACTIVITIES

TIMELINE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY			
1		2		3		4		5		6		7		8		9		10			
DAILY SCRUM/STANDUP MEETING OCCURS DAILY AT THE SAME TIME, SAME PLACE. 15 MINUTE TIMEBOX.																					
SPRINT PLANNING T.1*		STORY WORKSHOP								PRODUCT BACKLOG REFINEMENT						BACKLOG PRIORITIZATION		SPRINT REVIEW			
SPRINT PLANNING T.2*																				RETROSPECTIVE	
SETTING THE FORECAST																					

ACTIVITY DETAILS

CURRENT SPRINT			FUTURE SPRINT			CURRENT SPRINT	
WHAT	SPRINT PLANNING TOPIC 1*	SPRINT PLANNING TOPIC 2*	SETTING THE FORECAST	WHAT	STORY WORKSHOP	PRODUCT BACKLOG REFINEMENT	BACKLOG PRIORITIZATION
WHO	PRODUCT OWNER	DEVELOPERS	PRODUCT OWNER	WHO	PRODUCT OWNER	PRODUCT OWNER	PRODUCT OWNER
WHEN	1	1	1	WHEN	3	8	9
HOURS	Sprint Start	Sprint Start	Sprint Start	HOURS	Middle of Sprint Week One	Middle of Sprint Week Two	Middle of Sprint Week Two
PEOPLE	2 HOURS*	2 HOURS*	AFTER SPRINT PLANNING, EMAIL OR IN PERSON	PEOPLE	VARIES: 1-3 HOURS	VARIES: 1-6 HOURS	VARIES: 1-3 HOURS
ACTIONS	Team, Product Owner, Scrum Master	Team, Product Owner, Scrum Master	Product Owner, Stakeholders	ACTIONS	Product Owner, Stakeholders	Team, Product Owner, Scrum Master	Product Owner, Stakeholders
ACTIONS	The Product Owner presents to the team the high priority stories in the Product Backlog. Developers ask clarifying questions and the acceptance criteria is communicated. The Scrum Master Facilitates. Sprint officially starts with this meeting.	The Developers decompose the high priority stories, as described by the Product Owner, into tasks and estimates them in hours. The Scrum Master Facilitates. The team forecasts/commits to the work. The Sprint Backlog is built.	The Product Owner communicates commitment to stakeholders at end of Sprint Planning. Typically done via email or in personal conversation.	ACTIONS	The Product Owner works with the stakeholders to generate user stories. Product Owner & stakeholders review product backlog and add / update / modify new and existing stories as needed.	The Product Owner reviews details, estimates, and order of items in the Product Backlog with the Developers. This is an ongoing process in which the Product Owner and the Developers collaborate on the details of Product Backlog items.	The Product Owner reviews the updated Product Backlog with the stakeholders. Product Owner & stakeholders review and prioritize Product Backlog items.
OUTPUT	User stories and acceptance criteria.	Committed sprint backlog and Scrum board initialized with tasks for the sprint.	Agreement on path forward.	OUTPUT	Clarification on stories in the product backlog, updated priority.	Updated product backlog, estimated by the team.	Revised product backlog priority and release plan.
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* Official Scrum Guide times may differ. These are my recommendations. See <http://scrumguides.org/> for more information

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