

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		STORY WORKSHOP		PRODUCT BACKLOG REFINEMENT		BACKLOG PRIORITIZATION		SPRINT REVIEW		RETROSPECTIVE		WHAT
WHO	PRODUCT OWNER		DEVELOPERS		PRODUCT OWNER		PRODUCT OWNER		PRODUCT OWNER		PRODUCT OWNER		SCRUM TEAM		SCRUM MASTER		WHO
WHEN	1		1		1		3		8		9		10		10		WHEN
HOURS	Sprint Start		Sprint Start		Sprint Start		Middle of Sprint Week One		Middle of Sprint Week Two		Middle of Sprint Week Two		Sprint End		Sprint End		HOURS
PEOPLE	2 HOURS*		2 HOURS*		AFTER SPRINT PLANNING, EMAIL OR IN PERSON		VARIES: 1-3 HOURS		VARIES: 1-6 HOURS		VARIES: 1-3 HOURS		1 HOUR*		1.5 HOURS		PEOPLE
ACTIONS	Team, Product Owner, Scrum Master		Team, Product Owner, Scrum Master		Product Owner, Stakeholders		Product Owner, Stakeholders		Team, Product Owner, Scrum Master		Product Owner, Stakeholders		Team, Product Owner, Scrum Master, Stakeholders		Team, Scrum Master, Product Owner		ACTIONS
OUTPUT	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.		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.		The stakeholders sit with the team, Scrum Master and Product Owner to review the functionality delivered in the Sprint. Changes may come out of this meeting for the next sprint.		The team identifies what worked and what didn't work, and what to improve for the next Sprint. The Scrum Master facilitates the meeting. The team adjusts itself accordingly.		OUTPUT
	User stories and acceptance criteria.		Committed sprint backlog and Scrum board initialized with tasks for the sprint.		Agreement on path forward.		Clarification on stories in the product backlog, updated priority.		Updated product backlog, estimated by the team.		Revised product backlog priority and release plan.		Customer acceptance of the work presented and demonstrated by the team.		Items for improvement for the team to implement in future sprints.		

