

# 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	WHO	WHEN	WHAT	WHO	WHEN	WHAT	WHO
SPRINT PLANNING TOPIC 1*	PRODUCT OWNER	Sprint Start	STORY WORKSHOP	PRODUCT OWNER	Middle of Sprint Week One	SPRINT REVIEW	SCRUM TEAM
SPRINT PLANNING TOPIC 2*	DEVELOPERS	Sprint Start	PRODUCT BACKLOG REFINEMENT	PRODUCT OWNER	Middle of Sprint Week Two	RETROSPECTIVE	SCRUM MASTER
SETTING THE FORECAST	PRODUCT OWNER	Sprint Start	BACKLOG PRIORITIZATION	PRODUCT OWNER	Middle of Sprint Week Two		
1	1	1	3	8	9	10	10
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
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
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.	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 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.	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.	The stakeholders sit with the team, Scrum Master and Product Owner to review the functionality delivered in the 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.
Sprint officially starts with this meeting.	The team forecasts/commits to the work. The Sprint Backlog is built.		Product Owner & stakeholders review product backlog and add / update / modify new and existing stories as needed.		Product Owner & stakeholders review and prioritize Product Backlog items.	Changes may come out of this meeting for the next sprint.	The team adjusts itself accordingly.
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.
ACTIONS	ACTIONS	ACTIONS	ACTIONS	ACTIONS	ACTIONS	ACTIONS	ACTIONS
OUTPUT	OUTPUT	OUTPUT	OUTPUT	OUTPUT	OUTPUT	OUTPUT	OUTPUT



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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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