

# 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	WHAT	WHAT	WHAT	WHAT	WHAT	WHAT	WHAT
SPRINT PLANNING TOPIC 1*	SPRINT PLANNING TOPIC 2*	SETTING THE FORECAST	STORY WORKSHOP	PRODUCT BACKLOG REFINEMENT	BACKLOG PRIORITIZATION	SPRINT REVIEW	RETROSPECTIVE
WHO	WHO	WHO	WHO	WHO	WHO	WHO	WHO
PRODUCT OWNER	DEVELOPERS	PRODUCT OWNER	PRODUCT OWNER	PRODUCT OWNER	PRODUCT OWNER	SCRUM TEAM	SCRUM MASTER
1	1	1	3	8	9	10	10
WHEN	WHEN	WHEN	WHEN	WHEN	WHEN	WHEN	WHEN
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	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS
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	PEOPLE	PEOPLE	PEOPLE	PEOPLE	PEOPLE	PEOPLE	PEOPLE
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	ACTIONS	ACTIONS	ACTIONS	ACTIONS	ACTIONS	ACTIONS	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.	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.
OUTPUT	OUTPUT	OUTPUT	OUTPUT	OUTPUT	OUTPUT	OUTPUT	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.



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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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