

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		
WHAT	SPRINT PLANNING TOPIC 1*	SPRINT PLANNING TOPIC 2*
WHO	PRODUCT OWNER	DEVELOPERS
WHEN	1 Sprint Start	1 Sprint Start
HOURS	2 HOURS*	2 HOURS*
PEOPLE	Team, Product Owner, Scrum Master	Team, Product Owner, Scrum Master
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.
OUTPUT	User stories and acceptance criteria.	Committed sprint backlog and Scrum board initialized with tasks for the sprint.
WHAT	SETTING THE FORECAST	
WHO	PRODUCT OWNER	
WHEN	1 Sprint Start	
HOURS	AFTER SPRINT PLANNING, EMAIL OR IN PERSON	
PEOPLE	Product Owner, Stakeholders	
ACTIONS	The Product Owner communicates commitment to stakeholders at end of Sprint Planning. Typically done via email or in personal conversation.	
OUTPUT	Agreement on path forward.	

FUTURE SPRINT		
WHAT	STORY WORKSHOP	PRODUCT BACKLOG REFINEMENT
WHO	PRODUCT OWNER	PRODUCT OWNER
WHEN	3 Middle of Sprint Week One	8 Middle of Sprint Week Two
HOURS	VARIES: 1-3 HOURS	VARIES: 1-6 HOURS
PEOPLE	Product Owner, Stakeholders	Team, Product Owner, Scrum Master
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. Product Owner & stakeholders review and prioritize Product Backlog items.
OUTPUT	Clarification on stories in the product backlog, updated priority.	Updated product backlog, estimated by the team.
WHAT	BACKLOG PRIORITIZATION	
WHO	PRODUCT OWNER	
WHEN	9 Middle of Sprint Week Two	
HOURS	VARIES: 1-3 HOURS	
PEOPLE	Product Owner, Stakeholders	
ACTIONS	The Product Owner reviews the updated Product Backlog with the stakeholders.	
OUTPUT	Revised product backlog priority and release plan.	

CURRENT SPRINT	
WHAT	SPRINT REVIEW
WHO	SCRUM TEAM
WHEN	10 Sprint End
HOURS	1 HOUR*
PEOPLE	Team, Product Owner, Scrum Master, Stakeholders
ACTIONS	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.
OUTPUT	Customer acceptance of the work presented and demonstrated by the team.
WHAT	RETROSPECTIVE
WHO	SCRUM MASTER
WHEN	10 Sprint End
HOURS	1.5 HOURS
PEOPLE	Team, Scrum Master, Product Owner
ACTIONS	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	Items for improvement for the team to implement in future sprints.

