1 Sprint plan (IT_NUM) (TEAM_NAME)

Approval person (typically team leader): (APPROVAL_PERSON)

Name this page: Sprint [number] [Team] for [Release number]
Fill in the participants

Participants	

1.1 Key milestones

Set key milestones such as micro increments or demo dates.

Milestone	Date
Sprint start	
Regression test #1	
Demo	
Sprint stop	

1.2 Workload calculation

Calculate workload for all team members for this sprint.

1.3 High-level objectives

Set high level objectives for this sprint, i.e. what we want to achieve by our work in this sprint.

1.3.1 User stories

Write down User stories names/IDs for this sprint.
Read two great blog posts about User stories from Mike Cohn:

- *User story form:*
  - http://blog.mountaingoatsoftware.com/advantages-of-the-as-a-user-i-want-user-story-template
- *User Stories for Requirements:*
  - http://www.mountaingoatsoftware.com/articles/27-advantages-of-user-stories-for-requirements

1.3.2 Other high level objectives

Write down rest of high level objectives.

1.4 Work Item assignments (sprint backlog)

See the Work Items List (backlog) for Work Items to be addressed in this sprint.
<<Use link/widget/plugin to your issue tracking tool>>

1.5 Issues

1.5.1 Impediments

Write all the issues that prevent you from work.

1.5.2 Risks

Define risks (see the guideline: http://www.differ.cz/?p=84):

Severity is defined as the effect the risk, if it occurs will have on cost, schedule, performance and quality. There are dropdowns showing a scale of severity values.

Severity value	Definition
High	Greater than 20% slip in schedule, greater than 20% cost overrun, greater than 20% reduction of functionality/delivery scope or greater than 20% cost of errors compared to the total workload.
Medium	Less than 20% slip in schedule, less than 20% cost overrun, less than 20% reduction of functionality/delivery scope or less than 20% cost of errors compared to the total workload.
Low	Less than 5% slip in schedule, less than 5% cost overrun, less than 5% reduction of functionality/delivery scope or less than 5% cost of errors compared to the total workload.

Probability is defined like this:

Probability value	Definition
High	More then 80%
Medium	Between 80% and 20%
Low	Less then 20%

1.6 Evaluation criteria

How we will evaluate this sprint. True/false sentences.

1.6.1 Main evaluation criteria

Main focus of this sprint. Commitment of the team towards stakeholders (orderer/customer/management). If one of criteria fails, whole sprint fails.

1.6.2 Evaluation criteria for secondary objectives

Evaluation criteria for work which is risky or nice to have in this iteration. This criteria has no effect on sprint evaluation. These are just information towards stakeholders what we will aim for if everything will go smooth in sprint.

1.7 Reminders

Something you want to remind secretary or team members.

2 Assessment

Fill in sprint status as PASS or FAILED and participants.

Sprint status	
Participants	

2.1 Assessment against objectives and evaluation criteria test results

2.1.1

See high level objectives and Main evaluation criteria, and evaluate.

2.1.2

See Evaluation criteria for secondary objectives and evaluate other bonus work which were not planned to this sprint but were done.

2.2 Work Items: Planned compared to actually completed

Check backlog for last sprint.

2.3 Results from demo

Add all feedback from demo.

2.5 Retrospective

What went well
What can be improved

2.6 Follow-up actions

Fill in all follow-up actions (from retrospective, discussions, risk mitigators...)

Action point description	Responsible	Completion date	TFS task number