

IS YOUR AGILE SPRINT SET UP FOR SUCCESS?

Planning Phase

1. Are the sprint goals clearly defined?

Task: Write a one-sentence sprint goal. Share it with your team and ensure everyone agrees on its clarity and focus.
2. Is the backlog prioritized and refined?

Task: Review the backlog and confirm that the highest-priority items are ready for development. Remove unclear or incomplete tasks.
3. Are tasks well-defined with acceptance criteria?

Task: Check that each task has clear descriptions, acceptance criteria, and estimated effort. If anything is unclear, revise it before the sprint starts.

Team Alignment

4. Does the team understand their roles and responsibilities?

Task: Hold a sprint planning meeting to assign tasks and clarify expectations. Ask each team member to confirm their understanding of their role.
5. Are there any blockers or dependencies?

Task: Identify any potential obstacles or external dependencies. Assign an owner to resolve each one before they impact the sprint.
6. Has capacity been accounted for?

Task: Review team availability for the sprint. Adjust task assignments to ensure workload distribution is realistic.

Execution Readiness

7. Are all tools and environments ready?

Task: Confirm that all development tools, testing environments, and integrations are functional and ready for use.
8. Is the Definition of Done (DoD) clear?

Task: Review your team’s Definition of Done. Make sure everyone agrees on what constitutes a completed task.

Communication & Feedback

9. Are daily standups scheduled and purposeful?

Task: Schedule daily standups and set expectations for their format (e.g., blockers, progress, plans). Confirm team members’ understanding.
10. Is a retrospective planned at the end of the sprint?

Task: Schedule a sprint retrospective. Prepare a simple framework to gather feedback on what went well, what didn’t, and what to improve.

Summary Table:

Category	Key Questions	Yes/No	Follow-Up Action
Planning Phase	Are sprint goals clear?		Refine sprint goals
	Is the backlog prioritized?		Update backlog and finalize tasks
	Are tasks well-defined?		Add missing acceptance criteria
Team Alignment	Does everyone know their role?		Clarify roles and expectations
	Are blockers identified and assigned?		Resolve dependencies
	Has team capacity been accounted for?		Adjust workload distribution
Execution Readiness	Are tools and environments prepared?		Address any technical gaps
	Is the Definition of Done clear?		Review and update DoD
Communication	Are daily standups scheduled and purposeful?		Align on standup format
	Is a retrospective planned?		Prepare retrospective framework