

## Sprint Planning Checklist



**Make sure the requirements are sufficient and clear to the whole team.**

This is to make sure that everyone is on the same page and understands what they are doing. In discussion with your team, you might realize that the information provided is insufficient and calls for clarifications.



**Select a sufficient sprint duration.**

It should be long enough to deliver a working increment, but short enough to be tangible, understandable, and transparent. We find that 10 days is optimal.



**Provide continuous workflow to your team members.**

Front-end, back-end, and QA engineers depend on each other's deadlines so make sure the tasks are dispersed in a way that doesn't create a holdup in the development process.



**Plan Scrum events.**

These include meetings, planning sessions, and similar get-togethers that help plan and organize work more efficiently.



**Plan two days for testing cases and writing automation tests.**

The two penultimate days of each sprint should be dedicated to testing. If you have the resources to automate them, you'll be able to test in one day instead of two.



**Make sure the last day of a sprint is not Friday.**

You don't want the deployment day to be right before the weekend since there's no one to step in if any fails occur in the release.