

TYPICAL SPRINT PLANNING SESSION SCRIPT FOR SCREAM

SCREAM MASTER
(FACILITATOR)

Good morning, team! Welcome to our sprint planning session. Today's agenda is packed, so let's dive right in. We're aiming for a 2-4 hour window to decide on the sprint goal, sub-goals, and methods/tasks to reach them.

Introduction & Agenda Overview

10 minutes

FACILITATOR

- We've got feedback and input from our partners to integrate.
- We will ideate based on our previous findings.
- Define our new sprint goal.
- We'll break this down into user stories, tasks, and prioritize them on our Kanban Board.
- Our Transformation Owner will then confirm our roadmap.

Partner Input Review

20 minutes

FACILITATOR

Based on the feedback from our partners, here are the key points...

The team's 'tracker' presents partner inputs.

FACILITATOR

Ideation Session

30 minutes

Remember our last findings? Let's brainstorm how we can translate them into actionable concepts.

Team engages in a brainstorming session.

Sprint Goal Definition

20 minutes

FACILITATOR

Given our ideation, what do we want to achieve in this sprint?

Team discusses and finalises a clear sprint goal.

Task Breakdown

30 minutes

FACILITATOR

Now, let's transform our sprint goal into research questions, design goals, and tasks.

Team collaborates to break down the sprint goal.

Selecting Research & Design Methods

20 minutes

FACILITATOR /
COACH

Considering our user stories, which research and design methods should we employ?

Team discusses and selects appropriate methods.

SETTING

A spacious room arranged to facilitate brainstorming, discussion, and visualisation.

WHO

SCREAM team and Transformation Owner

FACILITATOR

Task specification and 'definition of done'

40 minutes

Time to get granular. Let's dissect these general tasks into specific tasks. And agree on what we consider as 'definition of done' for each task.

Team collaborates to create a comprehensive list of specified tasks and definitions of done.

Structuring & Prioritising Tasks on Kanban Board

20 minutes

FACILITATOR

With our tasks listed, let's prioritise and structure them on our Plan Board. What's urgent? What's important?

Team structures and prioritises tasks, placing them visibly on the Kanban Board.

Confirmation by Transformation Owner

30 minutes

TRANSFORMATION
OWNER

Thank you for your efforts. Let me review our roadmap...

Transformation Owner reviews and provides feedback or confirmation.

Wrap-Up and Next Steps

10 minutes

FACILITATOR

Fantastic work, team! We have our direction set. Let's remain agile, communicate openly, and remember our ultimate goals. Any final thoughts before we conclude?

Team shares any last-minute insights or questions.

TOOLS

A large whiteboard or wall space for post-its, a projector for any presentations, and a digital or physical Kanban board for structuring tasks.