

TYPICAL SCRIPT FOR SPRINT REVIEW IN SCREAM

FACILITATOR / COACH

Introduction and Overview

5 minutes

- We'll touch upon our sprint's journey, our discoveries, and future prospects.
- Through this, we hope to foster deeper discussions, aligned decisions, and continued collaboration.

TEAM REPRESENTATIVE

Sprint Journey Recap

10 minutes

In line with the project brief and transformation canvas, here's what we embarked upon...

Team presents a brief recap of their sprint activities.

TEAM REPRESENTATIVE

Presentation of Findings

15 minutes

Delving into our explorations, here's what we've uncovered...

Team showcases their discoveries, relating back to their initial goals.

FACILITATOR

Discussion Points & Co-Creation

40 minutes

With our findings laid out, let's collectively discuss, debate, and derive our next steps.

Open floor for partners to share thoughts, concerns, and suggestions. Teams and partners collaboratively ideate on the next steps.

FACILITATOR

Revisiting the Project Brief & Transformation Canvas

10 minutes

Anchoring back to our guiding documents, let's see if any course corrections or updates are necessary.

Review and critical evaluation of the project brief and transformation canvas, checking for alignment and updating where required.

FACILITATOR

Decision-making & Expectation Setting

15 minutes

Let's align on our future trajectory, ensuring all parties are on the same page.

Partners and team confirm decisions, set expectations, and clarify any ambiguities for the upcoming sprint.

FACILITATOR

Wrap-up and Thank You

5 minutes

Today's insights and collaborative decisions have been invaluable. As we march forward, we'll ensure our actions mirror today's discussions.

TEAM

Post-Review Actions

Post-meeting

- Send an email to partners expressing gratitude for their participation.
- Attach a summary of agreements made during the Sprint Review.
- Update and attach the project brief and transformation canvas, if changes were made.

NOTE

The Sprint Review is not just an update but a chance for co-creation and alignment. The pre-read sent beforehand sets the stage, but it's the interactions during the review that truly define the path forward. The team should be prepared, not just with presentations but with an openness to feedback and collaboration.

SETTING

A spacious and comfortable room, set up for presentations with appropriate tech (e.g., a projector or screen). Seats arranged for both team and partners, fostering a collaborative atmosphere. Often at the partner's office.

WHO

SCREAM team, Transformation Owner, and Partner(s)