

Iteration Planning Facilitator Checklist

Preparation Checklist

- Ensure stories ready and prioritized (see backlog refinement)
- Gather sharpies, sticky notes, planning chart and estimation poker cards
- Prepare needed inputs
 - Velocity of the past iterations
 - Feedback from the Iteration Review and System Demo
- Improvement items from the Iteration Retrospective
- Team PI Objectives and Features
- Iteration calendar including key milestones and any public holidays
- Dependencies with other teams identified from the Program Board

Expected Outputs to Iteration Planning

- Stories are planned for the upcoming Iteration
- Committed Iteration Goals
- Dependencies with other teams are confirmed/handled

Actions to take from Iteration Planning

- Update other teams and the RTE on changes to dependencies, risks, or impediments
- Deviations from PI Objectives and identified risks are shared at ART Sync events
- Update work management tool or team board

Tips and Techniques

- Ensure that the entire team commits to the Iteration Goals
- Make sure the Product Owner or other managers don't influence the team to overcommit
- Improvement items identified in the Iteration Retrospective are put into effect
- Ensure Time is allocated for maintenance, refactors, and technical debt
- Make sure planning is based on Stories rather than tasks
- Ensure capacity and load are not exactly the same (100% utilization)
- Ensure the team does not under commit due to fear of failure
- Avoid delving too deep into technical discussions
- Consider dependencies with other teams