



Daily Agile Sprint Planning Checklist 2026

Pre-Sprint Preparation

Tasks to complete before the planning session begins, including backlog grooming and capacity verification.

Backlog Grooming Completion Date

Sprint Planning Meeting Organizer

- ☐ Scrum Master
- ☐ Product Owner
- ☐ Project Manager

Pre-requisite Checklist Items Completed

- ☐ Product Backlog Refined
- ☐ Definition of Ready (DoR) Reviewed
- ☐ Team Capacity Calculated
- ☐ Dependencies Identified

Updated Product Backlog Document

 Upload File

Identified Risks or Noteworthy Notes

Write something...

Capacity & Availability Assessment

Reviewing team holidays, sick leaves, and existing commitments to determine true available velocity.

Sprint Start Date

Enter date...

Sprint End Date

Enter date...

Total Available Working Hours

Enter a number...

Team Member Availability Status

- ☐ Fully Available
- ☐ Partial Availability (Meetings/Training)
- ☐ Reduced Capacity (Leave/PTO)
- ☐ Unavailable

Planned Team Holidays or Conflicts

Write something...

Estimated Team Velocity Multiplier

- ☐ 0.5x (Low Capacity)
- ☐ 1.0x (Standard Capacity)
- ☐ 1.2x (High Capacity)

Sprint Goal Definition

Establishing a clear, concise, and measurable objective for the upcoming sprint iteration.

Primary Sprint Objective

Write something...

Detailed Success Criteria

Write something...

Target Completion Date

Enter date...

Associated Epics

- ☐ Feature Development
- ☐ Bug Fixes & Maintenance
- ☐ Technical Debt Reduction
- ☐ Infrastructure/DevOps
- ☐ UI/UX Improvements

Priority Level

- ☐ P0 - Critical
- ☐ P1 - High
- ☐ P2 - Medium
- ☐ P3 - Low

User Story Breakdown & Estimation

Decomposing high-level stories into actionable tasks and assigning story points or time estimates.

User Story Description

Write something...

Estimated Story Points

Enter a number...

Priority Level

- ☐ Critical
- ☐ High
- ☐ Medium
- ☐ Low

Associated Task Tags

- ☐ Frontend
- ☐ Backend
- ☐ QA/Testing
- ☐ DevOps
- ☐ Design

Target Completion Date

Enter date...

Dependency & Blockers Identification

Identifying cross-team dependencies, technical constraints, or external blockers that could impede progress.

Dependency Type

- ☐ Internal Team Dependency
- ☐ External Vendor Dependency
- ☐ Technical/Infrastructure Blocker
- ☐ Client/Stakeholder Approval
- ☐ Resource/Budget Constraint

Identified Blocker/Dependency Name

Write something...

Impact Analysis

Write something...

Target Resolution Date

Enter date...

Affected Sprint Tasks

- ☐ Frontend Development
- ☐ Backend API
- ☐ UI/UX Design
- ☐ QA/Testing
- ☐ DevOps/Deployment

Supporting Documentation

 Upload File

Task Distribution & Ownership

Assigning specific tasks to team members to ensure accountability and balanced workload distribution.

Team Members Assigned

- ☐ Frontend Developer
- ☐ Backend Developer
- ☐ QA Engineer
- ☐ UI/UX Designer
- ☐ Scrum Master
- ☐ Product Owner

Task Assignment Summary

Write something...

Assignment Completion Date

Enter date...

Level of Responsibility

- ☐ Lead
- ☐ Contributor
- ☐ Reviewer

Resource Constraints Note

Write something...

Definition of Done (DoD) Verification

Ensuring every task in the sprint backlog meets the agreed-upon quality and completion standards.

Completed Quality Criteria

- ☐ Code Review Completed
- ☐ Unit Tests Passed
- ☐ Documentation Updated
- ☐ UI/UX Design Alignment Verified
- ☐ Integration Testing Passed

Testing Environment Status

- ☐ Staging/Sandbox
- ☐ Production-Ready
- ☐ Local Development

Verification Completion Date

Enter date...

Product Owner Approval

Outstanding Technical Debt Notes

Write something...

Sprint Backlog Finalization

Reviewing the finalized list of tasks in the project management tool (Jira, Linear, etc.) for accuracy.

Sprint Status

- ☐ Draft
- ☐ Reviewed
- ☐ Approved
- ☐ Locked

Finalization Date

Enter date...

Sprint Summary Notes

Write something...

Team Members Involved

- ☐ Scrum Master
- ☐ Product Owner
- ☐ Development Team
- ☐ QA Engineer

Product Owner Approval

Post-Planning Communication

Notifying stakeholders and updating the sprint calendar with the newly defined sprint boundaries.

Date of Communication Sent

Stakeholder Notification Method

Summary of Sprint Goals Shared

Stakeholders Notified

- ☐ Product Owner
- ☐ Scrum Master
- ☐ Development Team
- ☐ Department Heads
- ☐ Client/External Partners

Link to Updated Sprint Documentation

 Upload File

Scrum Master Approval

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✓ Finish

 Generate Sample Report