

## Job Aid

# Are You Ready to Start Sprinting?

This checklist shows foundational activities to complete prior to a Scrum team's first sprint. Specific situations will warrant additional steps. **We strongly recommend using an experienced agile coach to help new teams prepare for and execute their first several sprints.**

## FORMATION

- Scrum Master, Product Owner, and Dev Team members have been identified by name and all team members are aware of their roles.  
*Note: Teams ideally consist of a fulltime Scrum Master, a fulltime Product Owner, and 3-9 fulltime cross-functional Dev Team members.*
- All team members have attended Scrum basics training. The Scrum Master should have at least an intermediate knowledge of Scrum ceremonies and best practices (at least one year of experience), and ideally received certification through a reputable entity such as Scrum Alliance, Scrum.org, or SAFe.
- Set leadership expectations. Organizational leaders understand how the Scrum team will operate and why, and agree to servant leadership practices that encourage effective teams.
- Set Scrum team expectations. The first 3 – 4 sprints are often messy. Teams should expect imperfection and strive to identify and address areas for improvement.

## MECHANICS

- The team agrees to use a 2-week sprint and identified start and end dates for the next 3 months. If the team proposes to use longer sprints, an experienced agile coach guided the team on the value of shorter sprints and worked to address related concerns.
- The team distributed calendar invites for at least 3 months of Scrum ceremonies and team members understand the value of each ceremony.

## BACKLOG DEVELOPMENT

- The team defined a vision, prioritized an initial list of epics and features, and displayed them using a high-level roadmap.
- The team decomposed enough user stories to keep busy for at least 2 sprints.



- The team sized user stories, assigning each one a story point estimate.
- The team agreed on a standard Definition of Done (DoD) and Definition of Ready (DoR). The team also defined story-specific DoR items and acceptance criteria for each user story.
- The team documented and communicated existing impediments.

## Tools

- The team identified and installed application life cycle management (ALM) tools.



**Congratulations! You are ready to start sprinting!**

