Agile sprint plan

Printable worksheet based on the AFFiNE template's sections, plus a capacity block. Not a fillable form.

SPRINT DASHBOARD

Sprint:

Current Goal:

Duration:

Focus:

Key Deliverable:

Product Owner:

CAPACITY

DEVELOPER	ROLE	AVAILABLE DAYS	NOTE
Total developer-days			

Velocity, last three sprints: _____ + _____ + _____ = _____ / 3 = _____ points

Average developer-days in those sprints: _____

Forecast = average velocity x (developer-days this sprint / average developer-days) = _____ points

Points committed: _____ (keep this at or below the forecast)

PRODUCT BACKLOG & EXECUTION

TASK NAME	ASSIGNEE	STATUS	COLUMN	SPRINT	DUE	PTS	TAGS

Roadmap and retrospective

Printable worksheet based on the AFFiNE template's sections, plus a capacity block. Not a fillable form.

STRATEGIC ROADMAP (TIMELINE)

High-level view of Epics and major milestones.

TEAM	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
Product Team						
Design Team						
Development Team						
Operations Team						

RETROSPECTIVE (SPRINT REVIEW)

Reflection on the completed sprint.

What went well?

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-
-

What can be improved?

-
-
-

Action Items

1.
2.
3.