



## Suggested Steps

Purpose	Techniques	
<b>STEP 1 - Build Community</b>		
Helps the team with creating the bond required to move on together	<ul style="list-style-type: none"> <li>• Get the room prepared (Meeting agenda is visible to everybody in the room, everything is set)</li> <li>• Welcome the scrum team to the room, make them feel safe by saying good morning/afternoon</li> <li>• Ask an open ended powerful question to warm them up: i.e.: What's new in our lives? What about your weekend?</li> </ul>	
<b>STEP 2 - Close Previous Iteration</b>		
Helps the team with creating awareness about what happened previous iteration	<ul style="list-style-type: none"> <li>• Ask permission to the team to go over previous iteration results, which means</li> <li>• Revise iteration burn down to validate how the iteration went and ask/tell the team to look for patterns that could lead the team to improve</li> </ul>	
<b>W H Y</b>	<b>W H A T</b>	<ul style="list-style-type: none"> <li>• Ask the Product Owner to set its expectations for the iteration by establishing the main focus of it.</li> <li>• Ask the Product Owner to share the iteration goal with the development team</li> <li>• Help the development team challenge the Product Owner iteration goal by asking open ended questions</li> </ul>
		<ul style="list-style-type: none"> <li>• Be sure that everything in the backlog is ready to be planned. If there is something to be discussed, go for it. Ask the team if they feel OK to include the item into the iteration backlog and look for signs of confirmation: Check the team's behaviour and watch them to validate if that match their speech.</li> </ul>
		<ul style="list-style-type: none"> <li>• Ask the Product Owner to go over of the iteration wish list.</li> <li>• Open the floor for questions about why are we doing this wish list. Challenge priorities until the team gets common understanding</li> <li>• Remember: this is an iterative process, so you would get the team to do it step by step</li> </ul>

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<b>Step 3 - Do we need a break before moving on?</b>	
Helps with creating the step back to think mindset in the team	<ul style="list-style-type: none"> <li>• Ask the team to include breaks in the agenda iteration planning agenda and then stick to it.</li> <li>• Make sure that it happens when planned.</li> </ul>
<b>Step 4 - Calculate Team's capacity [Iteration level]</b>	
Establishes limits to help the team with focusing on what's possible to be delivered	<ul style="list-style-type: none"> <li>• I do use team's median velocity and man hours to help team assess how accurate it's the amount of work that the team is committing to deliver. Here is a formula that could help you with calculating</li> <li>• Teams Capacity in hours for the iteration:</li> <li>• <math>(\#Workable\ Hours\ x\ day) * (\#Workable\ Days\ of\ the\ iteration) * (\#Workable\ Days\ x\ developer) * (\#Developers\ working)</math></li> </ul>
<b>Step 5- Task breakdown</b>	
It's the development team's time to discuss about how to do the job in order to reach the iteration goal	<ul style="list-style-type: none"> <li>• Let the team break down every single item identified in the Product Owner Wish list in tasks (<math>\leq 1</math> day. Duration). Ask the team to estimate how long it will take to complete each task in hours, in order to compare with the calculated Team Capacity in man hours. Once the team is done, challenge the iteration commitment comparing the amount of hours that team committed to do with the calculated team capacity. Do the same with the amount of Story Points that the team is committing to deliver and the median Velocity of the team.</li> </ul>
<b>Step 6 - Close the Iteration planning</b>	
Helps the team give some visibility and be challenged about what's going to be delivered (the plan)	<ul style="list-style-type: none"> <li>• Ask the development team to present to the Product Owner what would be the iteration commitment (what they are expecting to deliver by the end of the iteration). Ask if it make sense for everybody in the room, and verify with the Product Owner if the iteration backlog priorities are OK. Now the team is ready to start the iteration!</li> </ul>