

Sprint Planning Template

This interactive template helps your team turn sprint planning into a structured, data-backed routine. Use it before each sprint to align capacity, priorities, and delivery goals with measurable outcomes.

1. Sprint Overview

Field	Description
Sprint Name / ID	e.g., Sprint 42 - API Integration
Duration	Standard 2 weeks (start/end dates)
Sprint Goal	Define the outcome that represents success
Linked Epic(s)	Reference related epics or initiatives
Velocity (Last 3 Sprints)	Track the average story points completed

2. Team Capacity Planning

Role	Member(s)	Hours Available	Planned Allocation %	Adjusted Capacity (SP/hrs)
Developer				
QA / Tester				
Designer / PM				
Total Team Capacity				

 **Tip:** Plan only 80-85 % of total capacity to leave buffer for unplanned work. Chrono can sync this data directly from Jira or Asana to show real-time workload and available bandwidth.

3. Sprint Backlog Selection

Priority	User Story / Task	Estimation (SP)	Owner	Dependencies	Status
P1					
P2					
P3					

 **Tip:** Validate that backlog items directly support the sprint goal. Use Chrono’s analytics to compare planned vs. completed work from previous sprints.

4. Risk & Alignment Notes

Category	Description	Owner	Status	Resolution Deadline
 Known Risk / Blocker	Dependency on external API approval		☐ Open ☐ In Progress ☐ Resolved	
 Cross-Team Dependency	UX input from the Design team needed before backend implementation		☐ Open ☐ In Progress ☐ Resolved	
 SR&ED-Eligible Work	Prototype or experimental R&D task		☐ Tagged in Chrono	

 **Tip:** During sprint planning, assign an owner for each risk and mark SR&ED-eligible tasks using **Chrono’s SR&ED automation**. The system automatically categorizes, timestamps, and links them to compliance records.

5. Sprint Review Metrics

Metric	Target / Benchmark	Actual	Variance	Notes / Action Items
 Committed vs. Completed Story Points	e.g., 90%			
 Average Cycle Time	e.g., 2.5 days			
 Throughput (Tasks Completed)	e.g., 40			
 Carry-Over Rate	e.g., <10%			
 Lessons Learned / Improvements	—	—	—	e.g., Need better backlog grooming before next sprint

 **Tip:** Use these fields during your sprint retrospective to quantify progress and spot trends. Chrono automatically pulls cycle time, throughput, and completion data from your integrated tools to make this review effortless.