

## Preparation

- The product backlog is sufficiently refined and up to date so that work can be selected for the sprint.
- The entire Scrum Team is invited for the sprint planning.
- Additional stakeholders or domain experts are invited if needed.
- The Product Owner has a desired goal for the sprint in mind.
- The Definition of Done is up-to-date.
- It can help to make a formal agenda before the meeting, so that all attendees can prepare before the session starts.
- The feedback from the sprint review is taken into account.

## Outcome of Part 1: Why

- A clear sprint goal that the entire team is confident about

## Outcome of Part 2: What

- A sprint backlog with the work items needed to realize the sprint goal.
- Each work item is clear for the entire team.
- The team knows how much work can be picked up during the sprint.
- The sprint goal is modified if needed. For example: all the work needed to achieve the proposed sprint goal might be too much or complex for one sprint, hence the sprint goal also changes based on the work that can be picked up.

## Outcome of Part 3: How

- The development team knows how the work in the sprint backlog will be implemented and how they will divide the work.
- Work for at least the first days of the sprint is refined in small chunks that the team can pick up.  
Do we have enough different work items for the entire team to work on?
- Dependencies with external parties, other teams or team members are identified and the team created a plan on how to manage these dependencies.
  - External parties: are we able to resolve the dependency during the sprint? What do we need from the external party? How can we make sure that the dependency doesn't become a risk?
  - Other teams: do we need a Scrum of Scrums? Will the other team plan the needed time in their sprint to work with us?
  - Team members: are they able to help us during the sprint? How will we divide the work during the sprint? E.g. design work that needs to be done before development can start, a team member from another team will help us with his/her expertise, ...