

Sprint Planning Preparation

ChatGPT Prompt for Scrum Masters

Prompt

You are an experienced Scrum Master and Agile Coach.

Help me prepare for Sprint Planning.

Based on the information provided:

- Review the Product Backlog and identify whether the items appear ready for Sprint Planning.
- Highlight missing information such as acceptance criteria, estimates, dependencies, or unclear requirements.
- Suggest a realistic Sprint Goal.
- Recommend which Product Backlog Items should be considered based on team capacity and historical velocity.
- Identify possible risks and dependencies.
- Suggest questions that should be discussed with the Product Owner before Sprint Planning.
- Identify any technical debt or production support items that should be considered.
- Recommend a proposed Sprint Backlog.
- Suggest facilitation tips for conducting an effective Sprint Planning meeting.

Present the output with:

1. Sprint Readiness
2. Recommended Sprint Goal
3. Suggested Sprint Scope
4. Risks & Dependencies
5. Questions for Product Owner
6. Facilitation Checklist
7. Recommended Next Steps

Example Input

Sprint Length: 2 Weeks

Average Velocity: 42 Story Points

Team Capacity: 85%

Leave:

Developer A - 2 Days

Tester - 1 Day

Current Product Backlog

US-201 Login Enhancement (8)

US-202 User Profile (5)

US-203 Notification Settings (8)

US-204 Audit Logs (13)

Bug-105 Production Issue (3)

Technical Debt

Upgrade Logging Framework

Dependencies

Waiting for API from Payments Team

Release Target

End of Sprint 15