Trachsel Consulting, LLC

Sprint Planning Checklist for Local Government Teams

1. Define the Sprint Goal

What is the main objective? What are you trying to accomplish?

2. Identify Stakeholders & Team Members Efficiency

Project Lead:_____

Team Members:_____

Key Stakeholders:_____

3. List Sprint Deliverables (What does "done" look like?)

Deliverable 1: _____

Deliverable 2: _____

Deliverable 3: _____

4. Schedule the Kickoff meeting

Agenda   **Date & Time** _____

Review Sprint goal and deliverables

Assign Responsibilities

Set communication expectations (chat, email, other)

5. Assign Responsibilities

Task	Owner	Due

6. Choose Communication Tools

Main Update Method (Teams, Slack, email,):

How often will you check in (e.g. daily chat, weekly meeting)
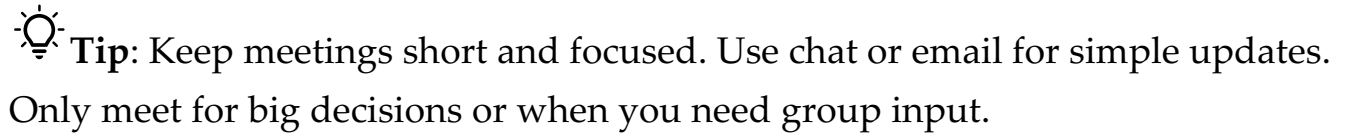
7. Set Review & Retrospective Date

Review Meeting Date_____

What will you measure/review?

Progress on deliverables:

What worked well?

What can be improved?

💡**Tip**: Keep meetings short and focused. Use chat or email for simple updates. Only meet for big decisions or when you need group input.

Notes & Action Items

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Instructions: Use this sheet to plan you sprint project.

Get help with your next project or workshop at www.trachselconsulting.com