

BUSINESS
ANALYST
GUIDE

Sprint Planning:

The 7-Step Framework





Purpose of Sprint Planning

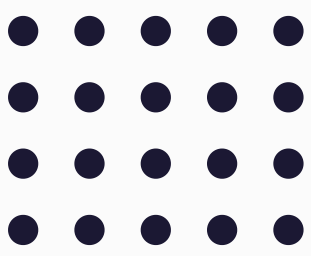
Goal:

- Align the team, clarify work, estimate effort, and commit to a realistic Sprint.

Outcome:

- A clear, achievable Sprint Backlog.





Step 01

- Check top-priority items
- Confirm ordering with PO
- Identify dependencies
- Ensure user stories are refined
- Check acceptance criteria

Step 1: Review the Product Backlog

Step 02

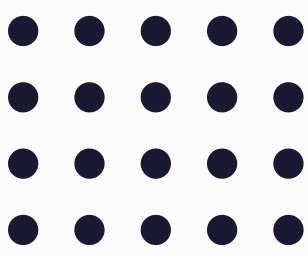


Step 2: Clarify Requirements

FOR EACH STORY:

- Clarify scope
- Confirm acceptance criteria
- Validate data fields / rules
- Discuss edge cases
- Answer team questions





Step 03

- Team availability
- Public holidays
- Leave / on-call schedules
- Meeting load
- Carry-over work

Result: Realistic Sprint capacity.



Step 3: Capacity Planning

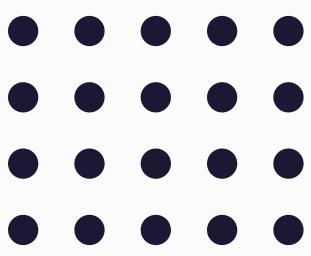
Step 4: Estimate Work (Story Points)

- Compare with previous stories
- Discuss complexity, risk, unknowns
- Avoid over-explaining
- Keep estimates relative, not exact hours
- Align on definition of “done”

Estimate Work (Story Points)

Step 04



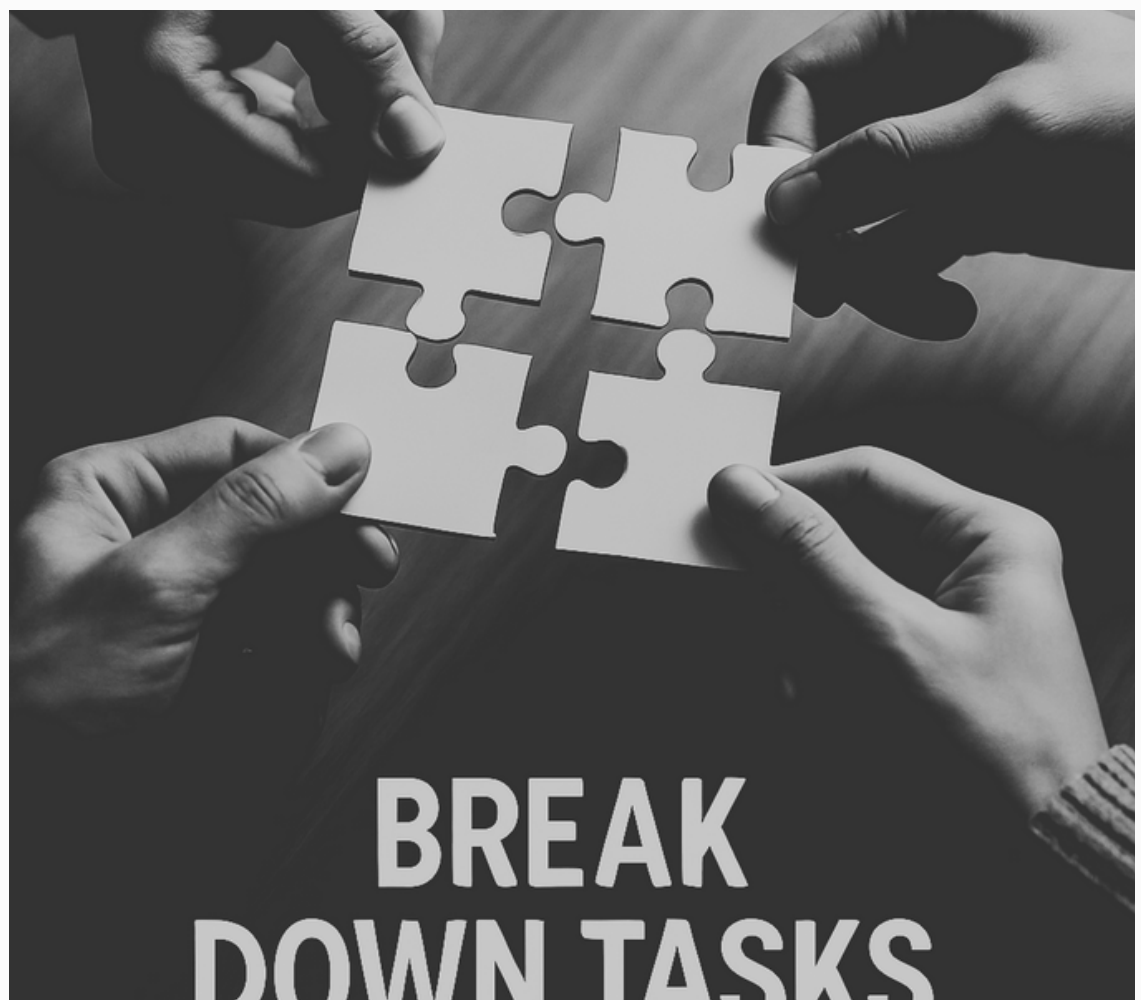


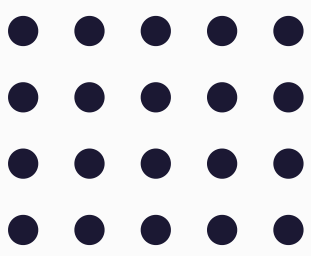
Step 5: Break Down Tasks

For each user story:

- Identify technical tasks
- Identify BA tasks (analysis/testing)
- Assign owners
- Identify blockers
- Keep tasks small but meaningful

Step 05





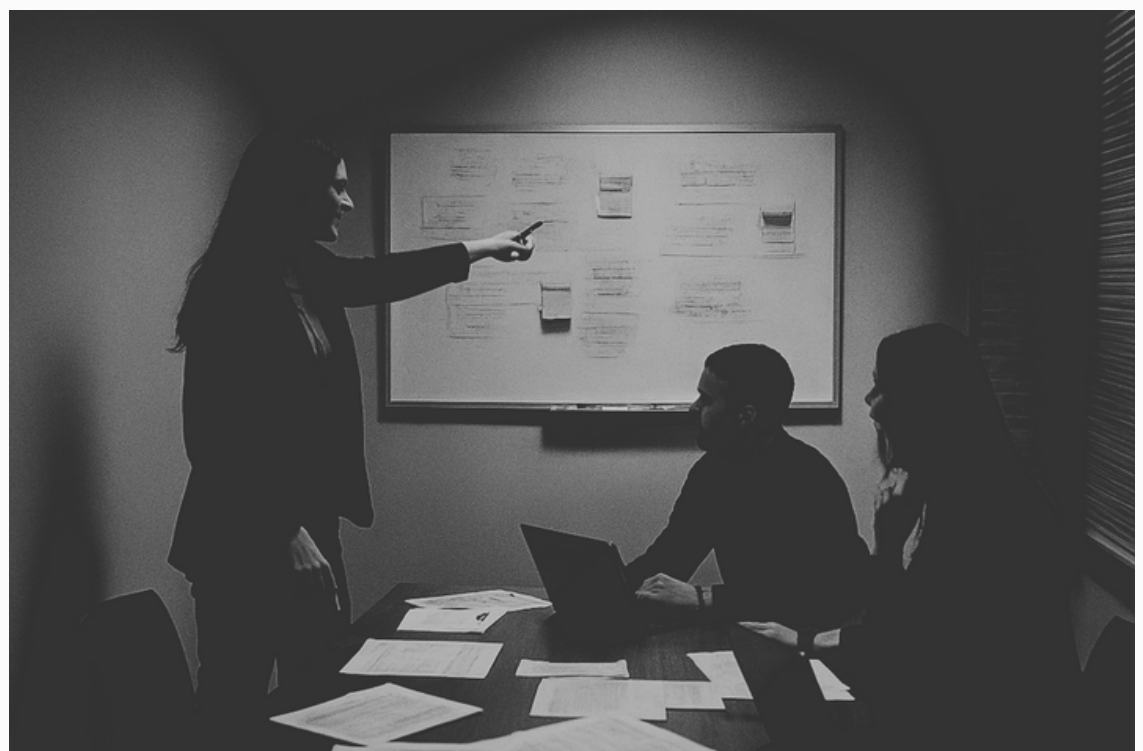
Step 6: Identify Risks & Blockers

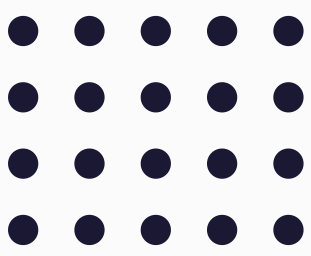
Ask:

- What can stop this story?
- Do we need UX?
- Do we need an API change?
- Any approvals?
- Any environment issues?

Goal: Prevent surprises during the Sprint.

Step 06





Step 7: Final Sprint Commitment

Team confirms:

- What is included in the Sprint
- What is excluded
- Clear success criteria
- Any risks to communicate
- Shared understanding of goals

Step 07



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