

# Sprint Planning Template

A sprint planning template for dev teams and agencies running agile projects.

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## What you will get

- Sprint overview section
- Capacity planning table
- Sprint backlog
- Dependencies and risks
- 15-minute meeting agenda

### Sprint Overview

<p><b>SPRINT NUMBER</b></p> <p>Sprint 14</p>	<p><b>SPRINT DATES</b></p> <p>Mar 17 - Mar 28, 2026</p>
<p><b>SPRINT GOAL</b></p>	

### Team Capacity

TEAM MEMBER	ROLE	AVAILABLE DAYS	MEETING OVERHEAD	NET HOURS
A. Park	Frontend Dev	10	1.5	51
M. Singh	Backend Dev	8	1.5	39
L. Chen	Designer	10	1.5	51
J. Adams	QA	10	1.0	54
<b>Team Total</b>		—	—	<b>195</b>

## Sprint Backlog

ID	ITEM	ESTIMATE (HRS)	ASSIGNEE	PRIORITY
FE-142	Checkout flow redesign	16	A. Park	High
BE-287	Payment API integration	24	M. Singh	High
DS-094	Email template system	12	L. Chen	Medium
FE-145	Mobile nav improvements	8	A. Park	Medium
QA-031	Regression test suite	10	J. Adams	Medium
	<b>Total Committed</b>	<b>70 hrs</b>	(of 195 available)	

## Dependencies & Risks

### EXTERNAL DEPENDENCIES

### SPRINT RISKS

## Definition of Done

Code reviewed and merged

- Unit tests passing
- QA verified on staging
- Documentation updated
- Product owner accepted

## 15-Minute Planning Meeting Agenda

#	ACTIVITY	TIME
1	Review sprint goal	2 min
2	Check team capacity	2 min
3	Walk through top backlog items	5 min
4	Commit to sprint scope	3 min
5	Identify dependencies and risks	3 min

**Tip:** Don't fill capacity to 100%. Leave 20% buffer for bugs, support, and the things you can't predict.

**Related template:** [Weekly Status Report Template](#)