1.5   Sprint Planning

Office or Division:	Systems Development Division and Systems Quality Assurance Division			
Classification:	Simple			
Type of Transaction:	G2G - Government Agency/Employee/Official			
Who may avail:	All Subject Matter Divisions (SMDs)			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Accomplished Request for Systems Support (RSS)		Softcopy Template provided by SDD to be accomplished by SMD to be accomplished by SMD		
Business Process Flow		SMD		
User Stories with Acceptance Criteria		Template provided by SDD to be accomplished by SMD		
Data Entry Specifications		Template provided by SQAD to be accomplished by SMD		
Data Validation Specifications		Template provided by SQAD to be accomplished by SMD		
Table Formats		To be provided by SMD		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Attend Sprint Planning Meeting and approve the PBIs selected for the sprint	1. Refine further the acceptance criteria for the PBIs 1.1 Break down the sprint PBIs into tasks	None	1 Day	The Project Team
	TOTAL:	**None**	**1 Day**	