

Scrum Team Starter Template

An editable download for planning releases, sprints, standups, reviews, and retrospectives.

Use this template to capture the core information a Scrum team needs before and during a sprint. It works well as a planning worksheet, a kickoff document, or a lightweight handoff into a Scrum tool.

Best for:

- sprint planning
- backlog readiness reviews
- release planning handoff
- retro action tracking

1) Team and product setup

Product / initiative		Scrum Master	
Product Owner		Team name	
Sprint #		Sprint dates	
Release / milestone		Team capacity	

Tip: team capacity can be recorded in story points, hours, or available days, depending on your planning method.

2) Release and sprint focus

Release goal	
Sprint goal	
Definition of Ready	
Definition of Done	

Sprint planning worksheet

Use this page during backlog grooming and sprint planning.

3) Backlog readiness

Item / user story	Priority	Estimate	Notes / dependencies

Record the highest-priority stories that are groomed, estimated, and ready for sprint commitment.

4) Sprint commitment and delivery plan

Committed story / task	Owner	Estimate	Status	Target day / note

5) Risks, blockers, and dependencies

Risk / blocker / dependency	Impact on sprint	Owner / action

Daily execution, review, and retrospective

Use this page during the sprint and at sprint close.

6) Daily standup prompts

What was completed?	
What is planned next?	
What is blocked?	
What needs attention?	

7) Sprint review summary

What was delivered?	
Stakeholder feedback	
Carryover / spillover	
Release implications	

8) Retrospective and next-sprint actions

Observation	What should change?	Owner / next sprint action
What went well		
What slowed us down		
Where quality suffered		
What to improve next		

9) Core sprint metrics to capture

Metric	Target	Actual	Interpretation / next step
Committed vs completed work			
Sprint velocity			
Blocked items			
Defects / escaped issues			

This editable template is designed to complement a Scrum software evaluation checklist and can be used as a simple planning worksheet before work is managed in a Scrum tool.