



Quarterly planning checklist for: **Team Members**

BEFORE

- Be curious** - Ask lots of questions about the work that's coming up and ways of working you'll be asked to adopt
- Familiarise** - yourself with the Definition of Ready, and be willing not to accept any stories that don't meet it
- Share availability** - let your Scrum Master know of any planned leave coming up during the quarter
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DURING

- Actively participate** - Ensure you are contributing to the planning process by asking questions, seeking clarifications and giving you honest input throughout.
- Highlight** - any potential blockers, technical dependencies, risks or concerns with any aspect of the plan
- Present** - back the high level plan at the end of the planning event (along with SM and the PO)
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AFTER

- Deliver!** - Your focus is now on helping to contribute to the completion of the qtr objectives
- Communicate** - Make sure there is constant communication within the team and that you are being transparent and open
- Improve** - help identify any opportunities for the team to improve and get better at what you do
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Download at noelwarnell.uk/QAP

