

Sprint documents are great tools to organize the set of time given for projects. Users will be able to be efficient with their time by using these.

Sprint Definition & Meaning

A sprint refers to a period of time where specific tasks have to be completed and ready for review.

This means it is used by a lot of professionals to complete projects within a team to meet a certain deadline.

What Is a Sprint?

A sprint is a period of time where specific work for a project has to be done and ready for review. An example could be an engineering team coming up with new network technology within weeks, or even a production crew of a film adaptation having to shoot videos for days. These frameworks of scheduling are used to encourage productivity within a project and make an output/product of value.

10 Types of Sprint

Sprint Roadmap

A [sprint roadmap](#) allows users to set a roadmap based on this specific block of time. It is ideal for helping a team know how long they have for the tasks. The tasks will be done in no time.

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Sprint Roadmap

Marx Ltd.

7337 Toxaway Drive NW, Knoxville, TN 37909
marx ltd@zmail.com | 222 555 7777

Sprint 1-6 (Features)

- Implementation of the shopping cart
- Trial period for the tech support portal
- Availability of the customer representative automated chat

Sprint 1-8 (Operations)

- Start of code review and administration console
- The automation and mobile support begins
- Implementation of ticketing, additional cloud support, and data logging module

Sprint 1-10 (User Experience)

- Improve react featured and upgrade bootstrap
- Start design iteration and implement Chrome support
- Collect user stories for future enhancements



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Sprint Check-in

Checking in on how things are going helps puts things in perspective. With a [sprint check-in](#), users can note the goals that have been achieved so far. These documents are usually made for observing productivity.

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Sprint Check-In

Hendrix Co.

165 Cedar Mountain Road, Turtletown, TN 37391
hendrixco@zmail.com | 222 555 7777

Sprint Status

- The project is on budget and on track
- The team is ahead of schedule
- The project is receiving good feedback from users

Things to Demo

- The project's first phase is completed
- The project is twenty-five percent completed
- The team is delivering positive results

Quick Updates

- The projected time of completion will on April 25, 2050
- On April 9, 2050, the project will start its second phase
- The third phase is expected to kick off on April 14, 2050

What's Next

- The team will be assigned to another project after the completion of the current sprint



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90 Day Sprint

A lot can be done in three months. This is why a lot of important projects are given 90 days for a timeframe. With a [90 Day sprint](#) document, you have the perfect tool to set all the details during this sprint.

90 Day Sprint

Eagle Inc.

3682 Canary Lane, Kingman, AZ 86409
eagleinc@zmail.com | 222 555 7777

User Story	Tasks	Owner	Day 1	Day 2	Day 3	Status
As a user, I want to be able to access new categories	Create engaging contents	Brandy Linx	1	0	1	Completed
	Implement the addition of more categories	Jason Boyle	1	2	0	Completed
As a user, I want to be able to contact administrator	Make all communication lines accessible	Annie Murphy	0	2	0	Completed
	Allow email automation	Blaire Morris	1	0	3	Completed

Notes

1. Monitor site visits for weekly reporting.
2. Define user response for future reference.

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Sprint Calendar

It is important to remember deadlines. With a [sprint calendar](#), users can have a reminder on what needs to be done before a certain date. This tool lets users mark and highlight important days during the sprint.

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Sprint Calendar

Fitz Corp.

514 W Upham St. Marshfield, WI 54449
fitzcorp@gmail.com | 222 555 7777

User Story	Tasks	Owner	Day 1	Day 2	Day 3	Status
As an administrator, I want to be able to see a list of members and visitors	Create a daily report website activities	John Marx	1	0	1	Completed
	Provide easy access to open tickets	Grace Williams	1	2	0	Completed
As a member, I want to be able to change my password	Allow account customization by members	Sara Peters	0	2	0	Completed
	Provide customization plugins	Jake Gun	1	0	2	Completed

Notes

1. Ask for suggestions to improve website performance.
2. Generate incoming traffic reports every month.



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Sprint Planning Dashboard

A plan is as good as its layout when it comes to project management. A [planning dashboard](#) is a great tool to plan for a sprint. Its layout allows users to organize the details in a neat table.

Sprint Planning Dashboard

Bentley Co.

407 S Schmidt Ave Marshfield, WI 54449
bentleyco@zmail.com | 222 555 7777

Created By : Liza Montes

Date : April 1, 2050

Sprint Goal : Software development

Sprint Activities	Owner
1. Code AI features as soon as possible	Billy Hoskin
2. Write the code for the dashboards and charts	Mike Daven
Sprint Backlog	Owner
1. Create the design of AI	Gina Morales
2. Define response time	Bryan Park
Sprint Backlog Verification	Owner
1. Design interface feature	Jose Sarosa
2. Report UI design problems	Jill Kelley
Close	Owner
1. Map out the reports required	Mark Fitz
2. List the required functionalities	Oliver Morris
Target Outcome	
1. On or before April 30, 2050, the software development must be completed.	

Notes

1. Use Excel to create charts and reports.
2. Conduct a closure meeting when the project is completed.

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Sprint Retrospective

Reflecting on what needs to continue or stop can go a long way. With a [sprint retrospective](#), users can note what works and what doesn't. This improves the efficiency of the sprint and brings the team closer to their objectives.

Sprint Retrospective

Anglo Corp.

401 E 18th St. Marshfield, WI 54449
anglocorp@zmail.com | 222 555 7777

Project Name : Website Design and SEO

Project Manager : Sandra Maden

Project ID : 42321

Date : April 1, 2050

Start

1. Finalize client's website design
2. Create SEO content for the client's website

Stop

1. Keyword research as of now

aKeep

1. Website coding and repair bug problems
2. Communicate with the clients when changes will be implemented on the website

More

1. Website design color scheme and design options

Less

1. Lengthy content request and keyword cannibalization

Notes

1. Start with backlinking.
2. Configure the website to the servers.

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Sprint Capacity Planning

In a sprint, it is not just the block of time that speeds up the project. The other factor is having employees capable of meeting the deadlines. With [sprint capacity planning](#), users can delegate the right employees to achieve those specific tasks.

Sprint Capacity Planning

Del Ray Inc.

3448 Le De France Street #242, Fort Wainwright, AK 99703
delreyinc@zmail.com | 222 555 7777

Created By : Reese Bentley

Date : March 31, 2050

Sprint Goal : Implementation process

Sprint Activities	Owner
1. Identify engagement of teams	Dawn Kennedy
2. Review support scope	Mitch Elwood
Sprint Backlog	Owner
1. Outline required documentation	Stephen Hansen
2. Streamline and update process	Melody Wembley
Sprint Backlog Verification	Owner
1. Compile and reline knowledge base	Andy Kroeger
2. Design, configure and implement technology	Mila Osaka
Close	Owner
1. Review knowledge and sign-off	Glen Madison
2. Conduct test runs for technology	Jenny Bradshaw
Target Outcome	
1. Complete the implementation process within two weeks from kick-off.	

Notes

1. Launch support services before implementation of the process.
2. Transition to the account management team.

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Sprint Timeline

A sprint refers to the period of time given to a project. With a [sprint timeline](#) document, users can organize the time given into manageable blocks. Details like dates and schedules can be recorded on this timeline for effective time management.

Sprint Timeline

Fitz Inc.

4821 Ridge Top Cir, Anchorage, AK 99508
fitzinc@zmail.com | 222 555 7777

User Story	Tasks	Owner	Day 1	Day 2	Day 3	Status
As a user, I need to be able to change my user name if desired	Provide easy access to account customization options	Jake Grimmie	2	0	1	Completed
	Automate information from the device used with use permission	Earl Presley	0	1	0	Completed
As a visitor, I need to be able to sign up for the newsletter to remain up to date on the products	Integrate pop-ups for the newsletter subscription	Tina Martinez	0	1	0	Completed
	Allow newsletter options on website	Mario Rossini	2	1	0	Completed

Notes

1. Make continuous improvements to stay organized.
2. Discuss with the team what items to be removed or added.

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Sprint Tracker

Keeping track of things during a sprint can go a long way. Using a [sprint tracker](#) can help users keep an eye on day-to-day operations. Details like user stories, tasks, and statuses can be easily noted down.

Sprint Tracker

Craig Co.

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craigco@zmail.com | 222 555 7777

User Story	Tasks	Owner	Day 1	Day 2	Day 3	Status
As a user, I need to know what to do with the product	Provide product overview and description on the website	Manny Jenkins	1	0	2	Completed
	Upon request, send a user manual	Kim Park	0	0	0	Completed
As a customer, I need to be able to send questions through the website	Provide channels for communication	Hannah Schmidt	3	1	0	Completed
	Give access to email and other communication channels on the website	Drake Weis	1	0	0	Completed

Notes

1. Improve web design to cater to the new products.
2. Fix bug issues to mitigate website response problems.

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Sprint Schedule

Keeping a schedule allows everything from employees to deadlines to align properly. Using a [sprint schedule](#) helps in this period of time with the workload and the pressure. Details like dates, timings, and deadlines can be easily noted with this template.

Sprint Schedule

Blunt Co.

2268 S. Tongass Highway, Ketchikan, AK 99508
bluntco@zmail.com | 222 555 7777

User Story	Tasks	Owner	Day 1	Day 2	Day 3	Status
As a user, I need to be able to search for documents	Implement user interface improvement	John Ward	2	0	1	Completed
	Initiate bug fixes to lessen website downtime	Holly Harvard	1	1	0	Completed
As a visitor, I need to be able to change my user name if desired	Provide easy access account customization	Brent Anderson	0	2	2	Completed
	Exclude payment for account customization	Shania Lively	1	1	0	Completed

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Notes

1. Identify whether the scope of work gives time to settle issues.
2. Enable spell check so that users will be confident about the final document.

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Sprint Uses, Purpose, and Importance

Sprint documents allow a team to achieve the goals of a project within a set schedule. This prevents work from being drawn out longer than it should.

To Give Guidance

It is important to have a guide when working on tasks. With a sprint plan, employees can be guided on what to do during this time. It will clarify everything that needs to be focused on.

To Focus on Important Task

Sprint planning is for the purpose of doing a series of vital tasks. This allows teams to work on what needs to be done first which will result in relevant outputs.

To Make High-Quality Output

The best things take time. With the tasks figured out, employees can do their best in making a quality output. They have a lot of time to make it ideal for company standards.

Be Time Efficient

Time efficiency is everything in business projects and work. With the important tasks being focused on during the sprint planning, the easy part will be a walk in the park. This will result in team projects being done on time.

To Synchronize Teams

A sprint plan is a great way to align employees. The team assigned to the task will work in sync with the other department's needs. It will be a good use of their work hours and productivity.

What's in a Sprint? Parts?

Header

With the different kinds of sprint documents from marketing plans to meeting activities, it is important to inform what type it is on the get-go. Details like the company and the date must be included too on the header.

Table

A table is usually included in sprint documents. They allow the content to be organized properly for readers to understand.

Status

Content on the sprint documents must give an indication of the status of the project. This is important, especially in sprint reports and trackers.

Timeboxing

Timeboxing is setting the period of time in which the sprint takes place. This is to ensure that the project is done in a specific block of time and isn't drawn out longer.

How to Design a Sprint

1. Choose a [Sprint Size](#).
2. Decide the purpose of the sprint document.
3. Select the [Sprint Template](#).
4. Choose a layout for your sprint.
5. Apply your content.
6. Finalize the necessary details and download your output.

Sprint vs. Scrum

A sprint refers to a period of time in which important tasks in a project are completed.

Scrum refers to an agile project management methodology that uses protocols to enhance the experience of collaboration and improve problem-solving skills.

What's the Difference Between Sprint, Iteration, and Release?

A sprint is a productivity technique using specific blocks of time to do important tasks for a project.

An iteration is a project management technique where the project is done in small sections.

A release is the larger version of a sprint, with the blocks of time being a lot longer.

Sprint Sizes

Sprint documents do not have a definite size but they do share the same standard size as most business documents do. The most common [sprint sizes](#) that are used include the US Letter and A4 sizes.

- US Letter (8.5 × 11 inches or 215.9 × 279.4 mm)
- A4 (8.3 × 11.7 inches or 210 × 297 mm)

Sprint Ideas & Examples

Documents involving sprints may pertain to a lot of details like backlogs, reports, activities, solutions, and implementations. Check out a few selections of [sprint ideas](#) and examples for inspiration.

- Sprint Ideas and Examples
- Backlog Sprint Ideas and Examples

- Goal Sprint Ideas and Examples
- Scrum Planning Sprint Ideas and Examples
- Agile Planning Sprint Ideas and Examples
- Planning Meeting Sprint Ideas and Examples
- Planning Sprint Ideas and Examples
- Agile Project Plan Sprint Ideas and Examples
- Remote Design Sprint Ideas and Examples
- Project Tracker Sprint Ideas and Examples
- Planning Board Sprint Ideas and Examples

FAQs

What is Sprint planning?

Sprint planning is the act of making a plan on what to do during a specific block of time to work on a project.

What are some challenges for a design Sprint?

Some of the challenges include making use of time to work on designs and coming up with the best idea within that small period of time.

What do you do in a Sprint review and retrospective?

To make a sprint review and retrospective, you need to note down the goals you have achieved including the actions that either benefit or slow the project down.

How do you track your progress in a Sprint?

Using a sprint check-in or a daily tracker you can track your progress during a sprint.

What are the key features of Sprint?

A sprint document has details that describe the happenings of a project and is usually presented in tabular form.

What are the activities of Sprint review?

A spirit review presents activities that involve the work done in a project.

What are Sprint life cycles?

A sprint life cycle refers to the period of time itself that is allotted.

How to do Sprint planning?

To do sprint planning, determine the team members, go over the backlogs, and confirm task ownership among the team.

What is a Spring framework?

It is a framework that helps teams realize how to work together effectively, quite similar to how a sports team operates.

What is a Spring configuration file?

A spring configuration file refers to an XML file that contains information regarding classes.