Backlog Grooming Template

REVIEW BACKLOG

What is needed to ensure you have a healthy backlog going into your sprint planning meetings?

REVIEW EXPERIMENTS

Is the experiment's question broad?
Try breaking down the question into several smaller ones that will better fit into a sprint.

Does the experiment have clear data or metrics?
Identify the data needed to answer your question before coming up with a plan.

Is the experiment's plan realistic?
Fit the experiment onto the owner's calendar, and edit the plan down if necessary after that.

Is the experiment's plan timely?
Set a timebox and commit to a debrief at the end of that timebox.

Does the experiment have a clear owner?
Make sure to give every task and experiment an owner.

RETRO

Did you achieve your meeting goal?

What is one thing you can improve for the next meeting?