**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12302&utm_source=template-word&utm_medium=content&utm_campaign=Agile+Sprint+Planning+Document-word-12302&lpa=Agile+Sprint+Planning+Document+word+12302)SPRINT PLANNING DOCUMENT TEMPLATE**

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| --- | --- | --- | --- | --- |
| PROJECT NAME | PROJECT MANAGER | START | END | PROJECT DELIVERABLE |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TASK** | **FEATURE TYPE** | **RESPONSIBLE** | **START**  **DATE** | **END  DATE** | **DURATION** in days | **STATUS** | **NOTES** |
| SPRINT 1 |  |  |  |  |  |  |  |
| Feature 1 |  |  |  |  |  |  |  |
| Feature 2 |  |  |  |  |  |  |  |
| Feature 3 |  |  |  |  |  |  |  |
| SPRINT 2 |  |  |  |  |  |  |  |
| Feature 1 |  |  |  |  |  |  |  |
| Feature 2 |  |  |  |  |  |  |  |
| Feature 3 |  |  |  |  |  |  |  |
| SPRINT 3 |  |  |  |  |  |  |  |
| Feature 1 |  |  |  |  |  |  |  |
| Feature 2 |  |  |  |  |  |  |  |
| Feature 3 |  |  |  |  |  |  |  |

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