Refinement

Checklist

How to align your team and create value at every step





Step 1: Backlog Preparation

Step 2: Refinement Meeting Preparation

Step 3: Refinement Meeting Conduction

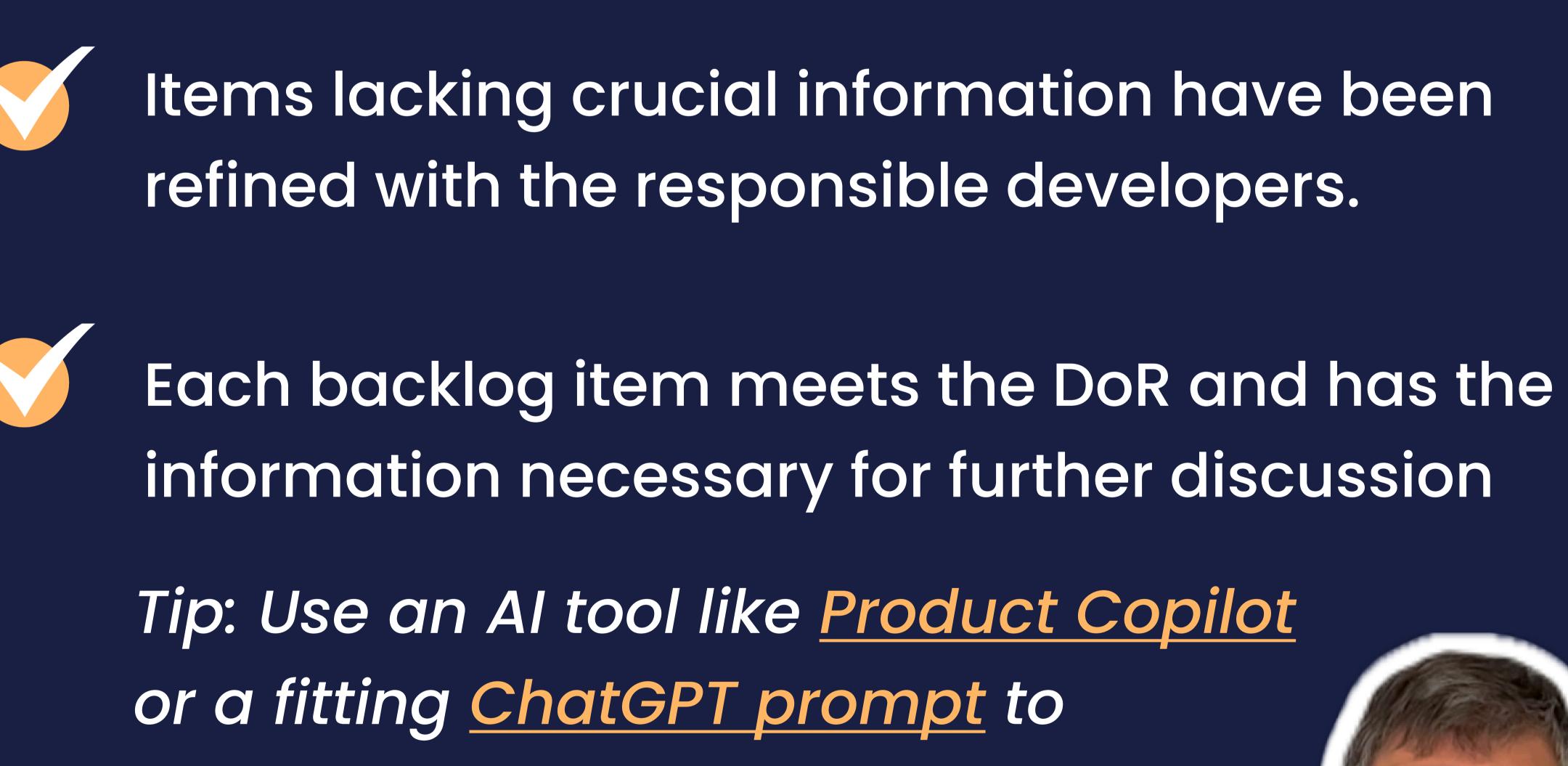


Step 1: Backlog Preparation

The first step is the Backlog Refinement. Lay the groundwork by ensuring the backlog is ready for meaningful and efficient team discussions.

The backlog only contains backlog items that are still relevant and create value for the user.

All items are prioritized. Always remember: If everything is priority 0, nothing is priority 0.



transform unprecise items into

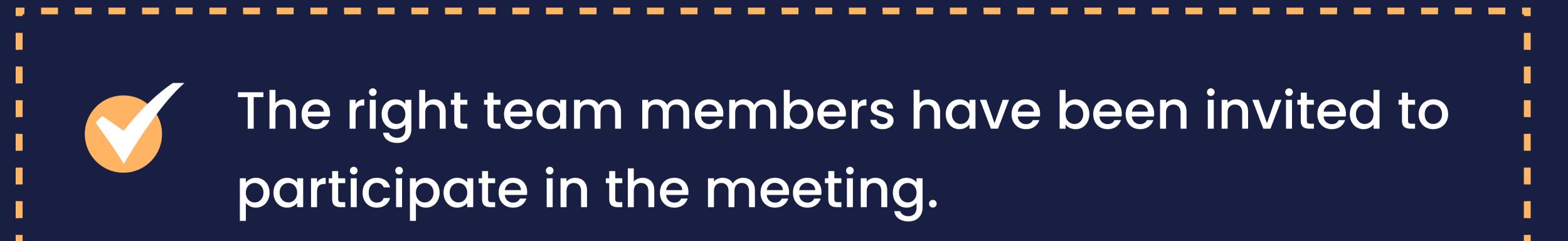


well-structured, clear tickets.

Step 2: Refinement Meeting Preparation

Great, your backlog is ready! Now ensure your team is

prepared for a focused and productive session. Good preparation prevents wasted time.







Last-minute items lacking detail are excluded from the refinement process.

The team has been informed which items will be discussed in the refinement.

A facilitator for the meeting has been chosen.





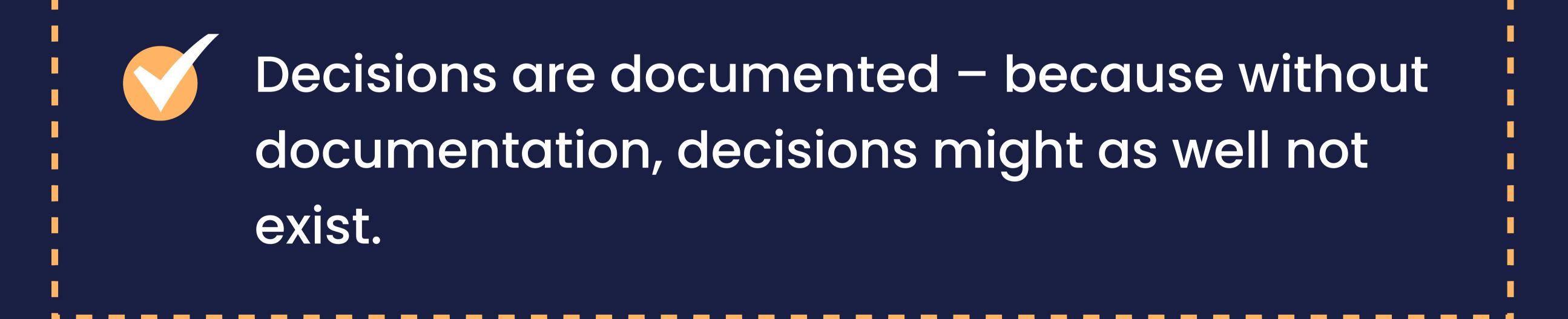
Step 3: Refinement Meeting Conduction

You're ready for the Refinement Meeting with your team. Keeping discussions focused not only makes your team happy, but ensures real value for the product.

Technical discussions are kept in check – the focus is on clarity, not implementation.



Estimations are made with the team to reveal potential misalignment.





This is how happy your devs will be in the next refinement