**[](https://www.smartsheet.com/try-it?trp=11596&utm_source=integrated-content&utm_campaign=/content/sprint-planning-templates&utm_medium=Sprint+Planning+Document+doc+11596&lpa=Sprint+Planning+Document+doc+11596&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)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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