



Checklist for Running a Sprint

Develop a Goal

- What resource, book, or case study will you be developing?
- Are there other resources that already exist in the space and might be adapted rather than creating a new resource?
- How will this resource be used?
- Who will this resource be written for?
- What platform will this resource be developed and shared on.
- What process will you use to continue the development after the sprint is completed?

Decide of the Duration of the Sprint

- How long will the sprint be?
- How much can be completed/achieved within this time-frame?
- How feasible is your overall goal?
- What process will be required to complete this resource after the sprint?

Determine Your Sprint Team

- How many people will be involved in the sprint?
- What roles will you include? (Facilitators, instructional designers, content creators, students, technical support, graphic designers..)
- Who will be the facilitator(s)? Having a strong facilitator is essential for a successful sprint.
- Who will be the content creators? How feasible is it to require 3-6 days of their time?
- Who needs to be in the room based on your goal?

Preparing for the Sprint

- The dates and duration for the sprint
- The location of the sprint and any considerations in travel
- The requirement for participants to dedicate the entire time to being presence and actively participating in the sprint
- Description of the catering provided or the options for meals, coffee etc
- Computer requirements i.e. will they need to bring a computer, download a specific program
- Tutorials of guides to using the programs/software you will be using
- A description of the sprint team i.e. what support can they expect during the sprint: instructional design, library, technical support
- A link to key resources that can help them to prepare for the sprint
- A reminder of the overall goal for the sprint and what you expect to complete by then end of the time
- A rough agenda for the sprint
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Sprint Resources

- Large post-it-notes
- Flip charts and flip chart stands for group work
- Flip chart makers - sharpies, enough for each participant
- Large poster paper for sprint mapping
- Masking tape
- Lots of whiteboards
- Whiteboard markers
- Small dot stickers for voting