



Rhythm in key events

← Sprint – 1 month →

Key events	Week 1	Week 2	Week 3	Week 4
1 Sprint planning (core team)	X			
2 Daily visual status (core team)	X X X X X X X X X X X X X X X X X X X X			
3 Weekly solution feedback (SME)		X		X
4 Plan next week (core team)		X		X
5 Review sprint solution (project owner)				X
6 Pulse check feedback				X

Define a fixed project heartbeat for stakeholder interaction to progress the project in sprints

Overall timeline for Sprint X

Sprint X															
Week 1				Week 2				Week 3				Week 4			
Meeting	2 hours Sprint Planning	15 min Daily Visual Status	1 hour Weekly Solution Feedback	15 min Daily Visual Status	30 min Plan Next Week	30 min Pulse Check Feedback	1 hour Weekly Solution Feedback	15 min Daily Visual Status	30 min Plan Next Week w. Project owner	1 hour Weekly Solution Feedback	15 min Daily Visual Status	30 min Plan Next Week	30 min Pulse Check Feedback	2 hours Review Sprint Solution	
Agenda	<ul style="list-style-type: none"> Update Main plan Acceleration opportunity? Sprint deliverables Weekly activities TPI Risks 	<ul style="list-style-type: none"> What did I achieve yesterday? What will I do today? Input I need to progress Insights to share 	<ul style="list-style-type: none"> Status Achievements Technical feedback Feedback on my next steps 	<ul style="list-style-type: none"> What did I achieve yesterday? What will I do today? Input I need to progress Insights to share 	<ul style="list-style-type: none"> Last week's achievements Acceleration opportunity? Planning this week Risks 	<ul style="list-style-type: none"> Pulse check results Elaboration on results Actions 	<ul style="list-style-type: none"> Status Achievements Technical feedback Feedback on my next steps 	<ul style="list-style-type: none"> What did I achieve yesterday? What will I do today? Input I need to progress Insights to share 	<ul style="list-style-type: none"> Last week's achievements Acceleration opportunity? Planning this week Risks 	<ul style="list-style-type: none"> Status Achievements Technical feedback Feedback on my next steps 	<ul style="list-style-type: none"> What did I achieve yesterday? What will I do today? Input I need to progress Insights to share 	<ul style="list-style-type: none"> Last week's achievements Acceleration opportunity? Planning this week Risks 	<ul style="list-style-type: none"> Pulse check results Elaboration on results Actions 	<ul style="list-style-type: none"> Impact case Sprint prototypes Feedback Acceleration opportunity? Mini pulse check 	
Participants	<ul style="list-style-type: none"> Project Leader Team (Project owner) 	<ul style="list-style-type: none"> Project Leader Team 	<ul style="list-style-type: none"> Project Leader Team Feedback Team 	<ul style="list-style-type: none"> Project Leader Team 	<ul style="list-style-type: none"> Project Leader Team 	<ul style="list-style-type: none"> Project Owner Project Leader Team Other key stake-holders 	<ul style="list-style-type: none"> Project Leader Team Feedback Team 	<ul style="list-style-type: none"> Project Leader Team 	<ul style="list-style-type: none"> Project Owner Project Leader Team 	<ul style="list-style-type: none"> Project Leader Team Feedback Team 	<ul style="list-style-type: none"> Project Leader Team 	<ul style="list-style-type: none"> Project Leader Team 	<ul style="list-style-type: none"> Project Leader Team 	<ul style="list-style-type: none"> Project Owner Project Leader Team Other key stake-holders 	<ul style="list-style-type: none"> Project owner Project Leader Team Review Team
Preparations	<ul style="list-style-type: none"> Main plan poster Visual sprint poster 	<ul style="list-style-type: none"> Visual sprint poster 	<ul style="list-style-type: none"> Solution elements 	<ul style="list-style-type: none"> Visual sprint poster 	<ul style="list-style-type: none"> Visual sprint poster Impact case 	<ul style="list-style-type: none"> Project Owner Project Leader Team Other key stake-holders 	<ul style="list-style-type: none"> Solution elements 	<ul style="list-style-type: none"> Visual sprint poster 	<ul style="list-style-type: none"> Visual sprint poster 	<ul style="list-style-type: none"> Solution elements 	<ul style="list-style-type: none"> Visual sprint poster 	<ul style="list-style-type: none"> Project Leader Team 	<ul style="list-style-type: none"> Project Owner Project Leader Team Other key stake-holders 	<ul style="list-style-type: none"> Impact case & Impact tracking Physical prototypes Mini pulse check poster 	