

What changed in this sprint?

A 10-minute conversation to agree what stays, what moves out, and who follows up. Works with native Jira; no app installation is required.

0:00 - 1:00

Set the frame

Name the project and active sprint. State the decision needed. Invite the team members who can agree priorities and the authorized Jira user who can apply changes.

1:00 - 3:00

Read the current sprint

Open the Scrum board and its Sprint report where available. Review current work. Do not treat the present board as a complete original commitment snapshot.

3:00 - 5:00

Check additions

Use Jira's added-after-start marker where available. For each relevant item, note its issue key, reason, evidence source and time; investigate unknowns instead of guessing.

5:00 - 7:00

Check removals and trade-offs

When a removal matters, check the issue history for the sprint-field change. Discuss which work should move out when urgent work enters. Record uncertainty.

7:00 - 9:00

Agree the decision

Record: added work and why; keep, move, swap or follow up; what moves out; decision owner; who agreed. Use a Jira comment, Confluence or the free decision template.

9:00 - 10:00

Apply and record

An authorized user applies agreed changes in Jira. Save the evidence source, time and follow-up date. Keep a review record, even when the decision is to make no change.

Team / sprint: _____

Decision / next step: _____

Owner / agreed by: _____

Optional: use Sprint Scope Guard

Review current-sprint changes, agree an authorized action, then export a report. Neither this kit nor the app reconstructs a complete original commitment snapshot.