Scrum calendar for work planning with timeline

This slide shows two week scrum schedule for planning and managing company work to complete tasks and achieve targets on time. It includes daily sprint tasks such as topic selection , allocation, documentation, review, retrospective etc. with time duration and participants.

Wed	Thus	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
	Standup	Standup	Standup	Standup	Standup	Standup	Standup	Standup	
Planning	Topic selection	Allocate topics to employees	Set deadlines	Develop communication plan		Work refinement	Documentation		Review / Retro

Duration

- **Sprint Planning** — Max 3.5 hours for 2-weeks sprint
- **Sprint review** — Max 2 hours for 2-weeks sprint
- **Retrospective** — Max 2 hours for 2-weeks sprint
- **Daily standup** — Max 20 minutes for 2-weeks sprint
- **Refinement** — Max 15% of development team capacity (flexible)

Participants

- Managers + team members + invited professionals
- Manager + team members
- Scrum team
- Manager + team members
- Development team + experts