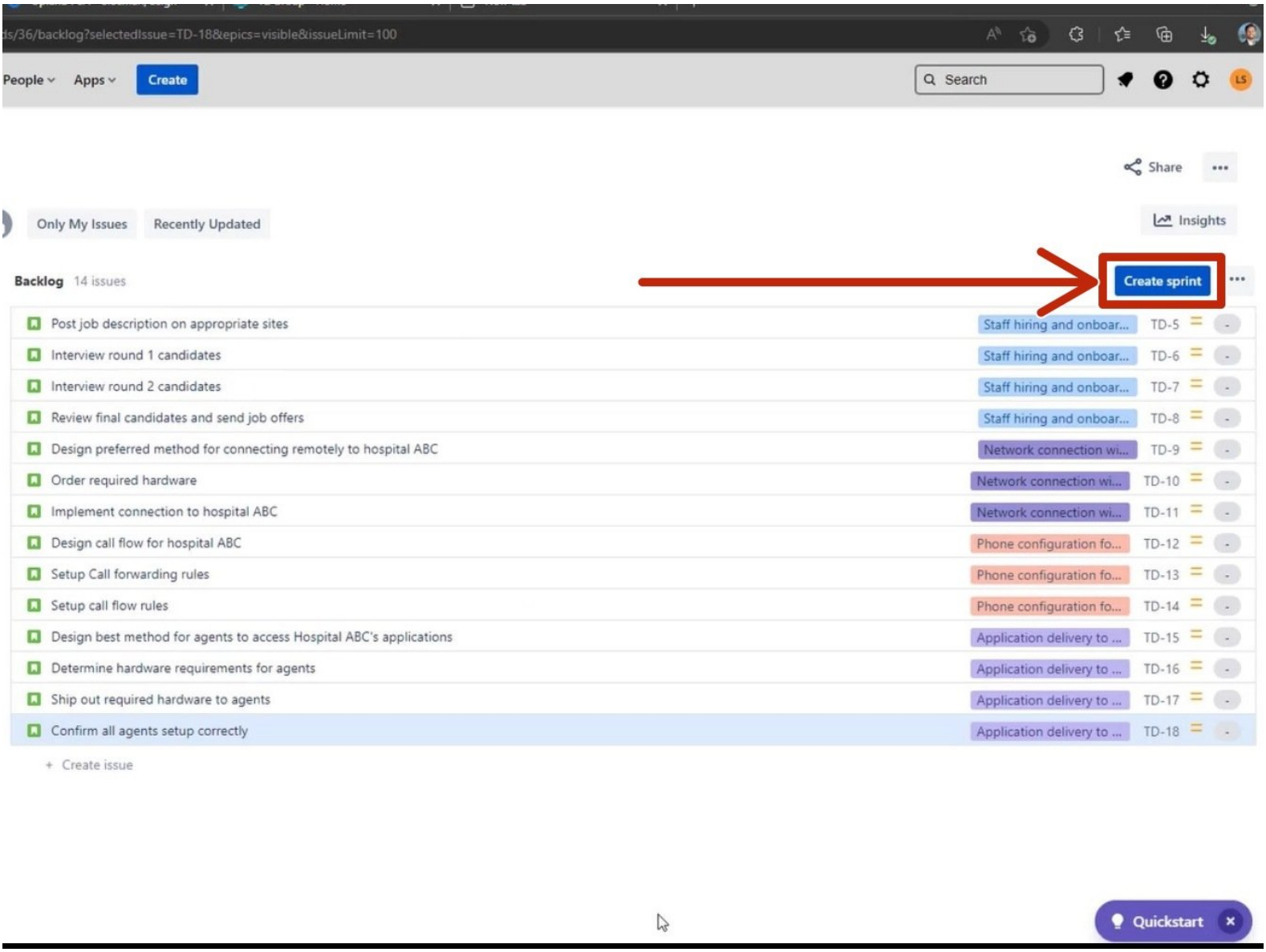
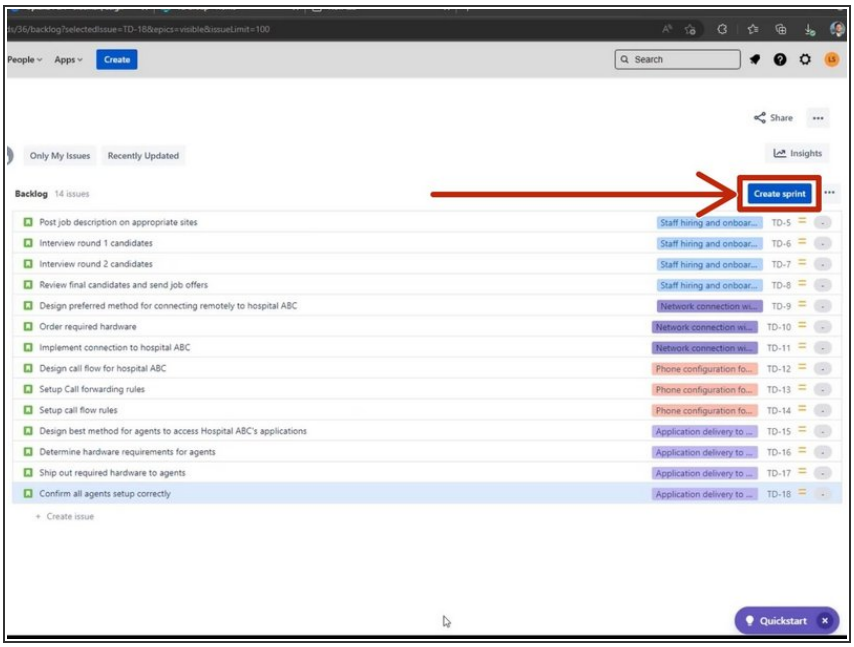
Creating and Starting a Sprint

Written By: Brendon Welch



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Step 1 — Creating and Starting a Sprint

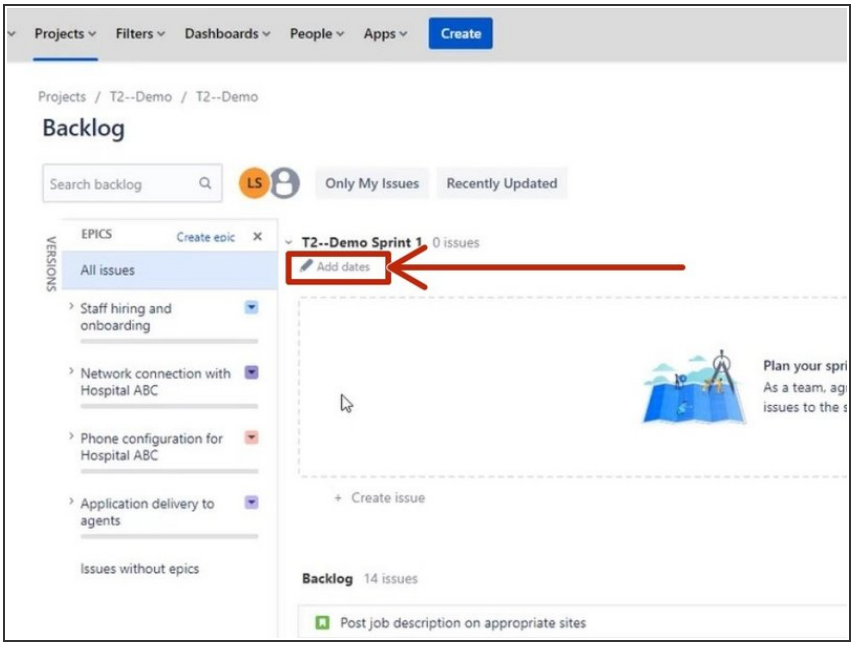


ⓘ A *Sprint* is defined as the amount of time allocated to complete *Stories* within an *Epic*.

Once you have created the Stories in each of your Epics:

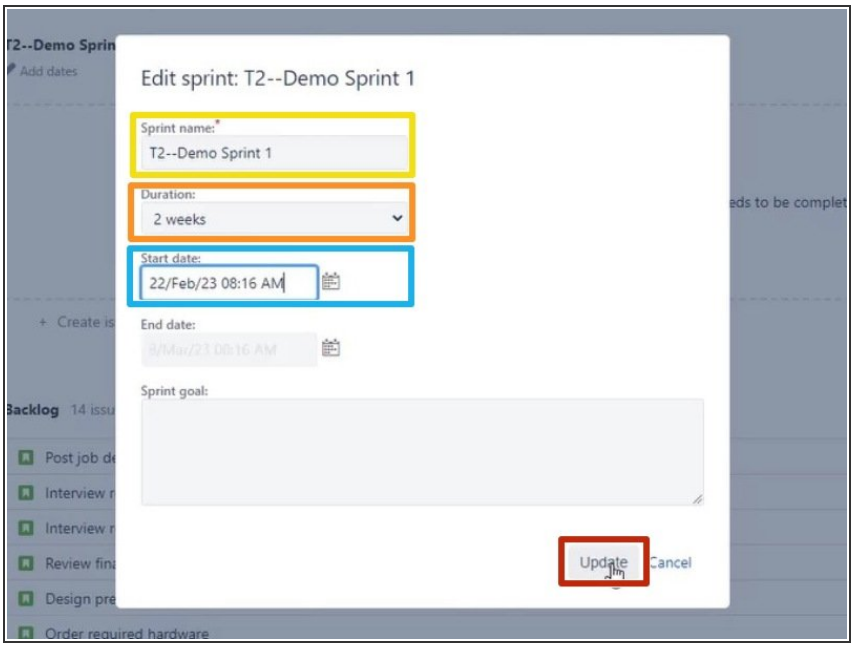
- Click **Create Sprint**

Step 2



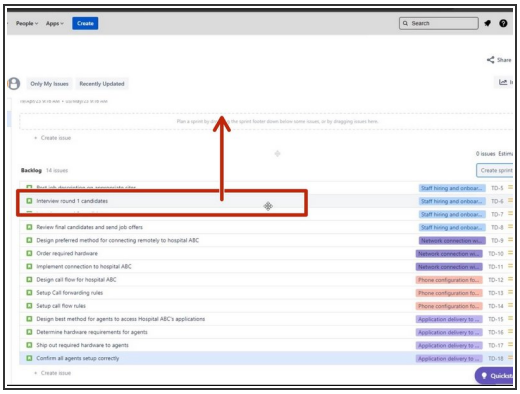
- Click **Add Dates**

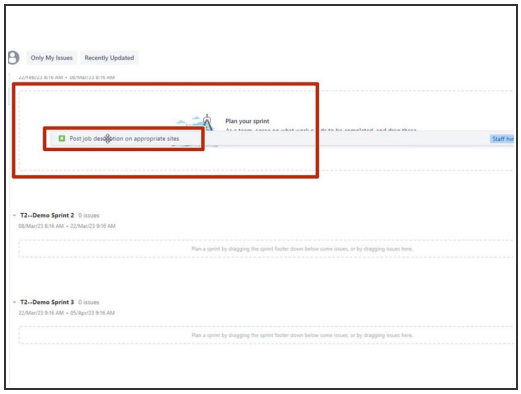
Step 3

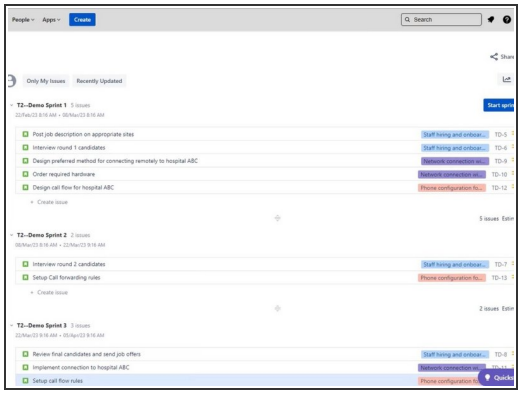


- Enter the **Sprint Name**
- *Most Sprints should be 2 weeks.*
- Set the **Duration** of the Sprint
- Select the **Start date**
- Click **Update**
- **Repeat Step 2 to create multiple Sprints.**

Step 4



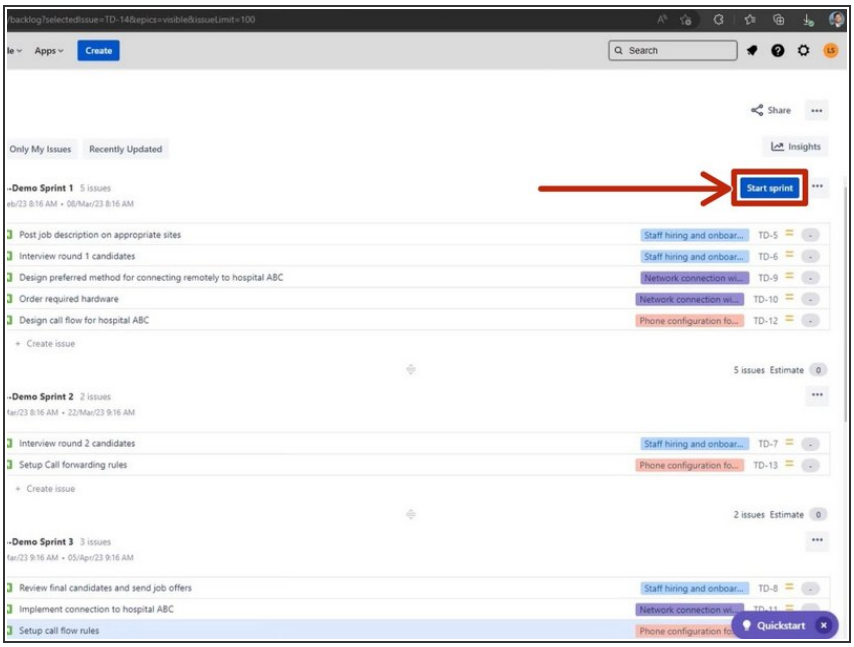




- **To assign Stories to a Sprint:**
- **Click and Drag a *Story* into a Sprint**
- *Assign as many Stories as you can. If the timeframe is too far out, they can remain in the Backlog.*
- **Once you have assigned the Stories to the Sprints, you must assign Story Points.**
- **CLICK HERE to Create Subtasks and Assign Story Points**

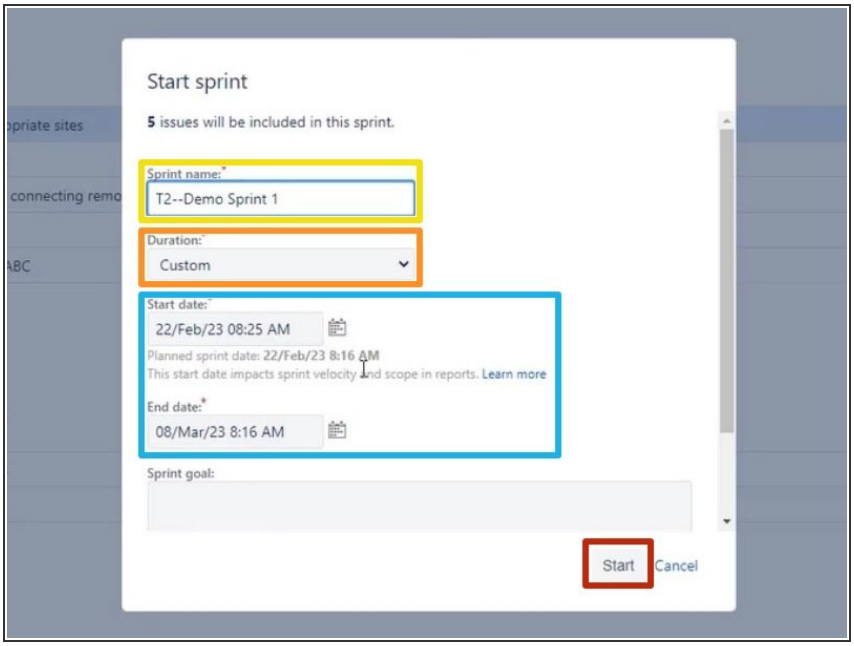
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Step 5



- Click **Start Sprint**

Step 6



- Enter a **Sprint Name**
- Confirm the **Duration**
- Confirm the **Start and End Dates**
- Click **Start**

- [CLICK HERE to Update Sprint Progress]
- [CLICK HERE to Review a Sprint Roadmap]