

INSTRUCTIONAL
LEADERSHIP
ASSOCIATION

The
Instructional
Leadership
Show

Episode #71

Fortnight Sprint Planning



The Fortnight



Fortnight (noun):
a period of fourteen days
(two weeks)

from Old English

fēowertȳne niht, “fourteen nights”

The Sprint



Sprint (noun):

A fixed unit of time (often two weeks) in which specific work is completed.

from the Agile “Scrum” software development framework



Why Fortnight Sprints?

Underused unit of time:

- Large enough for bigger projects
- Small enough for accurate planning
- Flexibility to adjust from day to day



How The Template Works

- Two-week spread
- Brainstorm projects and tasks
- Mark specific days to work on each item
- Estimate with points





Points: Quantifying Mental Energy

- Arbitrary scale—10 points per day
- Allocate points to work, decision-making, personal stressors, and anything else that consumes mental energy
- Include both personal & work items
- Better estimates allow better planning



Scope & Accuracy—Planning Fallacy

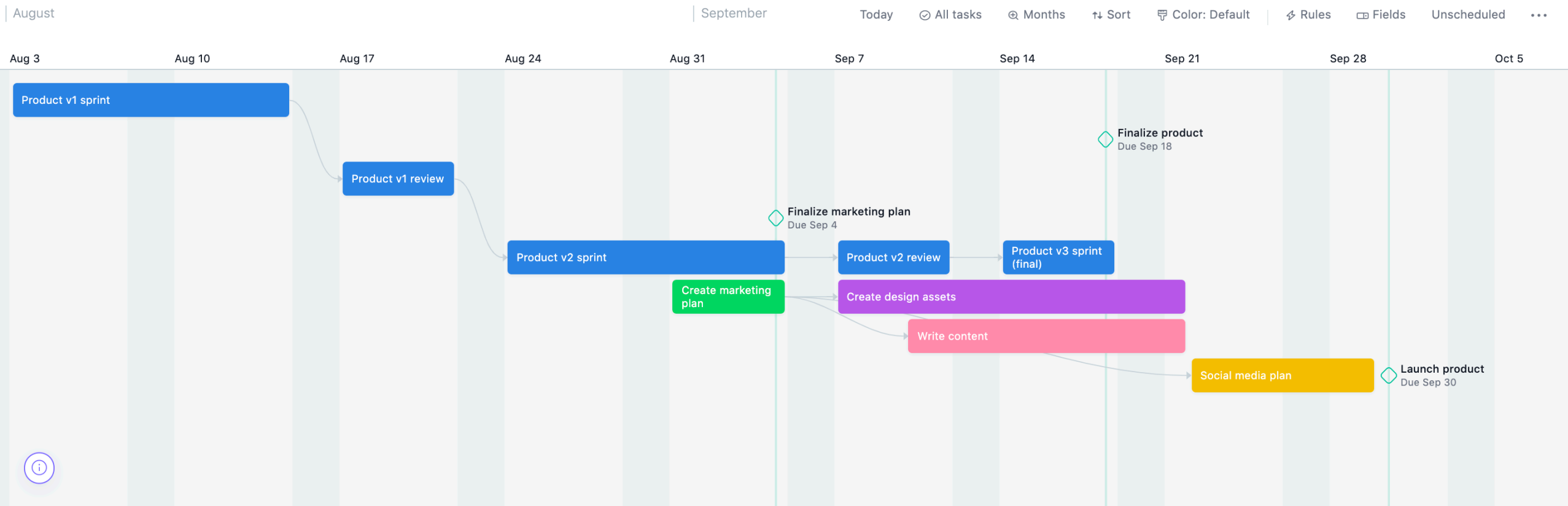
- Planning Fallacy—Kahneman & Tversky, 1979
- While we can accurately estimate how long others' projects will take them, we tend to underestimate how long we ourselves will take—even when we have prior experience
- As the scope of a project increases, the accuracy of our estimates decreases



Better Estimates & Planning

- Break large projects into smaller steps
- Identify date- and order-specific steps
- Schedule steps for specific days
- Estimate point size of each step
- Estimate total workload for each day

Gantt Charts



Fortnight Sprint Plan: Gantt Chart “Light”

- Identify all steps
- Estimate their size
- Identify dependencies
- Identify overlaps
- Sequence & schedule





How To Use The Fortnight Sprint Planner

- Brainstorm tasks & projects, in any order
- Break larger projects down into steps
- Estimate points of work on each project for specific days
- Update throughout the “sprint”
- Keep with Daily Planner
- Use as you plan Daily Scorecard & Agenda

FORTNIGHT SPRINT PLAN

TASK NAME	6/27 SAT	6/28 SUN	6/29 MON	6/30 TUE	7/1 WED	7/2 THU	7/3 FRI

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