

PI Planning Checklist

8 weeks out

- Ensure that all email lists, and aliases, are up to date.

3 weeks out

- Talk to your Business Owners and Architects to get a view on their context slides.
- Determine a happy hour location and let them know you're interested in throwing an event.

2 weeks out

- Order food for your teams. Keep in mind all dietary restrictions.
- Go over any final schedule changes you might have, and any requests for changes.
- Send out a more concise invitation with the new updated schedule.
- Encourage your team to RSVP. This lets you know how much food to order.
- Order a generous amount of supplies.
- Continue discussing the Epics with your team, so they have a good understanding.

1 week out

- Revise your food order based on any last-minute changes to RSVPs.
- Gather the presentations from your Business Owners and Architects.
- Reach out to the happy hour location to update them on what they can expect.

2 days out

- Send the context slides out to your teams, so they have a clearer understanding of what to look forward to.

1 day out

- Gather supplies and materials and distribute them to every teams table.
- If you have multiple ARTs, make sure each presentation is in the correct Train.
- Distribute any handouts or information sheets you may have printed.
- Prepare the room with decorations, remaining supplies, name badges, posters, and any other items you might have.