

Sample PI/QBR event agenda

Day 1

Session	Duration	Possible topics
Opening	15 min	<ul style="list-style-type: none"> Welcome everyone Thank the audience for their hard work in the last innovation & planning sprint Provide a reason for the QBR / PI Planning Review Retrospective actions from the last QBR / PI Planning
Context	50 min	<ul style="list-style-type: none"> Where are we today? Feedback from the Product Management team Architecture Update Outline Priorities / Product Goals for the next 3 months
Senior Stakeholders Q&A	30 min	<ul style="list-style-type: none"> Open discussion panel, responding to the key themes from Squads' (and stakeholders) questions
Break	10 min	
Squad Planning Session 1 (part 1)	90 min	<ul style="list-style-type: none"> Create clarity around Squad capacity for this QBR / PI Planning period, highlighting risks and obstacles In line with QBR / Product Increment priorities/objectives, ensure we have Epics that are linked to Portfolio Epic / Initiative Portfolio Begin linking existing stories or write new ones to Epics
Break	30 min	
Squad Planning Session (part 2)	120 min	<ul style="list-style-type: none"> Create clarity around Squad capacity for this Product Increment /this QBR Epic, and highlight risks /obstacles for the QBR period.. In line with QBR / PI priorities /objectives, ensure we have Epics linked to Portfolio Epics / Initiative Portfolio (in JIRA). Begin mapping existing stories or write new ones to Epics (Sprint 1&2 view minimum)
Break	15 min	
Squad reviews part 1	60 min	<ul style="list-style-type: none"> Give summary from squad members using Miro board integrated with Jira Highlight any squads that are incomplete with the mapping & ask for help if needed

Day 2

Session	Duration	Possible topics
Opening	15 min	<ul style="list-style-type: none"> Welcome everyone Thank the audience for their hard work yesterday Go through the agenda for the day
Announce stakeholders commitments	30 min	<ul style="list-style-type: none"> Provide a summary of progress/challenges from yesterday Announce commitments Encourage Squads to adapt as needed
Break	10 min	
Squad Planning Sessions 2	100 min	<ul style="list-style-type: none"> Make any changes based on stakeholder solutions Agree on Sprint 3 - 5 goals and stories (if possible) 50m Planner check-ins (align as much as possible)
Break	30 min	
Squad Reviews part 2	60 min	<ul style="list-style-type: none"> Give a summary of squad members Highlight any teams that are incomplete and ask for help if needed Discuss high-level Sprint 3 - 5 goals and stories
Discuss dependencies and risks and an early confidence vote	65 min	<ul style="list-style-type: none"> Review the nature of risks and dependencies Review risks /dependencies by group What level of confidence do we have in the completion of this work? (Hi – Lo) Prioritisation
Break	30 min	
Squad planning and review	60 min	<ul style="list-style-type: none"> Squads quickly implement changes based on feedback Squads quickly provide quick 5m updates

Stakeholders review	30 min	<ul style="list-style-type: none"> • Leaders discuss progress and obstacles • Decide on action focussed solutions • Agree on messaging for the next day of planning
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Final confidence vote and QBR / PI Planning close	10 min	<ul style="list-style-type: none"> • What level of confidence do we have in the completion of this revised work? The scale of 1 - 5 (Weak - High) • Program/Product Manager's commitment to ensuring programmatic success
Senior Stakeholders Discussion	30 min	<ul style="list-style-type: none"> • Leaders discuss progress /obstacles • Agree on cadence