

PI Planning Agenda Template

Two-Day Schedule, Sessions & Outputs

A practical working agenda for Release Train Engineers, Project Managers, Scrum Masters, Product Managers, Product Owners, Agile Coaches and teams preparing for PI Planning.

How to use this template

1	Start with the default Day 1 and Day 2 agenda.
2	Adjust clock times to your ART, while protecting the decision flow.
3	Keep presentation blocks concise and protect team breakout time.
4	Assign a clear owner/facilitator and define the expected output for every session.
5	Use the Excel workbook to customize owners, participants, timings and notes.
6	Validate dependencies, risks and confidence continuously - not only at the end.

CORE PRINCIPLE

Adapt the clock times, not the planning logic. Each agenda block should create the information, decisions or artifacts the next block needs.

What this template covers

WHEN	Start time, end time and planned duration	WHO	Owner/facilitator and participants
WHAT	Session objective and required inputs	OUTPUT	Expected result before moving forward

Day 1 - Build the Draft Plan

Context -> Alignment -> Team Planning -> Draft Review -> Management Decisions

Time	Session	Owner	Objective	Expected Output
08:30 - 08:45	Welcome and Planning Context	RTE	Align everyone on the agenda, objectives, working agreements and planning mechanics.	Shared understanding of the event flow and expected deliverables
08:45 - 09:15	Business Context	Business Owners	Explain strategic priorities, business conditions and the outcomes that matter for the upcoming PI.	Shared business context and priority signals
09:15 - 10:00	Product / Solution Vision	Product Management	Clarify product direction, priorities, intended outcomes and major trade-offs.	Common product direction and planning priorities
10:00 - 10:30	Architecture Vision	System Architect / Engineering	Provide technical direction, guardrails, enablers and major constraints.	Architecture guidance and technical guardrails
10:30 - 10:45	Break	RTE	Protect focus and give facilitators time to review emerging questions.	Participants ready for the planning block
10:45 - 12:00	Team Breakout #1	Agile Teams	Start building realistic team plans against capacity and priorities.	Initial plan; draft objectives; early dependencies and risks
12:00 - 13:00	Lunch	RTE	Pause and reset before the main planning block.	Participants ready to continue
13:00 - 15:30	Team Breakout #1 - Continue	Agile Teams	Complete the first version of the plan and surface cross-team issues.	Draft PI Objectives; draft team plan; dependencies; risks; ART Planning Board updates
15:30 - 15:45	Break	RTE	Short reset before plan review.	Participants ready for review
15:45 - 16:45	Draft Plan Review	RTE + Agile Teams	Make draft plans visible and expose cross-team conflicts while there is still time to change them.	Cross-team issues; unresolved dependencies; decision requests
16:45 - 17:30	Management Review and Problem Solving	Business Owners + RTE + Product Management	Resolve scope, capacity, priority and dependency issues that teams cannot solve alone.	Planning adjustments and leadership decisions for Day 2

Day 1 outcome: draft team plans, draft PI Objectives, visible dependencies and risks, plus leadership decisions that remove major scope, capacity and coordination conflicts.

Day 2 - Finalize and Align

Adjust -> Finalize -> Review -> ROAM -> Confidence -> Improve

Time	Session	Owner	Objective	Expected Output
08:30 - 09:00	Planning Adjustments	RTE + Leadership	Communicate decisions and updated assumptions from Day 1.	Shared updated planning context
09:00 - 11:30	Team Breakout #2	Agile Teams	Finalize plans, PI Objectives, dependencies and risks based on Day 1 feedback.	Final team plans; final PI Objectives; updated dependencies and risks
11:30 - 12:00	Cross-Team Synchronization / Buffer	RTE + Teams	Resolve remaining cross-team issues before final reviews.	Remaining dependency gaps closed or explicitly escalated
12:00 - 13:00	Lunch	RTE	Pause and reset before the final decision sequence.	Participants ready for final review
13:00 - 14:30	Final Plan Review	RTE + Agile Teams	Confirm that team plans form one coherent ART plan.	Aligned ART plan; reviewed PI Objectives; visible dependencies
14:30 - 15:00	ART Risks / ROAM	RTE	Make explicit decisions on significant ART-level risks.	Risks resolved, owned, accepted or mitigated
15:00 - 15:30	Confidence Vote	RTE	Test whether the people responsible for execution believe the plan is workable.	Confidence result and actionable concerns
15:30 - 16:15	Plan Rework if Required	Relevant Teams + RTE	Adjust the plan when the confidence vote exposes material problems.	Adjusted plan and resolved critical concerns
16:15 - 16:45	Planning Retrospective and Close	RTE	Capture immediate learning, improvement actions and close the event.	Improvement actions and aligned next steps

Day 2 outcome: aligned team plans and PI Objectives, an updated ART Planning Board, explicit risk decisions, a confidence result and agreed improvement actions.

Remember: Good PI Planning is not about filling a calendar. It is about sequencing context, collaboration and decisions so the ART can leave with a credible plan.