Sprint Timeline

| **WEEK** | **MILESTONE** | **ACTIVITY** |
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| Week 1 | **Kick Off Call**  **[Date]** | Sprints launch with kickoff call. |
| Week 2 |  | Teams connect with user advocates to conduct user research and better understand the challenge they are working on. |
| Week 3 | **User Research**  **[Date]** | Teams share learning from user research that will inform design of their product and connect with user advocates for more feedback. |
| Week 4 |  | Teams continue user research and begin data exploration. |
| Week 5 | **Data Exploration**  **[Date]** | Tech teams join a data Q&A with data stewards to ask questions about federal open data sets. |
| Week 6 |  | Teams continue exploring data and developing products. |
| Week 7 | **Concept Pitch Sessions**  **[Date]** | Teams share concepts, wireframes, and works in progress, with wide variation in product maturity. Sprint participants provide feedback on the tools in development. |
| Week 8 |  | Teams continue product development, data exploration, and user testing. |
| Week 9 |  | Teams continue product development, data exploration, and user testing. |
| Week 10 | **Beta Demos**  **[Date]** | Teams come together to showcase and share feedback on more mature versions of their products. Typically, tools have reached at least wireframes and have some functioning features by this stage. |
| Week 11 |  | Teams address feedback from Beta Demos and continue building products and user testing |
| Week 12 | **Product Sustainability Workshop (Optional)** | Product teams join a session to share best practices and strategies for making TOP tools lasting and effective. |
| Week 13 | **MVP Demos** | Teams share Minimum Viable Products to sprint leaders and potential end-users. MVP Demos are typically one-on-one with each tech team. |
| Post-Sprint | **Sprint Showcase Event** | Teams present their sprint products to stakeholders at a showcase event.  This can include sprint participants, the agency hosting the sprint, and others from government, industry, and media. |

