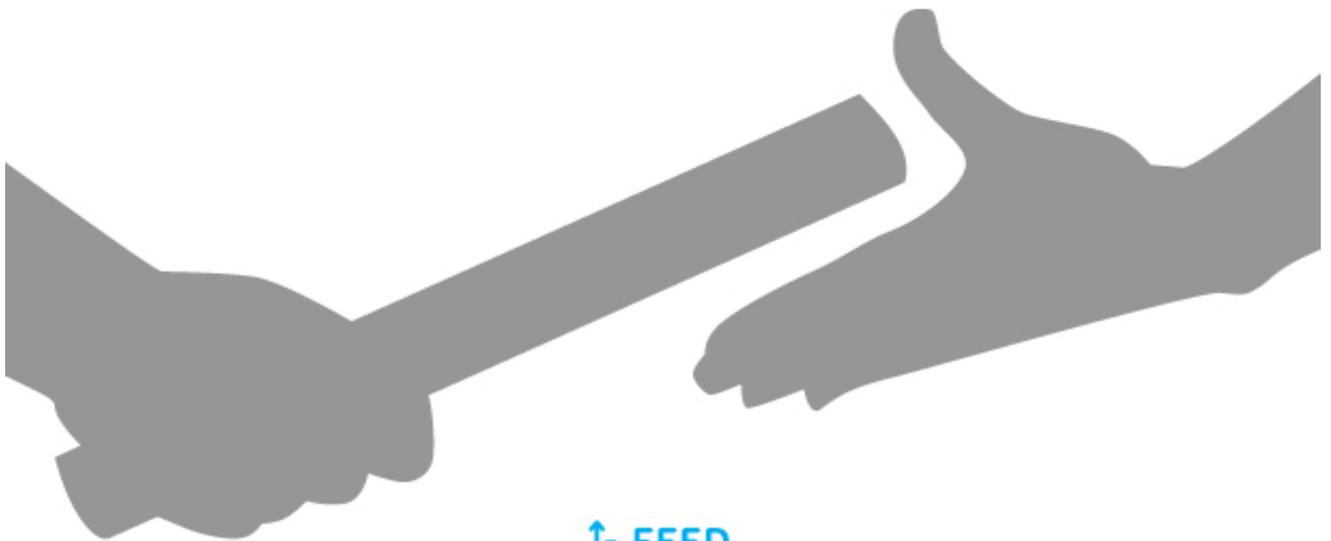


# SPRINT RELAY PLAYBOOK

A Guide to Facilitation





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Special thanks to the team at Rapid Results Institute*

# Overview

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The Sprint Relay is a methodology that makes iterative adaptation practical.

As part of a Sprint Relay, several agencies collaborate over a 100-day period (a Sprint) to produce a concrete, useful product designed for use within - and sometimes across - agencies. Each 100-day Sprint builds on (and builds toward) a related initiative or Sprint. The methodology is an adaptation of the 100-Day Challenge choreography pioneered by RRI - the Rapid Results Institute.

Sprint Relays borrow key principles and tools from the Rapid Results Institute's 100-Day Challenges, though the two differ somewhat in objectives, context, and feel (see box below). The primary purpose of Sprint Relays is to jump-start action and collaboration among participants from several different organizations. These participants might feel an itch to get something done about challenges facing an entire field or profession that cannot be tackled by one organization alone. The Sprint Relay platform helps them scratch that itch and achieve some concrete steps designed to create momentum for deeper reforms and changes over time.

Sprint Relays are especially tailored to jump-starting action on agendas and priorities that emerge organically, and that require cross-agency collaboration to get off the ground.

## Sprint Relays vs. RRI 100 Day Challenges



Rapid Results Institute's 100-Day Challenge are a bit different from Sprint Relays. RRI's 100-day Challenges are more intensive: they aim to help teams - typically pulled together from several organizations and sectors - achieve unreasonably ambitious results in 100 days, and to give these teams an experience of what the 'future of work' could look like. The experience of 100-Day Challenge Teams is more intense and often transformational, and it requires customized design, deep engagement with organizational leaders, and specialized facilitation and coaching support.

# Introduction

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The Sprint Relay process provides an opportunity for representatives from multiple organizations to come together to solve a common challenge in a structured and efficient environment.

The purpose of this Playbook is to provide you, the Sprint Facilitator, with a guide to running a successful Sprint. Over the course of 100 days, you will support Sprint Teams to define, draft, refine, and ultimately deliver a product that they can use to overcome a challenge they face in their work. You'll help Teams define Deliverables that will make a meaningful difference in their work *and* that can be produced in 100 days. You'll check in with them over the course of the Sprint, participate in brainstorming, provide encouragement, and act as the bridge between Teams. You'll celebrate their accomplishments at the end of the Sprint, and tee up the next set of Teams to take the work forward.

## Playbook Contents:

1. Overview
2. Introduction
3. How to Guide
4. Drumbeat
5. Deliverables
6. Check-in Guide
7. Success Factors
8. Sprint Relay Case Study

## TIPS FOR USING THIS PLAYBOOK

**1. Read through the whole Playbook first, and envision the flow for your potential Teams.** What pain points can you predict? How can you plan ahead to smooth the track for the Teams?

**2. Try to stick with the Drumbeat of Check-ins,** but know that each Sprint will be different; leave some room for flexibility.

**3. Don't be afraid to be involved frequently with Teams.** It may feel like nagging, but it's the Facilitator's job to ensure that Teams stay on pace, and are adjusting their timeline and scope as necessary.

**4. Use Check-ins as a chance to celebrate the Team's work.** Beyond celebrating even small accomplishments, also make sure to share insights, successes, and tips from other Sprint Teams.

**5. Not all Teams will complete their Deliverables, and that's ok.** The Facilitator should push each Team to meet the Deliverables they agreed on on Day 15, but be sure to celebrate any and all learning along the way, and to position the Handoff from one Sprint to the next as an accomplishment in and of itself.

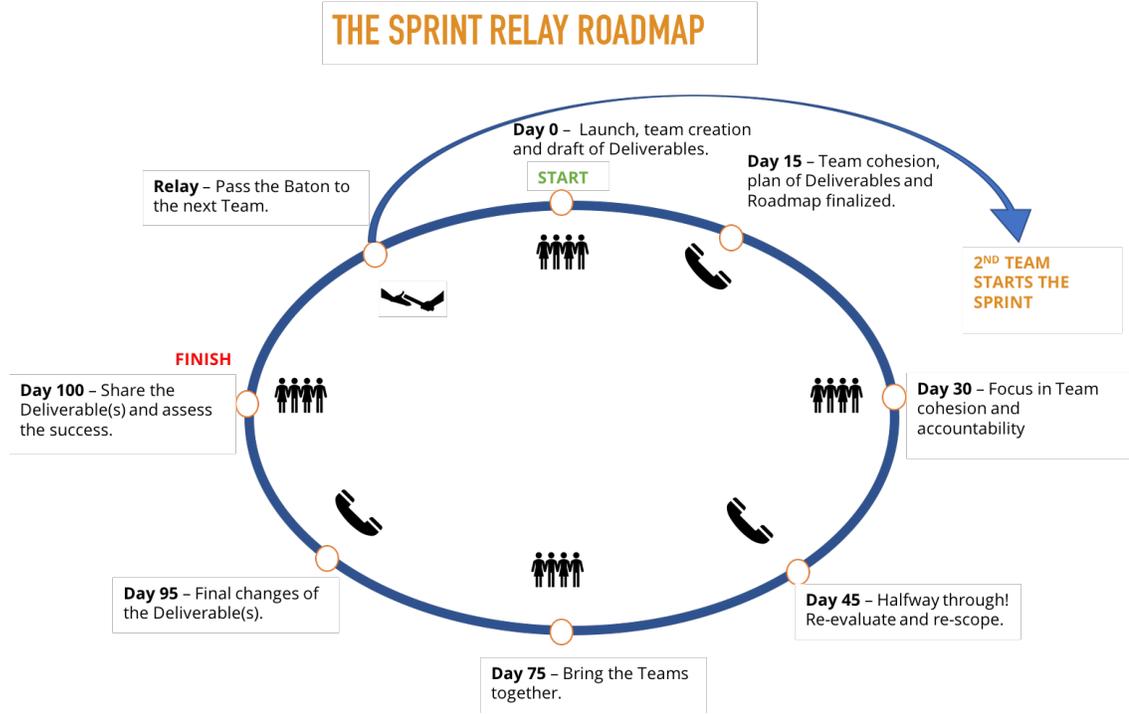
# How It works

As the Sprint Facilitator, your goal is to help Teams define and deliver well-crafted products over the course of 100 days that will allow them to overcome a specific challenge or meaningfully advance them towards a larger goal.

This Playbook provides a tested methodology to facilitate that process, with Check-in points and Guidelines, tips for keeping Teams on track, a Roadmap to help visualize the Sprint, and examples to help make these ideas concrete.

## The following roles will be played by members of the Sprint Relay:

- 1. **Facilitator:** person who creates the track for the Sprint Relay, and is tasked with managing the Teams as they proceed through the process. The Facilitator uses this Playbook as a facilitation guide.
- 2. **Teams:** these groups of 2-5 members comprise the people who will define a Deliverable and put in the work to craft the end product.
- 3. **Team Captain:** this Team member will be the point person and main contact for a specific Team, and will be primarily responsible for interfacing with the Facilitator.



# What's in the Playbook

This Playbook includes information on:

- Assembling Sprint Teams
- Defining Deliverables
- Conducting periodic Check-ins
- Preparing for the Relay
- Example Case Study
- and more!

The Feedback Labs team thanks the Rapid Results Institute and USAID for their support in developing the Sprint Relay methodology and Playbook. Contact us at [info@feedbacklabs.org](mailto:info@feedbacklabs.org) for more information on implementing and facilitating a Sprint Relay, including access to the full Playbook and growing community of Sprint Relay alumnae.

