Setting up *ScrumPoP* with *Google docs*

ScrumPoP comes with
- **Guidance from a Scrum website published by the [EPF](#) community**
- *Google docs* **templates for Product Backlog, and connected Sprint Backlog**
- *Google docs* **template for Issue List**

When you set up these *Google docs* templates, User Stories from the Product Backlog will show up in the "User Stories" sheet of connected Sprint Backlog(s). When you select stories for the sprint within its "Sprint Backlog" sheet, you will be able to use a dropdown list to see the stories assigned to your track and select them as appropriate.

Set up *ScrumPoP*

1. Change "ScrumPoP Project" to your project name. Add / delete tracks and sprints
2. Click the "Timeline" tab, and update the "Starts on", "Ends on" dates
3. Click the "Team" tab, and add members to the tasks

Set up *Google docs* templates with *ScrumPoP*

1. [Sign in](#) to your Google account with "Stay signed in" selected
2. Click "Use this template" for [all 3 templates associated with *ScrumPoP*](#)
3. Make copies of "Issue List" so that every track has one
4. Make copies of "Sprint Backlog" so that every sprint has one
5. Rename all templates for your project and copy their URLs from address bar
6. Share the templates with team members, through "Share" on *Google docs*
7. Embed URLs of Product Backlog, Issue List and Sprint Backlog
   - Embed Product Backlog in "Notes" tab of "Plan". Click "Edit Notes" and then HTML. Replace the URL under "<!-- INSERT THE GOOGLE DOC URL BELOW. -->" in "src=""…" with the one you copied for the template. Click the buttons, "Update", and "Submit"
   - Embed Issue List of "Track 1" in its "Notes" tab. Embed Sprint Backlog of "Sprint 1" in its "Notes" tab
8. Populate notes of other tracks and sprints
   - Click "Edit Notes" and then HTML on "Track 1". Copy all text from the HTML editor. Click the buttons, "Update", and "Submit". For each track, click "Edit Notes", then HTML, and paste the text. Change the URL of the Issue List to correspond to the copy for that track. Click the buttons, "Update", and "Submit"
   - Repeat the above for all sprints and their Sprint Backlogs
9. List track names in the "Tracks" sheet of the Product Backlog
10. Link the Sprint Backlog(s) to the Product Backlog
    - In "User Stories" sheet of each Sprint Backlog enter "Product Backlog spreadsheet-key:" - text between 'key=' and '#', i.e., "tV8ZAvuDy93jSKXXrKrb0tQ&hl=en" in URL https://spreadsheets.google.com/ccc?key=tV8ZAvuDy93jSKXXrKrb0tQ&hl=en#gid=1
    - Enter "Track name:" - the name of track which the sprint belongs to, as assigned in the Product Backlog