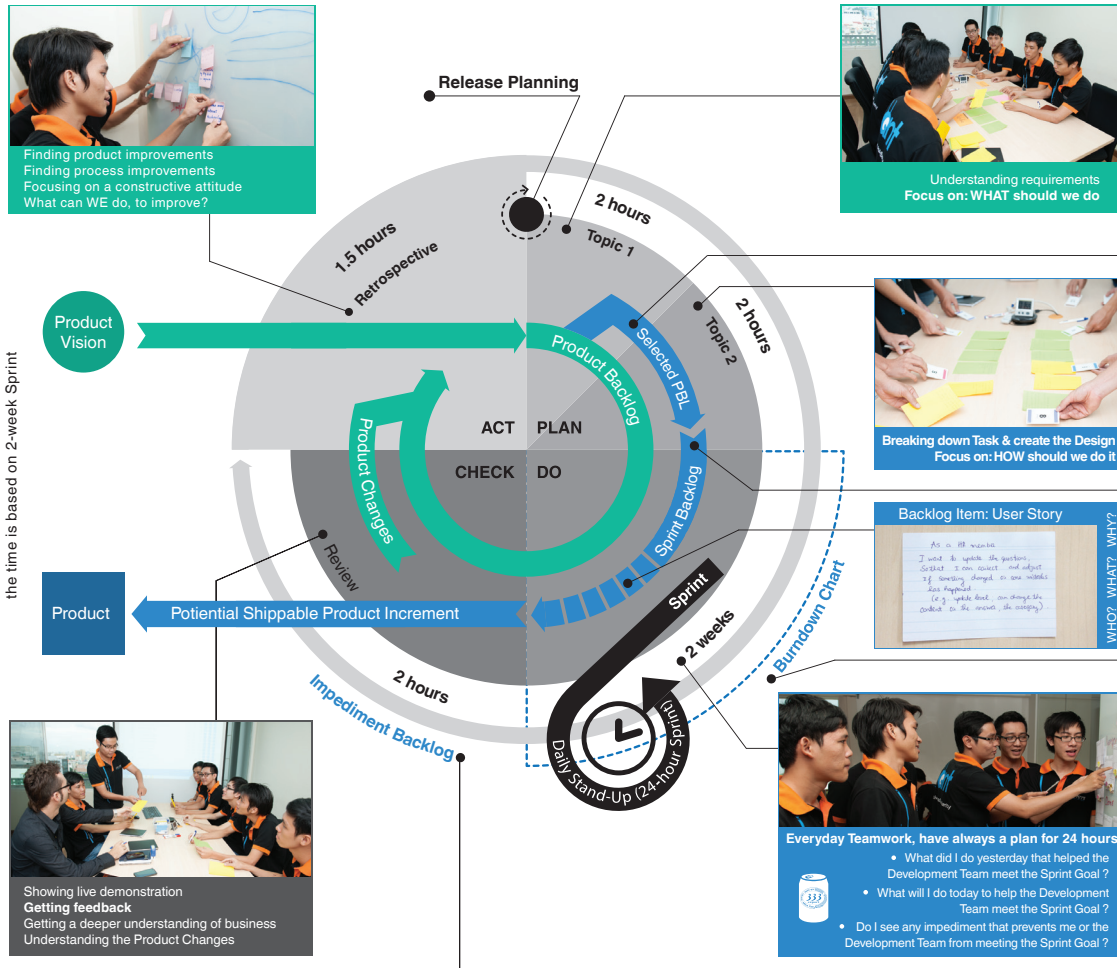


SCRUM ON A PAGE

“ Individuals and interactions over processes and tools
Working software over comprehensive documentation
Customer collaboration over contract negotiation
Responding to change over following a plan ”

Agile Manifesto 2001⁽⁴⁾



Scrum Artifacts

Product Backlog: An ordered list of everything that might be needed in this product

Selected PBL: An ordered list of everything that is needed for this Sprint

Sprint Backlog: List of necessary tasks identified by Scrum Team that have to be completed in this Sprint

Burndown Chart: Updated daily by Team to show the remaining work (Everything is Transparent)

Increment: A recognizable, improved, incremental product that meets the Definition of Done and has Customer value

Scrum Team

Product success

- Responsible for the ROI
- Responsible for the order
- Responsible for the product
- Own the Product Backlog
- Be sure that the PBL is transparent / visible
- Be sure the Dev. Team understand the PBL Items

Feature delivery

- Responsible for development
- Responsible for quality
- Responsible for delivering the useful increment in each Sprint
- Share progress & remaining work
- Self-organizing
- 3 - 9 Cross-functional, full-time team members
- Own the Sprint Backlog

Facilitate Scrum Team

- Responsible for increasing productivity
- Responsible for using the Scrum framework
- Facilitate, serve and coach the Team, PO & Organisation
- Support to remove Impediments

Non-Scrum Roles

Stakeholder

- Support the Scrum Team and the Product
- Can be anybody who is not part of Scrum Team: Customer, User, Sponsor, Vendor, Manager,...

Pillars

- Transparency
- Inspection
- Adaptation

Scrum Values

- Commitment
- Courage
- Focus
- Openness
- Respect

Scrum Approach

- Iterative, incremental delivery
- Self-organization
- Continuous Improvement
- Collaboration
- Value-based priority
- Time-box

Agile Approach

- Reduce complexity
- Handle changes
- Identify and handle risk
- Produce values early
- Feedback regularly
- Eliminate waste
- Avoid over-engineering
- Improve quality

| Meeting | Time Allocation (time-boxed) | Frequency | Attendance ⁽²⁾ |
|---|--|---|------------------------------|
| Release Planning ⁽¹⁾ | As needed | As needed | PO, Scrum Team, Stakeholders |
| Product Backlog refinement (Backlog Grooming) | Max : 10% of the Capacity of the Dev. Team | During the Sprint as needed | PO, Scrum Team |
| Sprint Planning Topic I (What) | Max : 2 hours (2-week Sprint) | At the beginning of the Sprint | PO, Scrum Team |
| Sprint Planning Topic II (How) | Max : 2 hours (2-week Sprint) | At the beginning of the Sprint | PO, Scrum Team |
| Daily Scrum (Stand-up) | Max : 15 minutes | Daily during the Sprint | Scrum Team |
| Sprint Review (should be with Stakeholders) | Max : 2 hours (2-week Sprint) | At the end of the Sprint | PO, Scrum Team, Stakeholders |
| Retrospective | Max : 1.5 hours (2-week Sprint) | At the end of the Sprint & after major events | PO, Scrum Team |

⁽¹⁾ Best Practice in offshore software development ⁽²⁾ ■ Mandatory ■ Mandatory facilitating ■ Service to the Scrum Team

⁽⁴⁾ Agile Manifesto 2001, www.agilemanifesto.org

TWO - WEEK SPRINT TIMELINE ACTIVITY

| What | Planning Topic 1 (What) | Planning Topic 2 (How) | Sprint forecast | Sprint Goal communication | Backlog Ordering | Sprint Review |
|--------------------|--|--|---|--|--|---|
| Strategic Planning | Product Owner (Explain the Product Vision) | Dev- Team | Dev-Team | Product Owner | Product Owner | Product Owner |
| Tactical Planning | Dev-Team (Scrum Master facilitates) | Dev-Team (Scrum Master facilitates) | Dev-Team | Dev-Team | Product Owner | Dev-Team (Scrum Master facilitates) |
| When | Sprint Start | Sprint Start | Sprint Start | Sprint Start | Middle of the second week | Sprint End |
| Time Box | Max : 2 hours | Max : 2 hours | | Define the Sprint Goal before and share the updates after planning | Around 1-3 hours | Max : 2 hours |
| Leading role | Dev-Team, Scrum Master, Product Owner | Dev-Team, Scrum Master | Dev-Team, Scrum Master, Product Owner | Product Owner, Stakeholder | Product Owner, Stakeholder | Product Owner, Stakeholder, Dev-Team, Scrum Master |
| Actions | Product Owner will present the maintained Product Backlog. The Dev-Team can get the size of the Stories (L, M, S), they can get the order based on risk and customer value. Team members will ask to clarify Requirements. | Create initial tasks, estimation (maybe with Planning Poker) Discussion about design and architecture | Based on the velocity, the Development Team will prepare the forecast | Product Owner communicates the forecast to Stakeholder | The Product Owner reviews the updated Product Backlog with the Priority e.g.: with MoSCoW based on the Customer need and value | The Dev-Team will show the work that they could finish at the real environment. Changes may come out of this meeting and will be added to the Product Backlog. The Product Owner will define which stories are finally DONE (based on acceptance criteria and DoD). |
| Output | Backlog Items e.g. User Stories, Selected potential Product Backlog Items, Acceptance Criteria | Final Sprint Backlog: all initial Tasks for the upcoming Sprint that need to be done | Forecast: the Team's commitment for the Sprint Backlog | Product Vision | Revised Product Backlog and Release Plan | Product Owner will accept or reject the presented and showed features |



Current Sprint

Preparation for next Sprint

SCROOL

Available on the App Store

GET IT ON Google play

| What |
|--------------------|
| Strategic Planning |
| Tactical Planning |
| When |
| Time Box |
| Leading role |
| Actions |
| Output |

| Start Workshop |
|--|
| Product Owner |
| Product Owner |
| Once at the beginning of the Project |
| Depends on the project |
| Product Owner, Stakeholder |
| The Product Owner will work together with the Stakeholder to prepare the Backlog Items e.g. User Stories. Product Owner and Stakeholder review the Product Backlog. They add, update, modify the new and available stories. They may use the Story mapping approach. |
| Story based on clarifications at the Product Backlog, Update Priority (MoSCoW). Based on the customer needs. |

| Product Backlog refinement |
|--|
| Product Owner |
| Product Owner |
| Second week, before Review |
| max 10% capacity of the Development Team |
| Product Owner, Stakeholder, Dev-Team |
| The Product Owner also should spend his time with the Dev-Team and review the updated Product Backlog. Dev-Team can update the estimation with Points. Everybody in the Scrum Team has to understand the Customer needs. |
| Updated Product Backlog, estimation of the whole Product Backlog to keep it up to date. |

| Pair work |
|---|
| Dev-Team |
| Dev-Team |
| During the Sprint |
| Depends on the Dev-Team |
| Dev-Team |
| The Dev-Team can work with Pair programming. Other Dev-Team members can verify which available solution is the best fit for customer needs. |
| To increase the quality, productivity and get knowledge exchange. |

| Sprint Retrospective |
|---|
| Dev-Team (SM facilitates), Product Owner |
| Dev-Team (SM facilitates), Product Owner |
| Sprint End |
| Max : 1.5 hours |
| Dev-Team, Scrum Master, Product Owner |
| The Dev-Team will identify what was working well and what was not working during the last Sprint. This is basic for the continuous improvement and increasing the productivity and quality (for the Scrum Team, Organisation and Product). The Product Owner also should be involved. |
| At least 3 impediments should be selected, which will be solved in the next Sprint. |