Task 3: Role Assignment and Ceremonies in Scrum

**Role Assignments**

Describe what are the responsibilities of each role.

**Product Owner**

• Role Description:The voice of customer

• Role Responsibilities:

1. Maximize the value of the Product backlog and work of the team.

2. The PO is sole responsible person for managing the Product Backlog.

3. The PO may be assisted by Technical POs to manage the Product Backlog, but PO remains

accountable.

4. Creating and clearly communicating Product Backlog items (Epics/Features/User Stories).

5. Prioritize Features and stories according to the market value.

6. Accepts or rejects the work.

7. Decides what is desired in a release after consulting all the stakeholders

**Scrum Master**

• Role Description: The agile coach

• Role Responsibilities:

1. A Change Agent- Gathers support from everyone to make sure that change is accepted.

2. Is a Coach- Train, mentor and make the team speak the same language.

3. Is a Protector- Protects the team from the outside interference.

4. Is a Problem Solver- Works with stakeholders to escalate / resolve impediments so that the

team achieve the sprint goal.

5. Is a Process Owner- Teach Scrum to everyone and ensure that the right things are done the

right way.

6. Is a true leader who serve the Scrum Team and the larger organization.

**Development Team**

• Role Description: The one make it happen

• Role Responsibilities:

1. A cross functional and self-managing team.

2. Empowered and autonomous.

3. Creating a plan for the Sprint, the Sprint Backlog.

4. Instilling quality by adhering to a Definition of Done.

5. Adapting their plan each day toward the Sprint Goal.

6. Holding each other accountable as professionals.

Ceremonies

Describe who needs to attend, when does the event happen, is it a recurring event, how long does it

take and what is the purpose.

Sprint Planning

•Participants: Scrum master, Architect, Product owner,POD team

•At what time: First Wednesday

•Frequency: First Wednesday

•How Long: 2 hours

•Purpose: Team select refined and read user stories.

Daily stand-up

•Participants: POD Team, Scrum master, Product owner

•At what time: Daily

•Frequency: Daily

•How Long: 15 minutes

•Purpose: POD team sync up with each other on progress of sprint goal.

Sprint Review

•Participants: Scrum master, Architect, POD owner, Product manager, Stack holder, POD

Team

•At what time: Last Tuesday

•Frequency: Once in sprint

•How Long: 2 hours

•Purpose: Team demonstrate user stories completed during sprint and gather feedback

which add to backlog for prioritized for future sprint.

Sprint Retrospective

•Participants: Scrum master, Architect, POD owner

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