

AGILE AND SCRUM CHEATSHEET

AGILE VALUES		AGILE PRINCIPLES			ACCOUNTABILITIES
We value INDIVIDUALS AND INTERACTIONS over processes and tools.		1. Our highest priority is to satisfy the customer through early and continuous delivery of valuable software.	5. Build projects around motivated individuals. Give them the environment and support they need and trust them to get the job done.	9. Continuous attention to technical excellence and good design enhances agility.	THE SCRUM TEAM is composed of one product owner, one scrum master and developers, who are responsible for all product related operations.
We value WORKING SOFTWARE over comprehensive documentation.		2. Welcome changing requirements, even late in development. Agile processes harness change for the customer's competitive advantage.	6. The most efficient and effective method of conveying information to and within a development team is face-to-face conversation.	10. Simplicity--the art of maximizing the amount of work not done--is essential.	THE PRODUCT OWNER is a single person, accountable for maximizing the value of the product resulting from the work of the Scrum Team.
We value CUSTOMER COLLABORATION over contract negotiation.		3. Deliver working software frequently, from a couple of weeks to a couple of months, with a preference to the shorter timescale.	7. Working software is the primary measure of progress.	11. The best architectures, requirements, and designs emerge from self-organizing teams.	THE SCRUM MASTER is a single person, accountable for establishing Scrum as defined in the Scrum Guide and the Scrum Team's effectiveness.
We value RESPONDING TO CHANGE over following a plan.		4. Businesspeople and developers must work together daily throughout the project.	8. Agile processes promote sustainable development. The sponsors, developers, and users should be able to maintain a constant pace indefinitely.	12. At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behavior accordingly.	THE DEVELOPMENT TEAM is composed of skilled technical experts. They are accountable of producing usable increments of quality.
SCRUM EVENTS					
SPRINT	PLANNING	DAILY SCRUM	REVIEW	RETROSPECTIVE	
<i>Fixed length event, up to a month, during which a scrum team turns a single feature into a usable increment.</i>	<i>Short event at the start of sprint, during which the scrum team adopts a sprint backlog consisting of:</i>	<i>Momentary event each day, during which the scrum team inspects and adapts the sprint backlog to the sprint goal.</i>	<i>Short event at the end of sprint, during which the scrum team presents the increment to users or stakeholders.</i>	<i>Short event at the end of sprint, during which the scrum team inspects its effectiveness for improvement.</i>	
1. Sprints length may vary, although this can make attending to events less predictable. There is no interruption between sprints.	1. A sprint goal : a <i>single</i> feature that must be implemented. That goal cannot change during the duration of the sprint.	1. Keep the focus on achieving the sprint goal, not reporting status. Promoting team collaboration makes status report useless.	1. Present the increment from a user perspective. Don't show code or staged content, but the real product.	1. Inspect individuals, interactions, processes, tools, and the definition of done for improvements.	
2. Longer sprints allows the team to adopt a less collaborative approach; high-risk features should adopt shorter sprints.	2. A definition of done : the technical requirements needed for considering a version as a valid increment.	2. Update the tentative plan whenever the Dev Team recommends a different task set. You may include non-goal linked tasks.	2. Explain to stakeholders how to use the feature and what's available or not. Explain how they can send feedback.	2. Discuss which changes are the most useful and add them to the product backlog.	
3. Do not allow any event or work to be planned and tracked outside of a sprint backlog to prevent shadow tasking.	3. A tentative plan : list of work items required to convert the goal into a usable increment within the sprint duration.	3. Don't alter the definition of done unless increasing the product quality threshold.	3. Adjust the product backlog according to feedback and opportunities identified by the participants.	3. Conclude the sprint with a friendly moment, especially if the goal was met.	