



Sprint Retrospective

An opportunity for the Scrum Team to inspect itself and create a plan for improvements to be enacted in the next Sprint. A timeboxed event of no more than 3 hours for a one-month Sprint (shorter for shorter Sprints).

Supports: Leadership, Management, and all other competencies

Applies to: Improvement, Read & beyond

Version 2.04

Increment

The sum of all the Product Backlog items completed during a Sprint and the value of the increments of all previous Sprints. The increment must be "Done" which means it must be in a useable condition and meet the Definition of Done.

Product Backlog Items Listed
Value Quantified

Describes: Sprint

Version 2.04

Definition of Done

The quality criteria used to assess when work is complete on the product increment. Any one product or system should have a definition of done that is standard for any work done on it.

Completion Conditions Listed
Quality Criteria and Evidence Described

Describes: Way of Working

Version 2.04

Cross-Functional Team

Cross-functional teams have all the competencies needed to accomplish the work without depending on others not part of the team. Cross-functional teams are proven to be more flexible, creative and productive than teams that specialize in only one of the competencies needed to get the work done.

Applies to: Team
Supports: Scrum Team

Version 2.04

Self Organization

Self-organizing teams are teams that choose how to best accomplish their work, rather than being directed by others outside the team.

For any form of complex work, self-organizing teams proven to be more flexible, creative and productive than teams that are told how to do their work.

Applies to: Team
Supports: Scrum Team

Version 2.04

Daily Scrub

Plan and replenish the work for the next 24 hours to optimize team collaboration and performance. Held daily, this is a 15-minute timeboxed event for the Development Team.

Applies to: Sprint Planning
Coordinate Activity
Leadership, Management

Work Under Control (contributes to)
Sprint Backlog, Forecast or beyond

Version 2.04



Product Backlog Refinement

The on-going process of adding detail, estimates, and order to the items in the Product Backlog. A whole team activity led by the Product Owner.

Understand the Requirements

Supports: Stakeholder Representative, Leadership, and all other competencies

Product Backlog Items Ordered
Product Backlog Item Ready

Version 2.04

Product Backlog

An ordered list of everything that is known to be needed in the product. The single source of requirements for any changes to be made to the product. The items in the Product Backlog are known as Product Backlog items.

Items Ordered

Describes: Requirements

Version 2.04



Scrum Pillars

Scrum is founded on empirical process control theory, or empiricism. Three pillars uphold every implementation of empirical process control:

- Transparency
- Inspection
- Adaptation

In turn they are the foundation of every successful Scrum implementation.

Applies to: Team and Way of Working

Version 2.04