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CS-250: Scrum Master

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**Journal Assignment: Scrum Master Leadership for the SNHU Travel Project**

1. **Sprint Planning:**

* **Execution:** Schedule a meeting at the beginning of each sprint where the entire team collaborates to define the sprint goal and select items from the product backlog to work on. Ensure that the Product Owner is present to clarify requirements.
* **Benefit:** Aligns the team on the sprint goals and ensures everyone understands the work to be done.

1. **Daily Scrums:**

* **Execution:** Conduct a 15-minute stand-up meeting every day at the same time and place. Each team member shares what they accomplished yesterday, what they plan to do today, and any blockers they face.
* **Benefit:** Promotes transparency and accountability, allowing the team to quickly address any issues.

1. **Backlog Refinement:**

* **Execution:** Schedule regular sessions (e.g., once per sprint) to review and prioritize the product backlog. Involve the Product Owner and relevant team members to ensure clarity and feasibility of backlog items.
* **Benefit:** Keeps the backlog up-to-date and ensures that the team is always working on the most valuable tasks.

1. **Sprint Review:**

* **Execution:** At the end of each sprint, hold a meeting to demonstrate the completed work to stakeholders. Gather feedback and discuss what was accomplished versus what was planned.
* **Benefit:** Engages stakeholders and provides an opportunity for feedback, ensuring the product meets user needs.

1. **Sprint Retrospective:**

* **Execution:** After the Sprint Review, conduct a retrospective meeting where the team reflects on the sprint. Discuss what went well, what didn’t, and how to improve in the next sprint.
* **Benefit:** Fosters a culture of continuous improvement and team cohesion.

**Overall Benefit of the Scrum Process for the Team**

The overall benefit of the Scrum process is that it enhances collaboration, adaptability, and productivity within the team. By regularly engaging in structured events, the team can respond to changes quickly, maintain focus on delivering value, and continuously improve their processes.

**Steps to Ensure Goals are Met for Each Event**

* **Sprint Planning:** Prepare an agenda and ensure all necessary materials (backlog items, user stories) are available. Encourage participation from all team members.
* **Daily Scrums:** Set a consistent time and location for the meeting. Use a timer to keep the meeting brief and focused.
* **Backlog Refinement:** Create a clear agenda for each session and ensure that the Product Owner is prepared to discuss priorities and clarify requirements.
* **Sprint Review:** Prepare a demo of the completed work in advance and invite relevant stakeholders to ensure their feedback is gathered.
* **Sprint Retrospective:** Foster an open and safe environment for discussion. Use techniques like “Start, Stop, Continue” to guide the conversation and ensure actionable outcomes.

By following these strategies, I aim to lead the team effectively and ensure that we achieve our goals for the SNHU Travel Project.

**References:**

Cohn, M. (2020). User Stories Applied: For Agile Software Development. Addison-Wesley.

Pichler, R. (2021). Agile Product Management with Scrum: Creating Products that Customers Love. Addison-Wesley.