AGILE & SCRUM CHEAT SHEET

4 AGILE VALUES

We are uncovering better ways of developing software by doing it and helping others do it. Through this work we have come to value:

INDIVIDUALS & INTERACTIONS ▶ Over Processes and Tools.

WORKING SOFTWARE ▶ Over Comprehensive Documentation.

CUSTOMER COLLABORATION ▶ Over Contract Negotiation.

RESPONDING TO CHANGE ▶ Over Following a Plan.

That is, while there is value in the items on the right, we value the items on the left more.

12 AGILE PRINCIPLES

1 Our highest priority is to **SATISFY THE CUSTOMER** through early and continuous delivery of valuable solutions.

2 **WELCOME CHANGING REQUIREMENTS,** even late in development. Agile processes harness change for the customer's competitive advantage.

3 **DELIVER WORKING SOLUTIONS FREQUENTLY,** from a couple of weeks to a couple of months, with a preference to the shorter timescale.

4 Business people and developers must **WORK TOGETHER** daily throughout the project.

5 Build projects around motivated individuals. Give them the environment and **SUPPORT** they need, **AND TRUST** them to get the job done.

6 The most efficient and effective method of conveying information to and within a development team is **FACE-TO-FACE CONVERSATION.**

7 **WORKING SOLUTIONS** are the primary measure of progress.

8 Agile processes promote **SUSTAINABLE DEVELOPMENT.** The sponsors, developers, and users should be able to maintain a constant pace indefinitely.

9 Continuous attention to **TECHNICAL EXCELLENCE** and good design enhances agility.

10 **SIMPLICITY**--the art of maximizing the amount of work not done--is essential.

11 The best architectures, requirements, and designs emerge from **SELF-ORGANIZING TEAMS.**

12 At regular intervals, the team **REFLECTS** on how to become more effective, then tunes **AND ADJUSTS** its behavior accordingly.

4 SCRUM ACCOUNTABILITES

SCRUM TEAM
The Scrum Team is 10 or fewer people including one Product Owner, one Scrum Master, and Product Developers.

PRODUCT OWNER
A single decision-maker who is responsible for prioritizing the backlog and maximizing the value delivered by the Scrum Team.

PRODUCT DEVELOPERS
Cross-functional team of 3-8 people who plan, adapt, and hold each other accountable to deliver a usable increment each sprint.

SCRUM MASTER
A True Leader who serves, coaches, and supports the Scrum Team, Product Owner, and Org to adopt Scrum as defined in the Scrum Guide with an Agile mindset.

5 SCRUM EVENTS

SPRINT PLANNING

PURPOSE - Understand WHY the Sprint is valuable, WHAT prioritized items the team will work on and HOW the team will complete the work.

1. The **SCRUM TEAM IS RESPONSIBLE** for planning each backlog item and taking on a realistic amount of work based on their capacity and past performance.

2. The Scrum Team **PLANS THE WORK TOGETHER** with the goal of completing the work together.

3. The Sprint Goal, selected Backlog Items, and plan for delivering them is called the **SPRINT BACKLOG.**

DAILY SCRUM

PURPOSE - Inspect progress toward the sprint goal, coordinate efforts, and adapt plans.

1. The Daily Scrum is for the **PRODUCT DEVELOPERS** to improve communication and decision-making.

2. The format can vary but the **FOCUS** is on hitting the **SPRINT GOALS.**

3. The meeting should last **LESS THAN 15 MINUTES** and be held at the same time and place every working day of the sprint.

SPRINT GROOMING

PURPOSE - The Scrum Team gets backlog items "ready" to increase likelihood of those items being completed in a future sprint.

1. The Product Owner leads Sprint Grooming by **IDENTIFYING** which PBIs are higher **PRIORITY** and need to be groomed.

2. The Product Developers perform **HIGH-LEVEL DESIGN** to understand what is needed for the PBI; breaking them down into "sprintable" vertical slices.

3. The Scrum Team applies the **DEFINITION OF READY** to determine if the PBI is ready to be brought into a near future sprint.

SPRINT REVIEW

PURPOSE - Demonstrate progress, inspect the team results, and get feedback for future adaptations.

1. The Scrum Team **DEMONSTRATES** the acceptance criteria for the PBIs addressed in the sprint as a **VALIDATION** of a release and to solicit feedback from attendees.

2. **GET ORGANIZED,** start on time, and be succinct. Plan for 4-5 minutes per backlog item and leave time for engagement with stakeholders.

3. **EXPECT FEEDBACK** including new requests.

RETROSPECTIVE

PURPOSE - Allow the Product Developers to apply the 12th Agile principle to continuously improve the quality of the processes they follow and/or the quality of the product they produce.

1. Retrospective are **FOR THE SCRUM TEAM** and the team decides who should attend.

2. **NO BLAMING OR COMPLAINING.** Assume that everyone did the best they could under the circumstances.

3. Use **ROOT CAUSE ANALYSIS** to go beneath the surface. Select just one or two improvement actions each sprint.