

# Agile & Scrum Cheat Sheet

## 5 Scrum Events

Sprint Event	Sprint Planning	Daily Standup	Sprint Review	Sprint Retrospective
<ul style="list-style-type: none"> <li>• Heartbeat of Scrum</li> <li>• 2-4 weeks per sprint</li> <li>• Shorter sprints limit risk of cost and effort</li> <li>• No changes made</li> </ul>	<ul style="list-style-type: none"> <li>• Team attends</li> <li>• Select items from backlog for sprint</li> <li>• Decide Definition of Done (D.O.D) for increments</li> </ul>	<ul style="list-style-type: none"> <li>• 15 mins/day</li> <li>• Team attends</li> <li>• Create actionable plan for next day</li> <li>• 3 questions asked by Scrum Master</li> </ul>	<ul style="list-style-type: none"> <li>• Last event in sprint</li> <li>• Inspect outcome of sprint</li> <li>• Present results to shareholders</li> <li>• Collaborate on what to do next</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss what went well and where to improve with team</li> <li>• Plan ways to increase quality and effectiveness</li> </ul>

## 4 Agile Values

 <p><b>Individuals and Interactions</b> over processes and tools</p>	 <p><b>Scrum Master</b>-A facilitator and coach for the Scrum team. Supports team, product owner and organization.</p>
 <p><b>Working Software</b> over comprehensive documentation</p>	<p><b>Product Owner</b>- Responsible for defining and prioritizing the product backlog. Tasked with maximizing the value delivered by team.</p>  <p>Product Owner</p>
 <p><b>Customer Collaboration</b> over contract negotiation</p>	 <p><b>Developers</b>- Self organizing and cross functional team of subject matter experts.</p>
 <p><b>Responding to Change</b> over following a plan</p>	<p><b>Scrum Team</b>- is a team of 10 or less including a Product Owner, Scrum Master and Developers.</p>    <p>Scrum Master    Product Owner    Developers</p>

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## 12 Agile Principles

1 Customer satisfaction through early and continuous delivery of valuable software.



2 Embrace changing requirements to gain a competitive advantage for the customer.



3 Deliver working software frequently, with a preference for shorter timescales.



4 Business people and developers must work together daily throughout the project.



5 Build projects around motivated individuals. Give them the support they need, and trust them to get the job done.



6 Foster face-to-face communication as the most effective means of conveying information within the team.



7 Working software is the primary measure of progress.



8 Maintain a sustainable development pace to promote long-term agility.



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 Promote self-organizing teams to generate the best solutions and designs.



12 Regularly reflect on team effectiveness and make adjustments to improve performance.

