Vivify Scrum Tips and Tricks

1 Sprint Planning

Sprint Planning involves the following steps.

1. On the right side of the board, click on ⊞ (and name it Sprint #, where # is replaced by the appropriate number).

2. Chose which PBIs you want to do in this sprint and drag them from the PBI column to the Sprint # column (i.e., to the sprint backlog).

3. Make sure that each feature in the sprint backlog has completion criteria (called a checklist). Add them by clicking on ☰ .

4. Decompose each feature (sprintable story) in the sprint backlog into sub-items by clicking on ⛬ . Each sub-item should correspond to a task. You can name tasks with phrases and they do not need to be user stories. You should mark sub-items as tasks using the drop-down menu on the top left of the card that pops-up when you click on the sub-item.

5. Make an estimate for each task by clicking on the "Points" drop-down on the right side of the card. (It is a good idea to estimate stories in story points and tasks in hours, but we can't do that with Vivify Scrum, so you will have to use story points for task estimates as well.)

   Note that when you associate items with sub-items, the parent item shows how many story points there are in the sub-items along with the estimate for the item. When you make all the sub-items for an item, these numbers should match. If they don't, then change the item or sub-item estimates until they do. The idea is to use the tasks (which are smaller and hence easier to estimate) to improve your estimates for features and so to ensure that you have a reasonable collection of items in the sprint backlog.

6. Add items, such as overhead items, to the sprint backlog. Pay specific attention to overhead items that are not associated with a particular PBI (e.g., grooming the product backlog).

7. Have team members take responsibility for tasks (and record the information in the tasks by editing the "assignees").

8. When the team is happy with the stories and tasks in the sprint backlog, click on the menu drop-down to the right of the sprint name and choose Start Sprint. Note: Make sure the dates are correct.

   This will add a Sprint Backlog item to the left-side menu (that can be used to go to the task board).

It is often useful to filter both the product backlog and the sprint backlog while planning. You can filter based on assignee, type, priority, etc... using the ▼ button.

2 Sprinting

As the sprint progresses, each team member should move their assigned tasks through the task board as they go. If a team member decides to work on an unassigned task, he or she should assign themselves to it — there must be no tasks in the in-progress or done columns of the task board that do not have someone assigned to them.

When a feature is complete, a reviewer should go through its checklist and make sure that all the completion criteria are satisfied (this could be part of some other task or a task on its own).

3 Deleting a Board

Only the Owner can delete a board. To do so, first Archive it. Then, on "My Boards", click on Delete.

Vivify Scrum Practices and Conventions

Vivify Scrum uses some non-standard terminology (e.g., it does not use the term "completion criteria" or "definition of done" but does have "checklists") and allows some non-standard practices (e.g., tasks can have checklists). To avoid any confusion that this might cause, you must use the following practices and comply with the following conventions.

1. Each sprintable backlog item must be have an "item type" of "Story" (selected from the drop-down at the top of the card).

2. Every sprintable backlog item must have a single "Checklist".

3. Most sprintable backlog items should have "SUBITEMS".

4. Every "SUBITEM" must have an "item type" of "Task" (selected from the drop-down at the top of the card).

5. A "Task" must not have a checklist. (A "Task" should be small so a "Checklist" would not provide any additional useful information.)

6. The team must have an "Assignee" for every "Task" (as a "PERFORMER" in the "DETAILS" section).

7. Stories must not have "Assignees" (since the individual tasks do).

8. The team member that is the "Assignee" on a "Task" must mark it as "Done" when it is completed.

9. The team must have a "Reviewer" for every "Story" (as a "PERFORMER" in its "DETAILS" section).

10. Tasks must not have "Reviewers" (because they will be reviewed when the story is).

11. Epics can (and should) be included in the product backlog. Since there is no specific item type for epics, they must be classified as "Story".

12. Since Vivify Scrum does not allow multiple levels of "drill-down", when an epic is decomposed into sprintable stories it must be removed from the product backlog.