Sprint start condition checklist

Version 1.1

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Scrum development starts when there is a product backlog, but preparation is needed before starting.
A checklist of these preparations is provided here. Items can be added or removed according to the context of the project.

Category	Check	Item	Reason	Activity	By	Note
Stakeholders	-	Scrum must have been adequately explained to stakeholders, and the stakeholders must properly understand it.	The principles of Scrum are very different from standard project management. Stakeholders may struggle with the differences between Scrum and standard management if they do not understand and agree with the principles of Scrum.	Explain Scrum to stakeholders. Hold a seminar or workshop if necessary.	Scrum master	-
	-	The team must agree on the reports that need to be given to stakeholders.	As the principles of Scrum are so different from standard project management, the reporting method is different too. Agreeing on what will be reported will reassure the stakeholders and enable the development process to proceed more smoothly.	Agree on the reports that need to be given to stakeholders.	Scrum master	If any reports are not suitable for Scrum or the characteristics of the project, negotiate whether these can be omitted.
	-	Trade-offs (functions, QCD, etc.) must be clearly defined.	Changes to requirements are welcomed in Scrum. Negotiation will be easier if the team has confirmed what stakeholders want to prioritize in the product and which tradeoffs they are willing to accept.	Create trade-off sliders.	Scrum master	-
Product	-	The goals and value of the product must be clearly defined.	An autonomously organized scrum team will select the best measures to achieve the goals. For this reason, clearly defining the goals and value of the product is the most important thing.	Create "Why Are We Here?", "Elevator Pitch", "Product Box" and "NOT List" using the Inception Deck.	Product owner	-
	-	Product backlog for 2-3 months must have been created.	The team should ideally have some idea of what they want to accomplish in the medium term, even if the priority order changes or stories are added, because this vision will influence how the sprints in the immediate future are spent and the tasks that are performed.	Perform user story mapping. The most immediate 2-3 sprints need to be explained in detail. Rough information (epic level) can also be created for later stories.	Product owner	-
	-	The product backlog must be arranged in order of priority.	In Scrum, the stories with the highest priority are addressed first.	Arrange the product backlog in order of priority.	Product owner	-
	-	High-priority product backlog must be a suitable size and the acceptance criteria must be clearly defined.	Stories that are too long for one sprint cannot be performed at once and need to be divided. The team cannot apply the acceptance criteria to detailed tasks if the criteria are not clearly defined.	Set acceptance criteria for high-priority product backlog (2-3 sprints). Divide large stories into a size that enables the working time to be estimated and the work to be completed in one sprint.	Product owner	-
	-	An estimate must have been completed for the product backlog.	The product owner cannot determine the priority order without an estimate.	Estimate the working times of the product backlog. Make relative estimates according to the story points.	Develop-ment team	-
Framework	-	The framework and roles of parties including stakeholders must be clearly defined.	Many parties are involved between the start of the project and the release of the product. Clearly defining the overall framework and the roles of each party results in smoother communication.	Create a framework that includes all relevant parties (relevant departments, etc.).	Scrum team	-
	-	A product owner must have been appointed.	When developing a product, someone needs to be responsible for the team's work and for maximizing the value of the product.	Appoint a product owner.	-	A product manager may be appointed instead in some cases. There must be only one product owner. While a committee can be used, only one person may act as the product owner and be responsible for deciding on the priority order.
	-	A scrum master must have been appointed.	A scrum master is particularly essential for inexperienced teams. For experienced teams, the scrum master can be less involved and simply provide regular coaching, but a scrum master is still needed to provide an objective view.	Appoint a scrum master.	-	If at all possible, the scrum master should not be a developer, as it is difficult to perform both roles.
	-	Roles that cannot be covered within the team must have been identified, and measures to address this must be clearly defined.	If any role cannot be covered by the team, decisions need to be made about measures to be taken and how to proceed.	Identify roles that cannot be covered by the team and decide on measures to address this. (This applies to cases such as those where a designer is hired.)	Scrum team	-

Plan	-	The handling of sprints must be agreed upon with stakeholders.	Sprint periods and events are timed to provide a constant rhythm for development. As product owners are often busy, events should ideally be scheduled in advance.	Create an overall sprint plan. Clearly define points such as the sprint periods, events and the parties who will participate in events. Agree on methods for work such as planning and reviews if the scrum team are working from different locations (e.g. if the development team and PO work in different locations).	Scrum master	-
	-	A rough release plan must have been created.	Provisional decisions about the functions that need to be included in the release and the time of the release enable a medium-term view to be established.	Carry out release planning. Draw release lines between the stories identified in user story mapping.	Product owner	If there is a release date, a list of functions to be released and estimates of working times, back-calculate to find the velocity required for each sprint.
	-	Currently foreseen risks must have been identified.	So that the necessary measures to address the risks can be taken early.	Identify risks and create a risk list.	Scrum team	-
	-	Criteria and an assessment plan must be clearly defined.	Agreeing on this in advance makes it possible to decide on the metrics to be acquired. This is created according to the overall sprint plan as it also affects the overall plan.	Decide on working methods and tasks for fulfilling stakeholders' criteria and internal criteria. Create a plan.	Scrum master	-
Team	-	The team must have a basic knowledge of Scrum.	Sprints for Scrum can be started more smoothly if the team understands the general principles and has a basic knowledge.	Read and understand the Scrum Guide and Agile Manifesto. Hold training or a workshop if necessary.	Scrum master	-
	-	A working agreement must have been created.	This is the foundation for an autonomously organized team.	Create a working agreement. This needs to contain promises made by the team and points the team values, including the timing of meetings and events, times that are set and daily communication methods.	Scrum master	-
	-	Definitions of "done" must have been created.	These are used to identify work that needs to be done for the release and to decide on acceptance criteria. The development team is responsible for increasing done items and decreasing undone items.	Create a Done column containing definitions of work, etc. that needs to be completed by the time of the release and an Undone column for work that cannot be completed in each sprint. The team must work to decrease the items in the Undone column.	Scrum master	-
	-	Team building must have been completed.	All members of the scrum team need to work together to achieve the goal. It is essential that the team members know each other in order to work together organically.	All team members must introduce themselves. Create a partiality map, skill map, etc. to define points such as what each team member expects from each other.	Scrum master	-
Architecture	-	General technical solutions must have been decided.	Development cannot be started if the general architecture is not decided.	Indicate the programming language, framework, libraries, tools and other elements to be used. Indicate any exceptions and technology that poses risks (new technology, technology with no proven performance, etc.) Decide on measures to handle any technology that poses risks.	Development team	-
	-	Building of an individual development environment must have been completed.	The team cannot work on story development if a development environment has not been completed.	Procedure development machinery (if necessary) and build a development environment. Building of the development environment should ideally be automated. At minimum, procedures need to be defined.	Development team	-
	-	Building of the team's development base (SCM or CI server) must have been completed.	SCM is essential for team development. A CI server should ideally be operating, even if job settings cannot be configured.	Build environments such as SCM (configuration management), a CI server, ITS (issue management), and a chat platform. Alternatively, conclude a contract for these services, etc.	Development team	-
	-	A test environment must have been built or provided, or the time when it will be provided must be clearly indicated.	There needs to be an environment to conduct the testing that is needed before release. Unlike waterfall, where the environment can be prepared by the time of the testing phases, the environment needs to be prepared as soon as possible for Scrum.	Build the test environment. Procure devices for testing if necessary.	Development team	-
Facilities	-	There must be an environment where the team can work on development together in one place.	Scrum teams communicate closely while working on tasks. For this reason, the scrum team should ideally all be in the same place.	Coordinate points such as seating for development.	-	-

| | | Everything required for retrospectives and visualization (simili paper, sticky notes, pens, whiteboard, etc.) must be available. | Analog methods are more convenient for meetings such as retrospectives and design discussions. | Make a plan to procure the necessary items and then procure those items. | Scrum master | - |