

Scrum Cheat Sheet

Scrum approach - Iterative and incremental

Scrum is a lightweight framework that helps people, teams and organizations generate value through adaptive solutions for complex problems.

Empirical Scrum pillars

Transparency

The emergent process and work must be visible to those performing and receiving the work.

Inspection

Scrum artifacts progress toward agreed goals must be inspected frequently and diligently (to detect potentially undesirable variances or problems).

Adaptation

If any aspects of a process deviate outside acceptable limits or if the resulting product is unacceptable, the process or materials must be adjusted.

Scrum values

1. Commitment
2. Focus
3. Openness
4. Respect
5. Courage

Scrum Team

A cohesive unit of self-managing professionals focused on one objective at a time, the Product Goal.

Composed of **1 Scrum Master, 1 Product Owner and Developers**. Typically, 10 people or less.

Developers

People in the Scrum Team who are committed to creating any aspect of a usable Increment each Sprint.

Delivers a Product increment.

Product Owner

Accountable for maximizing the value of the product resulting from the work of the Scrum Team.

Delivers value and manages the Product Backlog.

Scrum Master

Accountable for establishing Scrum as defined in the Scrum Guide within the team and the organization.

Facilitates Scrum implementation.

Scrum Events

The Sprint

A fixed length event of one month or less where work is performed to achieve the Sprint Goal which is a concrete step toward the Product Goal. Includes 4 formal events - **Sprint Planning, Daily Scrums, Sprint Review, and Sprint Retrospective**.

All Scrum events are time-boxed, values written below are recommended for a 4-week Sprint.

Current Sprint

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Sprint Planning

Sprint Planning initiates the Sprint by laying out the work to be performed for the Sprint and determining the Sprint Goal.

Addresses 3 topics

1. Why is this Sprint valuable?
2. What can be Done this Sprint?
3. How will the chosen work get done?

Participants – the Scrum Team
Duration – up to 8 hours
Result – Sprint Backlog

Daily Scrum

A short daily meeting to inspect progress toward the Sprint Goal and adapt the Sprint Backlog as necessary, adjusting the upcoming planned work.

Participants – Developers
Duration – 15 minutes or less
Result – Sprint Backlog adjustments

Sprint Review

An event held at the end of the Sprint to inspect the outcome with key stakeholders and determine future adaptations.

Participants – the Scrum Team and key stakeholders
Duration – up to 4 hours
Result – Product Backlog adjustments

Sprint Retrospective

The last event of the Sprint held to plan ways to increase quality and effectiveness in the upcoming Sprints.

Topics discussed

1. What went well during the Sprint,
2. What problems it encountered
3. How those problems were (or were not) solved.
4. How to improve the effectiveness of results?

Participants – the Scrum Team
Duration – up to 3 hours
Result – Impactful improvements to be addressed as soon as possible. May be added to the next Sprint's Backlog.

Scrum Artifacts

Product Backlog

An emergent, ordered list of what is needed to improve the product.

Commitment – Product Goal

Describes a future state of the product which can serve as a target for the Scrum Team to plan against.

Sprint Backlog

A plan by and for the Developers on what work they plan accomplish during the Sprint to achieve the Sprint Goal.

Commitment – Sprint Goal

Its the single objective for the Sprint.

Product Increment

A Concrete stepping stone toward the Product Goal. It is not just what you did last Sprint. It is the **whole** product.

Commitment – Definition of Done

A formal description of the state of the Increment when it meets the quality measures required for the product.

Product Goal

Describes a future state of the product which can serve as a target for the Scrum Team to plan against.

Sprint Goal

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Definition of Done

A formal description of the state of the Increment when it meets the quality measures required for the product.

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