Scrum Reference Card v1.0

TM — Team estimates each requirement (hours of effort)

PO SM TM — Product Owner describes high priority requirements and answers questions from the team

TM — Team takes information from sprint planning meeting and together select suitable product backlog candidates for the sprint backlog

PO SM TM SH — Determine if we achieved our sprint goal

Emerging Product

Potential Release

Product Backlog → **Sprint (Iteration) Planning Meeting** → **Sprint (Iteration) Backlog** → **Sprint (Iteration) Execution** → **Sprint (Iteration) Review Meeting**

PO — Product Owner prioritises each requirement

PO SM TM — Project team collaborates and establishes a sprint (iteration) goal

TM — Team expand backlog into tasks and amongst themselves work out who is doing what and what method they will use for allocating work to themselves

Sprint (Iteration) Execution

DAILY ACTIVITIES

Daily Sprint Meeting

- User Acceptance Testing
- Unit Testing
- Resolve Impediments
- Requirements
- Deploy
- Unit Testing
- Documentation
- Bug Fix
- **PO SM**
- **SH TM**
- Analysis
- Design
- Patterns
- Burndown Chart
- Automated Testing
- Refactoring
- Programming
- Configuration

PO SM TM SH — Demonstrate what we achieved to all Stakeholders
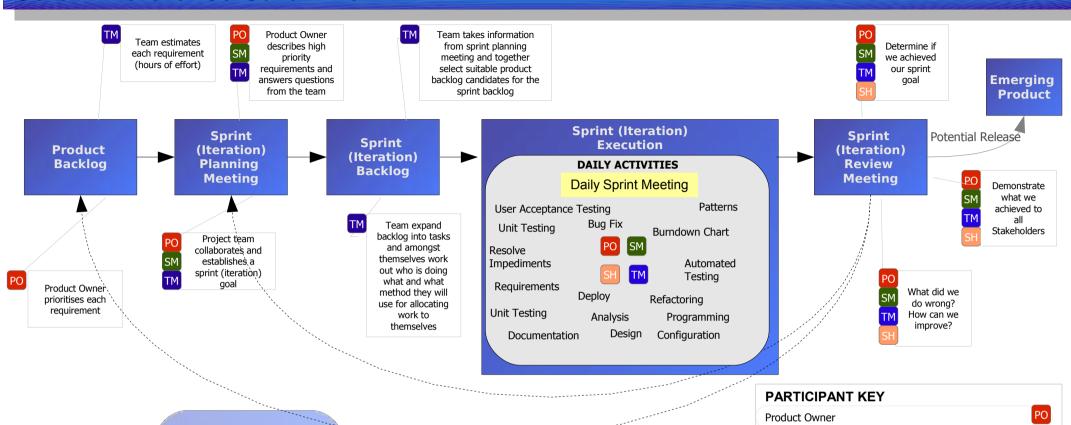
PO SM TM SH — What did we do wrong? How can we improve?

Project Team Values

TEAMWORK
COMMUNICATION
FEEDBACK
HONESTY & OPENNESS
CONTRIBUTE
RESPONSIBILITY
PRODUCTIVITY
SUCCESS
HAVE FUN !!!!
RECOGNITION

Product Backlog

List of all features (requirements) that the customer wants from the product

Requirements may not be detailed enough in most cases will be very high level statements

Further definition of requirements will emerge within the sprint execution through collaboration with knowledge experts

Sprint (Iteration) Backlog

Team selects items from the product backlog what they think they can do in 30 days

Team may over or under estimate, if this occurs then the Product Owner is consulted to add/remove items from the sprint backlog

Daily Sprint (Iteration) Meeting

Also known as Stand up Meeting

15 Minute Meeting

What have you done since our last meeting?

What are you doing till our next meeting?

What is impeding you from doing your work?

Non project team members are welcome to attend as observers but do not participate, if they wish to it is taken off line

Sprint (Iteration)

Duration does not exceed 30 days

Team is left alone to get on with the job at hand

Impediments resolved quickly

At the end of the sprint we should have a potentially shippable set of features

PARTICIPANT KEY

Role	
Product Owner	PO
ScrumMaster (Project Manager)	SM
Team Member (Developer, Tester, Analyst, Architect)	TM
Stakeholders (Users, Managements, Sponsor, SME's)	SH