



Task 3: Role Assignment and Ceremonies in Scrum

Role Assignments

Describe what are the responsibilities of each role. In this document we focus on the three main roles. However, there are other roles that could be included in the project. For example, domain expert, an independent testing and audit team. The presence of these roles will depend on the size and type of the project.

Product Owner

- **Role Description:** The Product Owner represents the stakeholders of the project.
- **Role Responsibilities:** The Product Owner is responsible for setting the strategic direction for product development. The Product Owner is responsible for working closely with the stakeholders to bring their perspective to the project. The Product Owner is responsible for assigning the priorities to the backlog.

Scrum Master

- **Role Description:** The Scrum Master ensures team coordination and manages the Scrum process.
- **Role Responsibilities:** : The Scrum Master facilitates daily stand-ups, maintains the sprint burn down chart and conducts sprint review and sprint retrospective. The Scrum Master is responsible for handling administrative tasks and shielding the team members from external interferences and distractions..

Development Team

- **Role Description:** The Development Team members are individual developers, whose skills might include product design, backend programming, testing, UI/UX programming and others. The skillsets will depend on the project.
- **Role Responsibilities:** The Development Team is responsible for transforming the ideas and requirements defined by the Product Owner into tangible products.

Ceremonies

Describe who needs to attend, when does the event happen, is it a recurring event, how long does it take and what is the purpose.

Each of these ceremonies are critical to the Scrum Process and should never be skipped. They all play different parts in improving communications within the team, providing transparency into the team progress, enforcing accountability, and setting the team for success.

Sprint Planning

- Participants: Product Owner, Scrum Master, Development Team.
- At what time: At the beginning of the sprint.
- Frequency: This event happens once in each sprint.
- How Long: Depends on the duration of the sprint. The rule of thumb is one hour per each week of sprint.
- Purpose: This is a kick-off meeting for the sprint. The team discusses the prioritized product backlog created by the product owner and collectively estimates the amount effort need for each item in the backlog. The result of the meeting is an estimate of how much work the team can complete in the sprint and which items from product backlog will become a sprint backlog.

Daily stand-up

- Participants: Product Owner, Scrum Master, Development Team
- At what time: usually in the morning.
- Frequency: every working day
- How Long: brief meeting, no longer than 15 min.
- Purpose: Quick update from each member of the team on what they completed yesterday, what will they do today, are there any blocks and unresolved dependencies.

Sprint Review

- Participants: Product Owner, Scrum Master, Development Team
- At what time: usually in the morning.
- Frequency: every working day
- How Long: brief meeting, no longer than 15 min.
- Purpose: Quick update from each member of the team on what they completed yesterday, what will they do today, are there any blocks and unresolved dependencies.

Sprint Retrospective

- Participants: Product Owner, Scrum Master, Development Team
- At what time: At the end of the sprint
- Frequency: This event happens once in each sprint.
- How Long: 60 minutes
- Purpose: Focus is to discuss the process. Review what worked for the team and what did not. What lessons can be learned from the sprint. Decide what and how should be changed in the way the team works together.

