

Agile process and artifacts explanation

1. Basic Key idea:

3 roles:

Product Owner

Development Team

Scrum Master

3 artifacts:

Product Backlog

Sprint backlog

Product increment

5 events:

Sprint

Sprint planning meeting

Daily scrum meeting

Scrum review

Scrum retrospective meeting

5 values:

Openness

Courage

Respect

Focus

Commitment

1. More Explanations

Product Backlog—A list of product requirements (business, technical, NTR), prioritized and corrected at each sprint', with functional points in a user story.

Promise: The future state of the product, the biggest goal of the whole team

Sprint Backlog—A subset of the product backlog, the user story is split into tasks in order to keep track of the current sprint's work, and the remaining workload can be represented using a burndown chart.

Promise: each sprint has a single goal

Product Increment—Teams work on finished deliverables within the sprint, integrating them into the previous sprint's deliverables for incremental delivery.

Promise: When the INCREASE meets the criteria for product acceptance (DoD - Definition of Done).

1. Meetings

Sprint Planning Meeting

Product backlog design for requirements, division of requirements, design of sprints, story points that can be accomplished by each sprint

Daily Scrum Meeting

15mins to ensure everyone is working transparently, on the same page regarding team goals, exposing problems and risks, and seeking help.

What was accomplished?

What is about to be accomplished?

What are the difficulties?

Scrum review meeting

2hr

Supervisor will conduct their own product acceptance criteria to accept or reject team deliverables

Demonstration of work

Gather feedback for the next progress

Scrum retrospective meeting

1-3hrs

Each sprint is analyzed retrospectively

List areas for improvement

Microlearning enhancements are ranked

Select high-priority areas to change first

Assign leaders to each activity

Backlog Refinement meeting

backlog refinement

Meetings for ad hoc additional requirements, not to exceed 10 %of sprint development time

Preparation for the next sprint

Ensure high-priority work items are done first

Understanding requirements and estimating progress by the team

1. Artifacts

User story:

As a <who> **User**

I want <what> **Action**

So that <why> **Purpose**

Structures of User Story:

Role+action+result

Properties of User Story:

Independent

Negotiable

Valuable

Estimable

Small

Testable

MVP:

Minimum Viable Product

MMP:

Minimum Marketable product

MAP:

Minimum marketable product