The Scrum Flow

The World — Input to Product Backlog

User — Use and validate result. Input to Product Backlog

Customer — Pay for project. Validate result. Input to Product Backlog

Management — Set teams, observe, advise and remove obstacles. Input to Product Backlog

Product Owner — Responsible for business value, ROI and prioritization. Owns Product Backlog

Team — Responsible for creating product and results. Owns Sprint Backlog

Scrum Master — Responsible for process and removing obstacles. Owns Impediment Backlog

Taskboard Sprint Backlog — List of selected stories and tasks

Impediment Backlog — List of obstacles and roadblocks

Product Backlog — List of requirements user stories

Selected Product Backlog

Daily Cycle · Daily Scrum · Estimation Meeting · Sprint Planning #2 · Sprint Planning #1 · Sprint Review · Sprint Retrospective · Next sprint · Sprint Cycle

Ideas / Deliverables → Vision

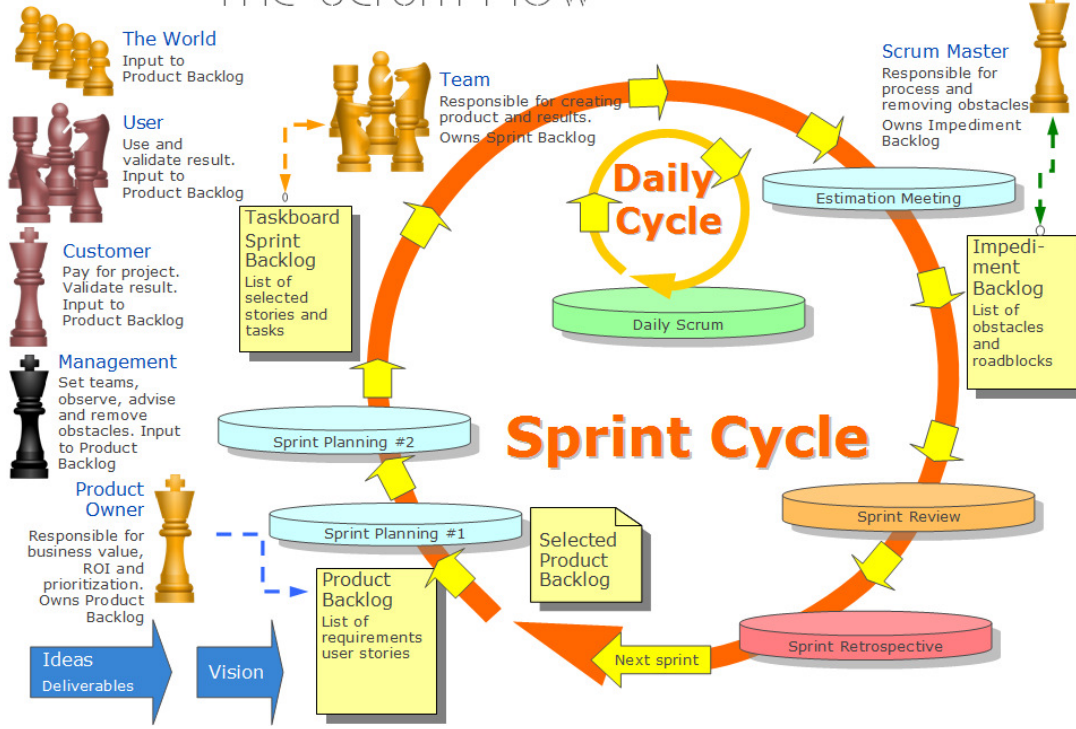## Scrum Roles and Responsibilities

- **Product Owner – responsible for:**
  - Generating maximum business value out of the effort.
  - Prioritizing requirements and deliverables.
  - Gathering, understanding and explaining requirements.
- **Team – responsible for:**
  - Committing to and delivering results – fully finished deliverables.
  - Estimating size of work of deliverables.
  - Showing progress honestly.
  - Looking out for improvements.
- **Scrum Master – responsible for:**
  - The discipline of the Scrum process.
  - Teaching and coaching everyone in Scrum.
  - Removing impediments for the Team in real time.
  - Leading the team, project and organization on the way to "constant improvement".

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Meetings

- **Estimation meeting**
  - The Team estimates size of work for deliverables – Product Backlog Items.
  - To enable the Product Owner to prioritize.
- **Sprint Planning #1**
  - Select deliverables for next Sprint.
- **Sprint Planning #2**
  - The Team breaks deliverables into tasks based on analysis and design.
- **Daily Scrum**
  - The Team synchronizes: What have I achieved since last time? What will I achieve next? Any impediments?
- **Sprint Presentation**
  - The Team presents **finished** deliverables from Sprint for approval.
- **Sprint Retrospective**
  - The Team analyzes the sprint and looks out for improvements.

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Scrum — The Elevator Pitch

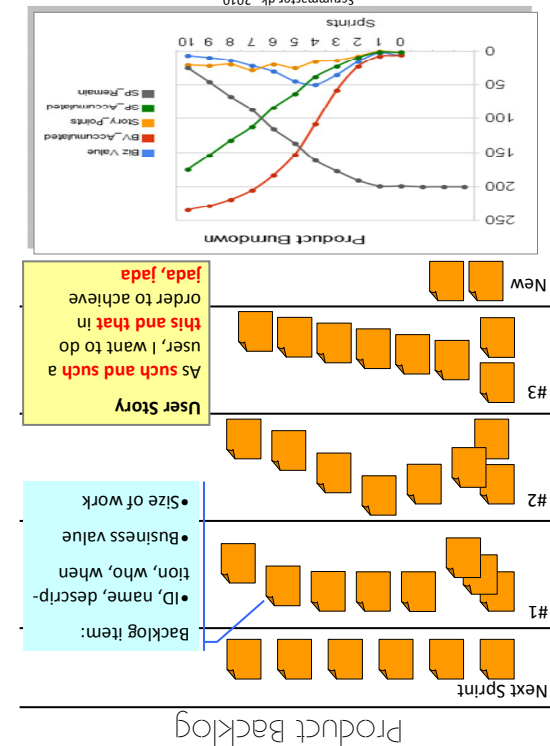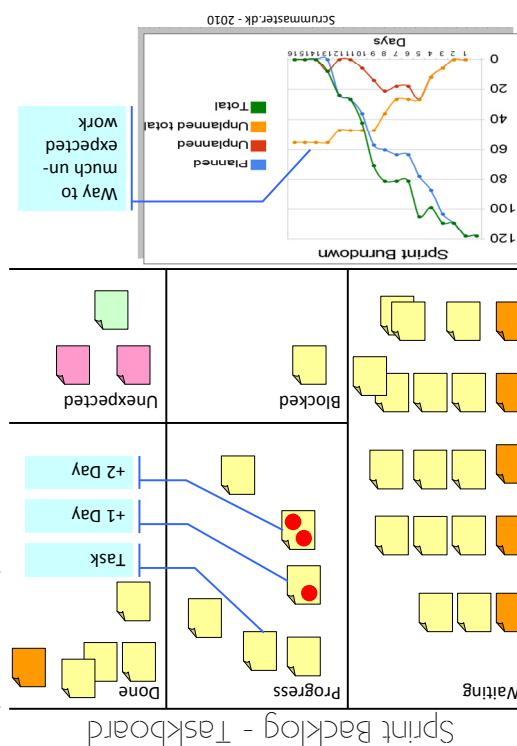Scrum is a world view, a philosophy and a culture of how to achieve optimal results in projects with:

- Evolving specifications.
- Emerging knowledge of the solution.
- Changing circumstances.

Scrum battles this complexity and uncertainty by imposing boundaries:

- Splitting work into smaller finalized sprints based on prioritization of items on a Product Backlog.
- Defining the precise roles of players.
- Defining activities to support the philosophy.
- Defining artifacts to promote visibility.

Scrum unleashes the power of people in teams.
Scrum opens the door to the "spirit of constant improvement".
Scrum improves the motivation, sense of responsibility and satisfaction of the involved parties.
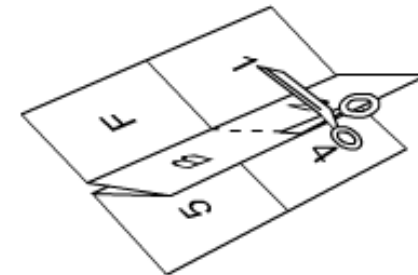
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Retrospective

- Create a timeline of the sprint
  - Each person tells a story about the things that were important for him or her
- Perform a security check
- Ask: **What went well?**
  - Bring people into a good mood
- Ask: **What could be improved?**
  - The source for improvement
- Ask: **Who is in control?**
  - Can the team change it?
  - Or the organization?
- Create and agree on an action list
  - Organize, prioritize

Plan · Do · Study · Act

Impediment Backlog

Waiting	Progress	Done
NN NN NN	NN NN	NN

Sprint Backlog - Taskboard

Sprint Burndown — Days

Planned · Unplanned · Unplanned total · Total

Way to much unexpected work

Task · +1 Day · +2 Day

Waiting	Progress	Done	Blocked	Unexpected

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Product Backlog

Product Burndown — Sprints

Biz Value · Accumulated BV · Story Points · Accumulated SP · SP Remain

Backlog item:
- ID, name, descrip-tion, who, when
- Business value
- Size of work

User Story — As such and such a user, I want to do **this and that** in order to achieve **jada, jada.**

Next Sprint · #1 · #2 · #3 · New

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Folding Instructions

Note: All folds should be to the lines printed on the paper, and not to the actual edges of the page.

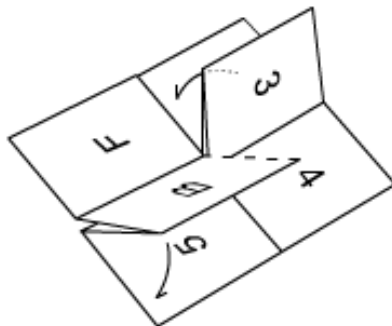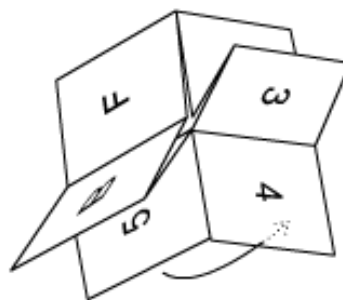| F	1
B	2
6	3
5	4

1. Start with front page at top left
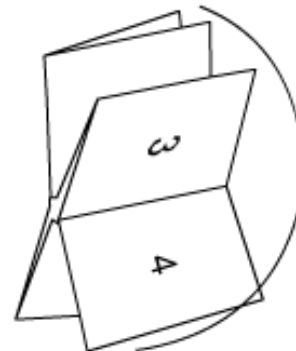
2. Fold in halves

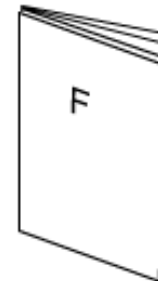3. Cut at dotted line in center

4. Fold to opposite ends.

5. Fold in half vertically

6. Fold in half horizontally

done. enjoy!