**Scrum School for CIS 454 Students**

**Day 1 of Scrum, Monday, April 12**

1. Have students create 10 “build activities” that are shared. Build Activities can be a website, a phone app, a multimedia presentation, etc.
2. Team members select the build project (anywhere from 2 to 7 people on a team) they would like to do.
3. Collect email address for each member on the new Scrum Team.
4. Once Team is formed, team members identify Product Owner and Scrum Master
   1. **Product Owner** must email Dr. Dillon ([dillontw@jmu.edu](mailto:dillontw@jmu.edu)) who is on the team, your team name, and provide a brief description of the product your team intends to build. (3-5 sentences)
   2. Your team must agree who will be your team’s **Scrum Master. T**his person will be responsible for ensuring that the team collaborates towards successfully completing the project; facilitating Scrum events; ensuring that Scrum artifacts are in good order; communicating with me (instructor).
5. All team members must Sign Up in [**trello.com (Links to an external site.)**](https://trello.com/)(i.e., create their accounts). If you already have a Trello account, feel free to use it (I discourage you from creating another one just for this course).
6. The Product Owner must create a new Team in Trello.
   1. Name it **YourTeamName**(where YourTeamName is your team’s actual name you reported to me, not "YourTeamName" the word).
   2. Invite all team members, as well as me (the instructor, use my email [dillontw@jmu.edu](mailto:dillontw@jmu.edu)).
   3. The **Product Owner should be the Administrator of the Trello Team**, but should also make me (Instructor) the Administrator too (this is very important);
   4. The Product Owner must create a new Board in Trello and name it **CIS454\_21Sp\_YourTeamName** (where YourTeamName is your team's actual name you reported to me).
   5. The Product Owner must add the Trello team to the Trello Board and notify the team members.
   6. The Product Owner must create four lists in your team’s Trello Board: **Product Backlog**, **Sprint Backlog**, **In Progress**, **Done**;
7. As a team, create five or more user stories for your project using this template:

“As a <USER ROLE> I can <TO DO WHAT?> so that <WHY?>”

**First example**, when using LinkedIn:

As a premium user of LinkedIn, I can search “people filter” to locate all the alumni from the CIS program at JMU, so that we can follow their successes.

**Second Example**, when visiting the Dayton Farmers Market Website

As a regular customer, I can find and print out coupons, so that I may make purchases for a discount

1. The Product Owner must add to the Product Backlog the cards that describe features of your product. Each card should have a short label indicating the feature. A description should contain a **user story** following this template “As a <USER ROLE> I can <TO DO WHAT?> so that <WHY?>”; not all features need to be well-defined, but there should be a fairly sufficient number of cards that describe your product.

**Day 2 of Scrum, Wednesday, April 14**

**During Class Time**

**Meet as a class for 20 minutes to answer questions and clarify steps**

**Break into Teams**

**FIRST SPRINT PLANNING SESSION** (Wednesday, April 14):

During class, your team will hold a Sprint Planning event (about 30 minutes, via Zoom/Webex) to:

1. Discuss and mutually agree on the scope of work that is intended to be done during the Sprint.
2. Select items (cards) from the Product Backlog that can be completed in one Sprint;
3. Prepare a Sprint Backlog that includes the work needed to complete the selected Product Backlog items;
4. Feel free to use labels, checklists, deadlines, assign team members, and other features of Trello.

**Come Back to class for final 10 minutes (set time)**

Answer questions, clarify issues

**Day 3 Monday, April 19**

**Meet as a class for 25 minutes to provide Sprint Stand-up**

**Sprint Stand-up (every member of the class participates for 1 minute)**

1. What did you accomplish since the last meeting?
2. What are you working on until the next meeting?
3. What is getting in your way or keeping you from doing your job?

**Break into Teams**

**Sprint** (during Sprint, your team is working independently or in small groups, via Zoom or Webex)

During class time your team works on the items in the Spring Backlog. Make sure to **keep your Trello up to date**.

**Day 4 Wednesday, April 21**

**During Class Time**

**FIRST SPRINT REVIEW & RETROSPECTIVE AND THE SECOND SPRINT PLANNING**:

**During class time your team will hold**:

1. A **Sprint Review** (10 minutes informal demo of your **Product Increment** to the entire class with Q&A).

**How the Sprint Review Is Conducted: (I will evaluate each of these bullets)**

* The Product Owner opens the meeting and tells the attendees what the Development Team completed during the current Sprint (what has been "Done" and “not Done”).
* The Development Team demonstrates the "Done" functionality (Demo), answers the questions and discusses problems they met on their way.
* The Product Owner discusses the current state of the Product Backlog, marketplace changes, and forecasts the likely release dates.
* The attendees (all class members) collaborate on the Product Backlog Items, which can be completed during the next Sprint. Thus, the stakeholders get a shared understanding of the future work.
* A review of the budget, timeline, potential capabilities follows.

**Break into Teams (via Zoom or Webex)**

Early Release from Class (Team members only)

1. A **Sprint Retrospective**(15 minutes analysis of what went well and what needs to be improved in your team’s **processes**; team members only);
   1. **Team submits one copy to instructor (Include all members’ names on the document in alphabetic order by last name)**
   2. 3 to 10 bulleted points
2. A **Sprint Planning** session for the next sprint (about 15 minutes; team members only).
   1. Team may need to add more user stories to the product and sprint backlog

**Day 5 Monday, April 26**

**Meet as a class for 25 minutes to provide Sprint Stand-up**

**Sprint Stand-up (every member of the class participates for 1 minute)**

1. What did you accomplish since the last meeting?
2. What are you working on until the next meeting?
3. What is getting in your way or keeping you from doing your job?

Break into Teams

**SPRINT** (during the sprint, your team is working independently or in small groups)

During class time your team works on the items in the Sprint Backlog

**Day 6 Wednesday, April 28**

**During Class Time**

**SECOND SPRINT REVIEW AND RETROSPECTIVE** (April 29):

In class, your team will hold:

A **Sprint Review** (10 minutes informal demo of your second **Product Increment** to the class with Q&A);

**How the Sprint Review Is Conducted: (I will evaluate each of these bullets)**

* The Product Owner opens the meeting and tells the attendees what the Development Team completed during the current Sprint (what has been "Done" and “not Done”).
* The Development Team demonstrates the "Done" functionality (Demo), answers the questions and discusses problems they met on their way.
* The Product Owner discusses the current state of the Product Backlog, marketplace changes, and forecasts the likely release dates.
* The attendees (all class members) collaborate on the Product Backlog Items, which can be completed during the next Sprint. Thus, the stakeholders get a shared understanding of the future work.
* A review of the budget, timeline, potential capabilities follows.

Early Release from Class (Team members only)

A **Sprint Retrospective** (15 minutes analysis of what went well and what needs to be **improved in your team's processes**; team members only);

* 1. Team submits one copy to instructor
  2. 3 to 10 bulleted points on improving how the team works together