Scrum Team Roles and responsibilities

Purpose

This document describes the roles of a typical scrum team within this group project. It will also list the responsibilities that come with each role. Students should learn more about their roles in this project as well as roles of the teammates. Understanding all roles will help students have a better experience during the project.

Assumptions

Not all roles listed here as standard agile roles.

According to the [Scrum Guide](#) **PO is accountable for maximizing the value of the product** resulting from the work of the Scrum Team. A Scrum Team consists of **one Scrum Master, one Product Owner,** and **Developers.** Within a Scrum Team, **there are no sub-teams or hierarchies. Product Owner** may do all his/her work himself/herself or **may delegate** the responsibility to others. Regardless, the Product Owner **remains accountable**.

This project will not have a PO in its traditional sense. As allowed by Scrum Guide, in our project the responsibilities of the PO related to the Product Backlog Management will be performed by Scrum Masters.

The SM is accountable for establishing Scrum as defined in the Scrum Guide and the Scrum Team's effectiveness. Group mentors of each team will act as the **Scrum Master** of your agile team. Based on need, they can also fill other roles such as Product Owner or Business Analyst.

During the project our PO (simulated by Cybertek teachers and/or mentors) may visit our team events and observe our activities. They may also join our Sprint Review (Demo) meetings to approve the increment.

Besides these official roles we may need to assign some additional roles based on team necessity. Teams can choose to take turns while assigning these certain roles. For example a team may have one **Tech Lead** for a certain amount of time and another person can take the role later. Revolving roles is purely a team decision. Some teams can choose to do so while others not. Teams may also designate a team member as **Business Analyst** and those team members can play this role.

Certain roles such as developer are not listed in the document. This is mainly due to the fact that this project only focuses on the testing aspects of the software development. In

addition to that teams will work on applications that are live and no current development work is being done.

The roles will be played in our project and their responsibilities are listed below. Each team member is responsible for performing their duties correctly, completely and in a timely manner so that all other team members can get the maximum benefit from the project.

Product Owner

They are going to be performed by Scrum Masters.

- Developing and explicitly communicating the **Product Goal**

- **Effective Product Backlog management** (creating, ordering, and clearly communicating Product Backlog items)

- **Ensuring that the Product Backlog is transparent, visible, and understood**

Scrum Master

- **Coaching the team members** in self-management and cross-functionality

- **Helping the Scrum Team focus on creating high-value increments** that meet the Definition of Done

- **Removing impediments** of the Scrum Team

- Ensuring that all **Scrum events** take place **on time** and **in designated time frame** they are **positive and productive**

- **Product Backlog management by the name of PO (creating user stories and acceptance criteria and managing Jira board)**

- **Scheduling meetings day and time** for the team

- **Running all agile ceremonies** as a host (including Sprint Planning and Sprint Review (Demo) by the name of PO)

- **Assigning User Stories** to the team members in Sprint Planning

- **Assigning other tasks** related to the Sprint to the team members (creating framework, creating github project and inviting others, creating smoke test, reviewing/researching topics, etc.)

- **Tracking the team participation** to the project

- **Observing team dynamics** and make suggestions on improving the team efficiency

- **Opening tickets for** Jira and github issues to the **DevOps**

SDETs

- **Participating all ceremonies** on time and ready

- **Creating Sprint Backlog** in the Sprint Planning meeting

- **Analyzing the user stories/acceptance criteria** and **writing test scenarios**

- **Creating** test case, test set, test execution, bug (if found) **tickets** with all details (including screenshots) **on Jira**

- **Performing manual/automation testing**

- **Finding and reporting bugs** properly

- Making sure scheduled automation **tests are executed and reported as expected**

- **Being ready to present their job** or answer the questions related their job **in the Sprint Review (Demo) Meeting**

Business Analyst

- **Learning the application and domain** very well

- Serving as a point of contact in **clarifying requirements**

- Helping team to understand **Product Backlog items clearly**

- **Verifying bugs** when needed

- **Making sure that Jira tickets have all required information** such as description, acceptance criteria, screenshots, etc.

Tech lead

- **Coordinating with Jira and AWS issues** with the DevOps when team need support

- Creating and maintaining **test automation framework**

- Creating and maintaining **smoke or regression test suites**

- **Reviewing code** and making sure that it adheres to coding standards