Task 3: Role Assignment and Ceremonies in Scrum

# Role Assignments

Describe what are the responsibilities of each role.

## Product Owner

**Role Description:** A product owner is responsible for ensuring the success of a project in Scrum. The product owner is responsible for managing and optimizing the product backlog in order to maximize the value of the product. A Scrum framework is an Agile methodology that facilitates communication and self-organization within a team.

**Role Responsibilities:** Define product goals so that backlog items emerge as needed to progress toward the goal. Set sprint goals to ensure scrum teams have a common and well-understood mission to pursue. Maintain the product backlog and groom it to maximize the value these activities deliver. Lead sprint planning to communicate clearly what is expected of the team. Facilitate sprint reviews to engage stakeholders and report on your progress. Host refinement sessions to build a shared understanding among the team.

## Scrum Master

**Role Description:** scrum masters act as coaches to the rest of the team. “Servant leaders” as the Scrum Guide puts it. Good scrum masters are committed to the scrum foundation and values, but remain flexible and open to opportunities for the team to improve their workflow.

**Role Responsibilities:** Leading the daily stand-up and guiding the sprint.

Teaching, mentoring and coaching the organization on Scrum. Resolving issues and

removing impediments for the team. Empowering and motivating the team to be

self- managing. Planning deliverables and reporting on progress.

Facilitating communication and information exchange between stakeholders and

the team.

## Development Team

**Role Description:** A development team is a group of people who are responsible for building a product. They may be working in an Agile environment, which means that they are using Agile methodology such as Scrum or Kanban. Development team members are responsible for incrementally implementing requirements into a product, often in sprints or iterations. They are responsible for ensuring that the product is delivered and meets the customer’s needs.

**Role Responsibilities:**

Developers: Developers manage the programming, testing, and debugging of the product.

Designers: The responsibility of designing the product and its user interface lies with the designers.

Testers: Testers ensure that everything works as it should, both before and after release.

Quality Assurance (QA): QA is a team that monitors the quality of what is being produced by checking for bugs and other issues. QA ensures that the software meets the customer’s requirements and specifications and is free of bugs.

# 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.

## Sprint Planning

## **Participants:** Scrum master, Product owner, Product manager, development team

**At what time:** Eight hours for one month.

**Frequency:** Every week

**How Long:** Two hours

**Purpose:** The Latest Product Increment, Product Backlog, The capacity of Teamin Sprint, Past Performance of Development Team

## Daily stand-up

**Participants:** Scrum master, Product owner, Development team

**At what time:** Everyday

**Frequency:** Everyday

**How Long:** 15 minutes

**Purpose:** To answer three questions What did you do yesterday? What will you do today? Anything blocking your progress?

## Sprint Review

**Participants:** Scrum master, Product owner, stakeholders

**At what time**: 2 pm

**Frequency:** every week

**How Long:** one hour

**Purpose:** the purpose of the Sprint Review is to inspect the outcome of the sprint and determine future adaptations. The Scrum Team presents the results of their work to key stakeholders and progress toward the product goal is discussed.

## Sprint Retrospective

**Participants**: Product owner, Scrum master, development team

**At what time**: 11 am

**Frequency:** Every week

**How Long:** 45 min

**Purpose:** During the Sprint Retrospective, the team discusses: What went well in the Sprint, what could be improved, what will we commit to improve in the next Sprint.