**TESCO**
Technology

Scrum Starter Kit

AGILE

Sprint Planning

The purpose is to **go over the backlog of stories that define features** needed by the product owner for that Sprint.
The scrum team, stakeholders, product owner , and scrum master attend the meeting.

Why

- ✓ To arrive at a **Sprint Goal** – short description of what the team plans to achieve during the sprint
- ✓ It is written collaboratively by the team and the product owner
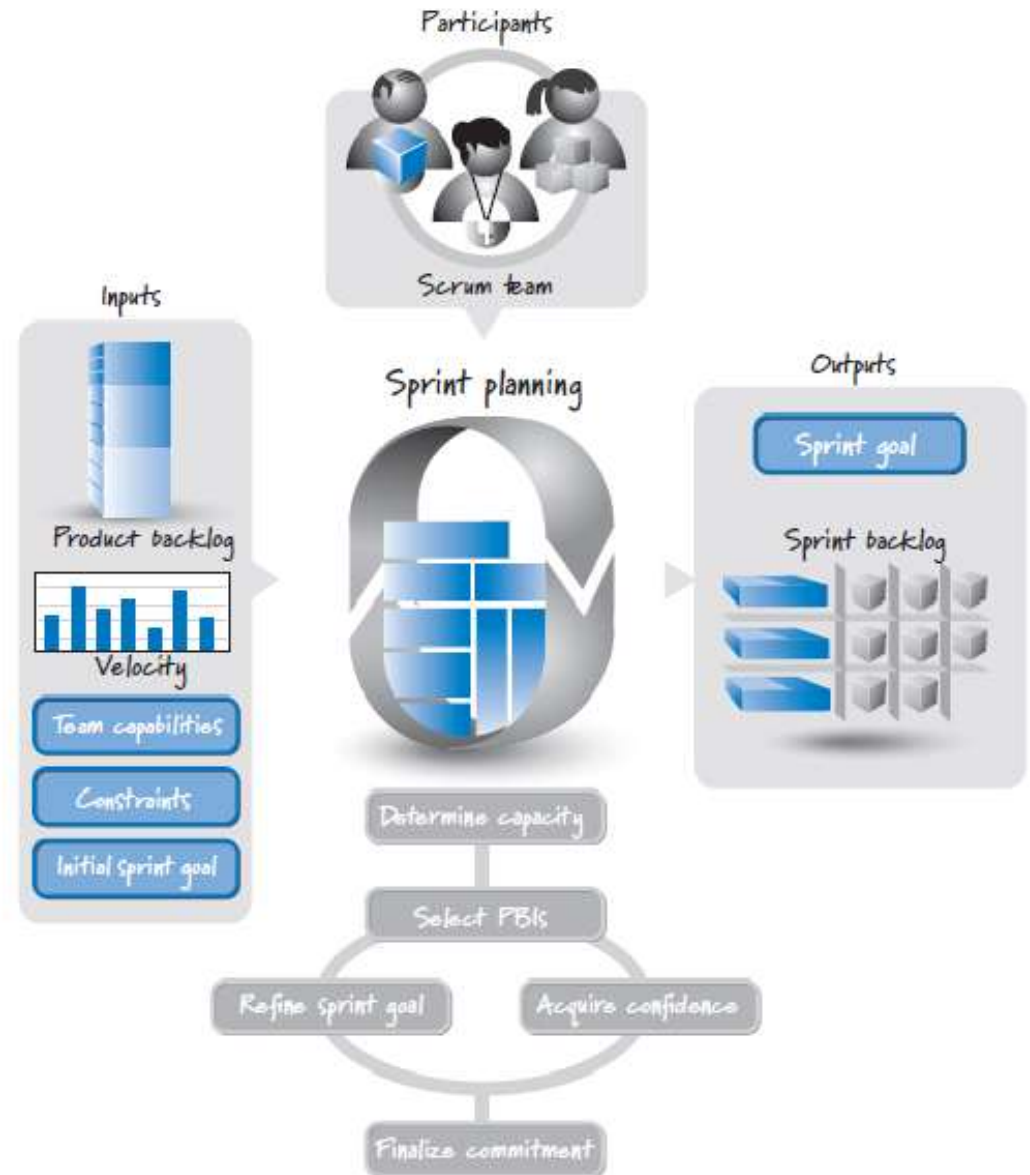
Daily Scrum focuses on three questions:
'**What we did Yesterday**',
'**What we will do Today**' &
'**Impediments, if Any**'

Scrum master facilitates the meeting, happens at the same place & same time, it is time boxed to maximum **15 minutes.**

Every 24 hours → INSPECT / ADAPT — Daily scrum
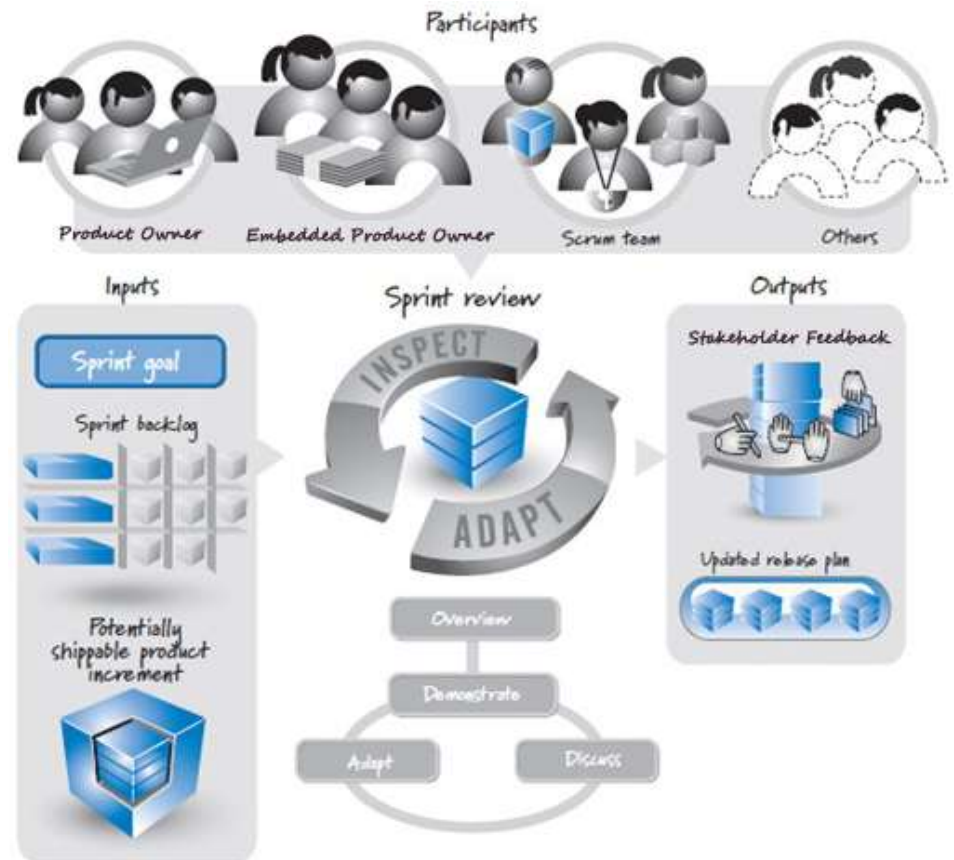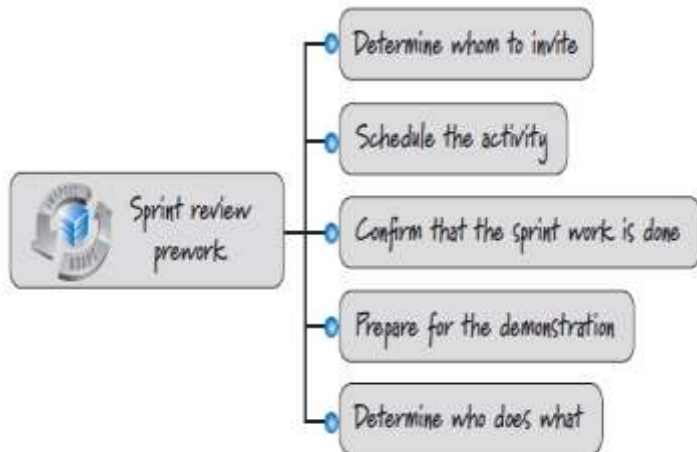
Sprint execution

Why

- ✓ Daily Scrum, **self-organizes** the team and helps to track the progress on Sprint Backlog
- ✓ Highlight's **Impediments** for a quick resolution to keep teams moving
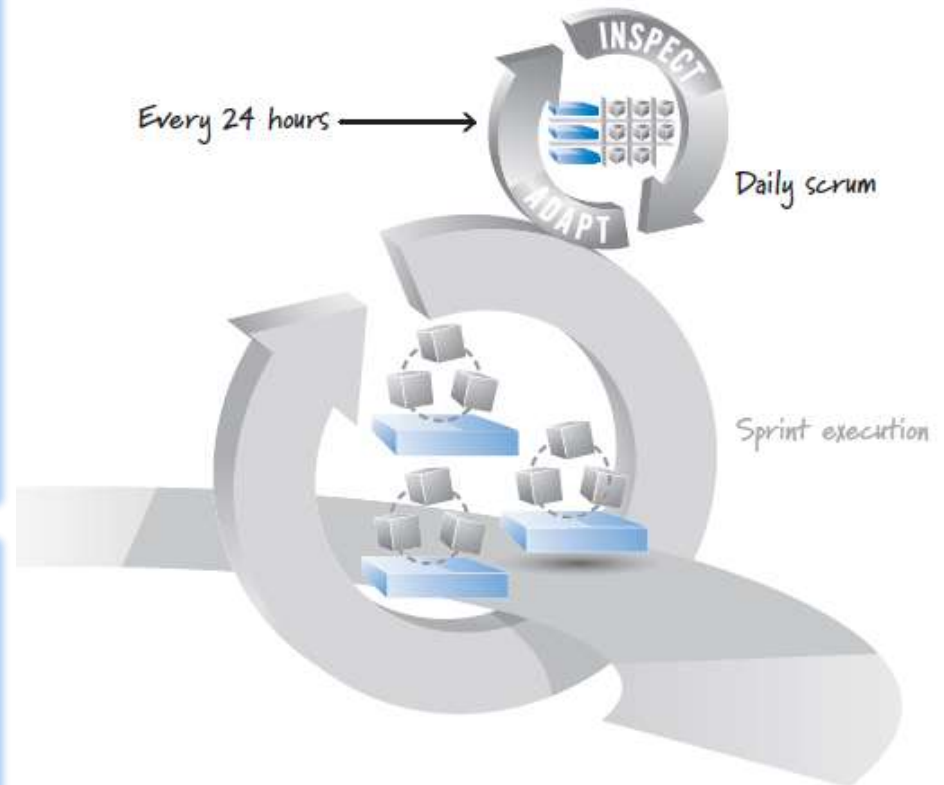
Sprint Review

In Scrum, each sprint is required to deliver a **potentially shippable product increment.** At the end of each sprint, a sprint review meeting is held during which the scrum team **showcase** what they accomplished. Time boxed to maximum 5% of sprint.

Sprint review prework
- Determine whom to invite
- Schedule the activity
- Confirm that the sprint work is done
- Prepare for the demonstration
- Determine who does what

Why
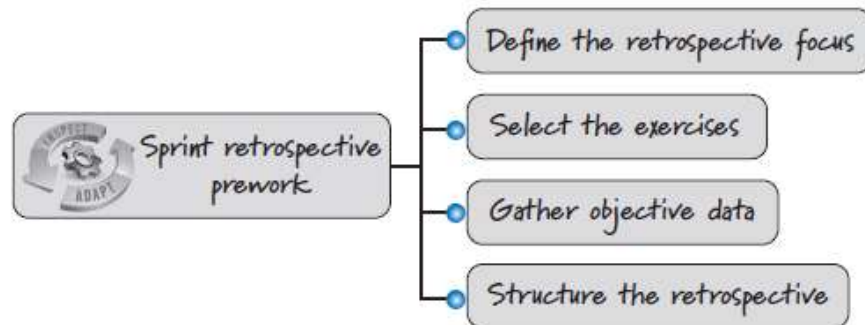- ✓ help bridge the communication gap between the developers and the users
- ✓ Collect valuable **feedback** early to adapt & build better software

Participants

Product Owner · Embedded Product Owner · Scrum team · Others

Inputs: Sprint goal, Sprint backlog, Potentially shippable product increment

Sprint review: INSPECT / ADAPT — Overview, Demonstrate, Discuss, Adapt

Outputs: Stakeholder Feedback, Updated release plan
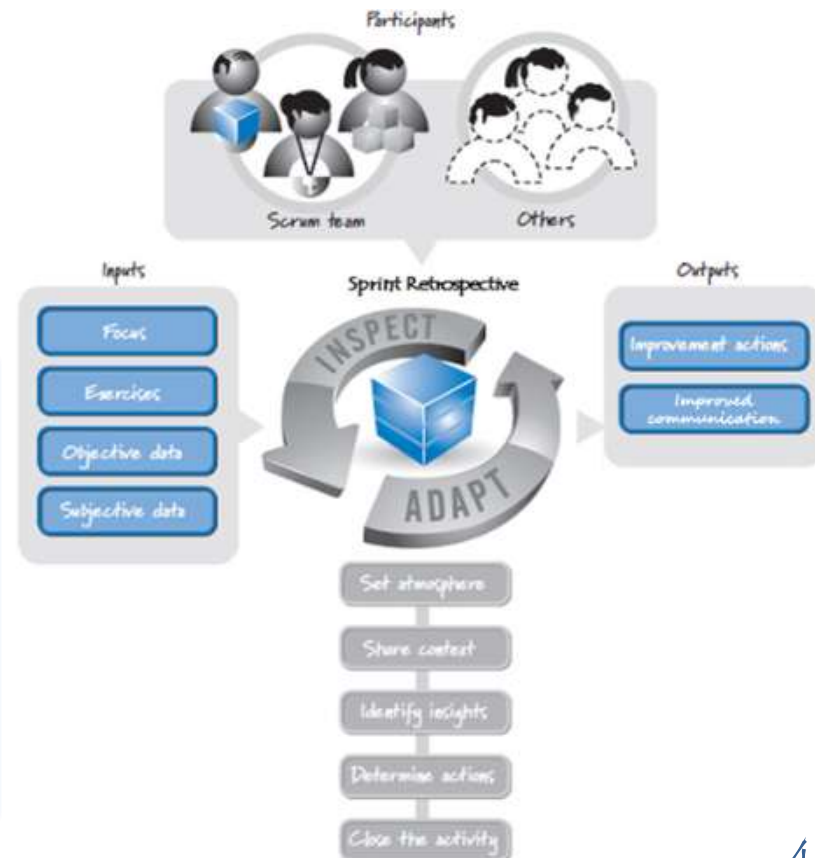
It is conducted on the last day of the sprint to retrospect on how the sprint activities were executed and if there are **any opportunities to improve** in the subsequent sprint. The scrum team, product owner, stakeholders (optional) attends the meeting. It is timeboxed to Max 90mints for 2 week sprint.

Sprint retrospective prework
- Define the retrospective focus
- Select the exercises
- Gather objective data
- Structure the retrospective

Why
- ✓ To discuss "What went well", "What Could have been improved", "Actions"
- ✓ To discuss what was the **learning** and what should be done different in the next sprint
- ✓ Discuss and agree upon the **actionable items**, and updated in the product backlog.

Participants
Scrum team | Others

Inputs
- Focus
- Exercises
- Objective data
- Subjective data

Sprint Retrospective
INSPECT
ADAPT

Outputs
- Improvement actions
- Improved communication

- Set atmosphere
- Share context
- Identify insights
- Determine actions
- Close the activity

Burn-Up Chart

Fixed ship date is end of sprint 6

Won't have

Might have

Must have

Will have

Backlog is intentionally inverted

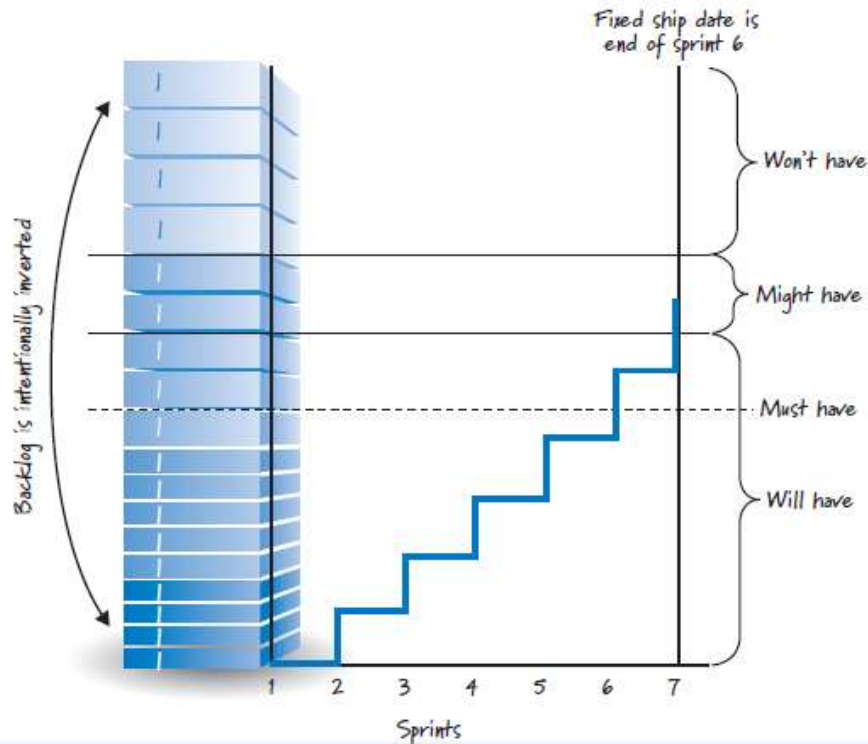Sprints

A burn-up chart **tracks the progress** of a sprint/ release. It provides a view of:
- ✓ Total story points
- ✓ Progress on completed story points

The scrum team updates the sprint burn-up chart at the end of the day and the release burn-up at the end of each sprint.

Why
- ✓ **Visible form of communication** – clearly shows the user stories completed and sprint/ release scope
- ✓ **Enables discussions of the problems** towards corrective actions being taken at an **early stage**

Target — Actual — Average — High — Low

Story points

Sprints within release
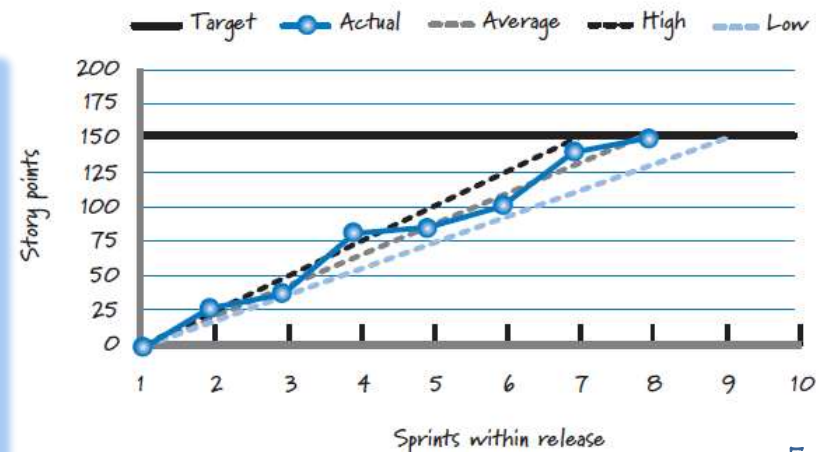
Product Backlog

Prioritized master list of all the features and functionality needed to complete the product. The product owner prioritizes/stack ranks the user stories that are most needed as per business value
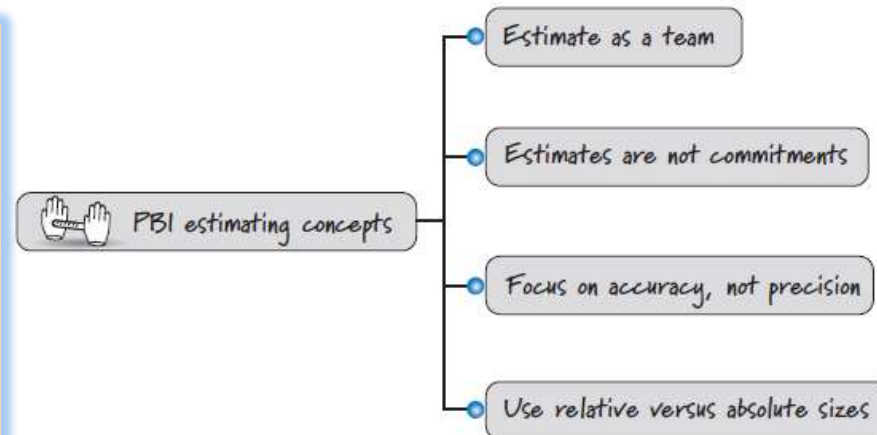
Item | Size

Product backlog items (PBIs)
- Features
- Defects
- Technical work
- Knowledge acquisition
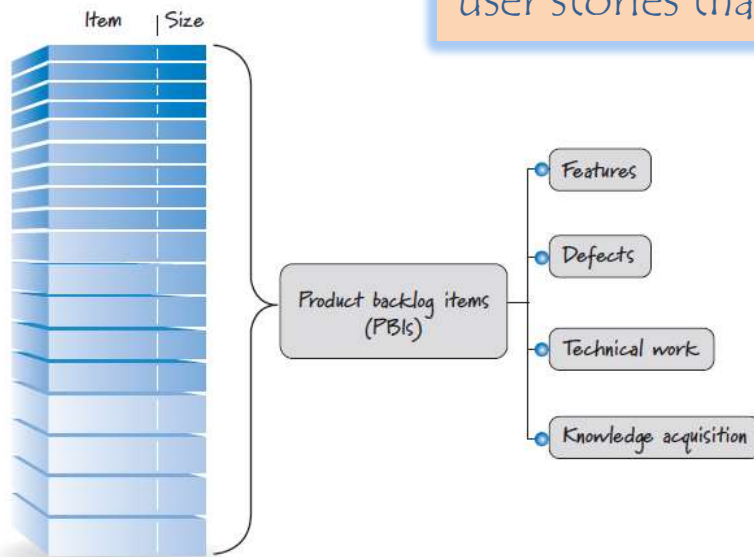
Product Backlog Grooming
Ongoing activity throughout the release
✓ Keeping the product backlog prioritized
✓ Adding new user stories that arise and remove/ deprioritize user stories
✓ Splitting & Estimating user stories

Why
✓ Helps team to focus on delivering the **highest value first**
✓ Prioritization allows to welcome new ideas and changes in direction
✓ Helps teams in estimation, release planning and guide road mapping

PBI estimating concepts
- Estimate as a team
- Estimates are not commitments
- Focus on accuracy, not precision
- Use relative versus absolute sizes

The sprint backlog is created by picking up the **user stories from the product backlog** for a sprint, and breaking them down to tasks to be completed in that sprint.

The scrum team collaborates to create and maintain the sprint backlog. It reflects an up-to-the-day snapshot of the sprint's progress.

Why
- ✓ A **better understanding** of the work to be done
- ✓ A **sense of progress** on a daily basis
- ✓ A clear commitment to what will be delivered

Each feature ...   ... is broken into a set of tasks

Code the UI Hours = 5	Automate tests Hours = 8	Create DB schema Hours = 6
Add error logging Hours = 12	Create icons Hours = 8	Buffer test Hours = 2
Install graphics lib Hours = 8	Automate tests Hours = 6	

Each task has an effort-hour estimate

Tasks with grater than 16hrs are broken down to smaller tasks

Team members sign up for tasks, they aren't assigned