**SNHU CS-250 Software Development Lifecycle**

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**Journal 1 – SCRUM MASTER**

As the Scrum Master for the SNHU Travel project, following the team charter I would begin setting out and organizing the sprint schedule. A sprint is typically 2-4weeks however given the project deadline is only 5 weeks away, I would consider a shorter sprint cycle to ensure at least three sprints during the project to ensure opportunities for a sprint review and retrospective. Given the timeline, I would consider each sprint to be nine days, however the final determination for the sprint length, should be determined after consulting the team. The reason for a nine-day sprint is to allow for three full cycles with one extra day for final delivery (assuming a 5-day work week, 25 working days, 9 days x 3 sprints = 24 working days).

With the sprint schedule blocked out, I can examine how best to execute the following events: Sprint Planning, Daily Scrums, Backlog Refinement, Sprint review and Sprint Retrospective.

**Sprint Planning**: Allows the team and Product Owner to discuss details and goals of the upcoming sprint, by having everyone involved, the vision and objectives of the project and reaffirmed, and the team can discuss what can be accomplished during the sprint. As a Scrum Master, maintaining order and focus during the sprint planning meeting will be vital to ensuring a productive meeting.

**Daily Scrum**: Daily in person meeting that will occur at 9am every day per the team charter. The benefit of a daily meeting with the team is to ensure each team member understands what work is being done, what work has been completed, and facilitates teamwork by allowing team members to discuss successes or challenges faced since the last meeting. As the Scrum Master, the key to a productive daily scrum meeting is to ensure time is respected (don't drag the meeting on), barriers are being addressed or noted for action, and the team is on track to complete the product backlog.

**Backlog Refinement**: The benefit of the backlog refinement is it is a fluid process, that happens throughout the sprint. As a developer or team member addresses a backlog item, they may determine that the item may need to be broken down into smaller steps (refinement). Having the flexibility to breakdown tasks into smaller blocks allows for collaboration amongst the team to complete the backlog item. As the Scrum Master ensuring a balance is struck between a backlog item being too big; or vague and allowing a team to breakdown the item too much will be critical in maintaining pace for the sprint.

**Sprint Review and Sprint Retrospective**: While the events are not the same, they both happen at the end of a sprint. The benefit of the review allows the team to showcase what was accomplished in the current sprint to the product owner and stakeholders. This is critical in the process because it allows the team to receive feedback from stakeholders regarding the direction of the product. The sprint retrospective is designed as a “lessons learned” from the current sprint. In the retrospective, team members can share feedback amongst themselves on what processes worked, what didn't and suggest possible solutions to implement in the next sprint. As the Scrum Master, ensuring both meetings are objective focused, documented, and productive are vital to each sprint building on the previous success.

References:

Schwaber, K., & Sutherland, J. (2020). *The Scrum guide: The definitive guide to Scrum: The rules of the game*. Scrum.org. <https://scrumguides.org/scrum-guide.html#sprint-review>

**Scrum Training Series.** (2020). *Daily Scrum* [Video]. Scrum Training Series. <https://scrumtrainingseries.com/DailyScrumMeeting/index.html>