

The Scrum Checklist

For the Agile Scrum Master,
Product Owner, Stakeholder and Development Team

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Scrum: Introduction and Recap

NOTE: This Scrum Intro is taken from one of my previous classes

Scrum Theory

“History repeats itself, unless you do something about it!”

Scrum is based on empirical process control theory. The idea is very simple so do not let the name worry you. It consists of three principles: transparency, inspection and adaptation. The idea is that the scrum team, agree to be transparent (honest) in all that they do on the project.

Being transparent means that functionality is not ‘done’ until it meets the development team’s definition of done.

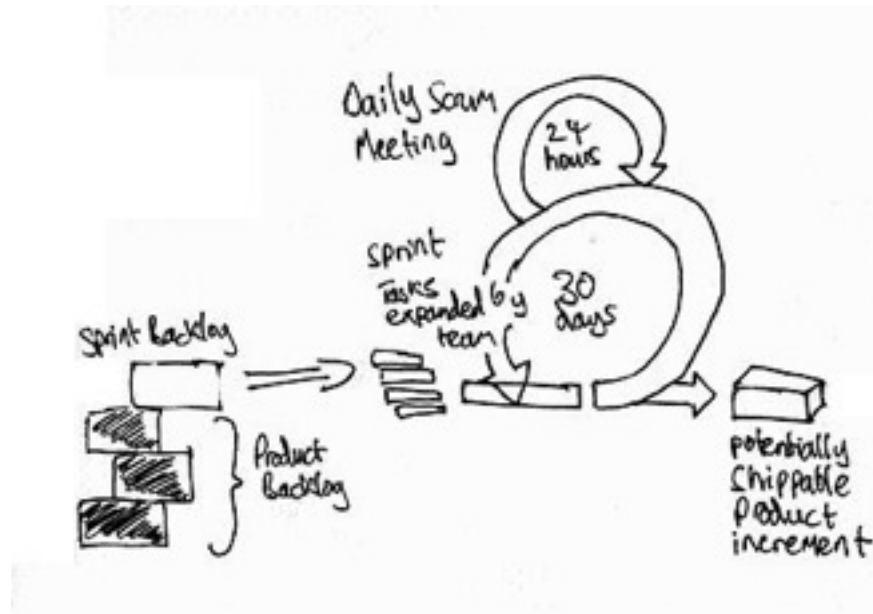
Transparency builds trust between the team members.

Once the team have agreed on transparency, they agree to consistently check up on progress (inspection) and make improvements based on what they have seen (adaptation).

These can be improvements in practices, sticking to values, communication or otherwise. This is powerful stuff in industry, the ability to consistently inspect and adapt. In that way they are improving time and time again before, during and after the release of a product. This is something that was not possible with the waterfall model of development.

Scrum Skeleton

The scrum skeleton is a very quick and easy way to explain the process to someone, so I will use it to explain the



process to you.

On the left side of the skeleton, we see the product backlog, which is nothing more than a list of all the features (and their acceptance criteria) that the business desires for the product. A subset of that backlog, called the sprint backlog is taken on by the team, broken down into tasks, and worked on in an iteration called a sprint. A sprint is a period of time less than thirty days in length and in that time, the team work on their tasks until they develop a working increment of the product.

Remember those mini phases of the waterfall I described earlier? Well this is where it all takes place. There is some requirements gathering and specification update before the sprint, then design, implementation and testing. Above the

large sprint circle, you will see a smaller circle. This represents the fact that every day the team meet to inspect on progress and adapt their plan for the day in a daily scrum meeting. At the end of a sprint, the potentially shippable increment of the product is delivered. The business can review the increment in a sprint review and then release the new feature(s) to the world if they so wish.

The team then discuss (transparently) their progress during the sprint in a sprint retrospective (inspect) so they can improve (adapt) on things that need improvement or retain things that are going well. The cycle then begins again and repeats until the product owner has nothing more to add to the product backlog.

The scrum skeleton demonstrates the simplicity and power of scrum as a mini factory, churning out shippable features each sprint.

These concepts can be applied to any team or indeed individual who needs to deliver a project.

As I am sure you can imagine, becoming a scrum master involves far more than simply understanding the scrum rules. For me, becoming a scrum master was a journey that began with regular project-work and ended with the ability to coach others based on my experiences of doing things with and without scrum. The purpose of this book is to guide a potential scrum master through the steps I recommend, explaining why those steps are important.

By the time you have taken this class you will be given:

- an excellent set of steps to follow if you want to become a scrum master
- examples of the kind of experiences that helped me to become a scrum master
- pointers from a ten year strong scrum expert

The Scrum Checklist Introduction

Understanding the fundamentals of scrum is a very simple thing to do. However putting it into practice in the world of deadlines, strong characters and the need for quick decisions can often make it a huge challenge to get the job done using the scrum rules. There are often situations where the rules are forgotten and put to one side, especially when they are most needed.

In my experience as a scrum master, team lead and software engineer I saw how easy it is for employees of a fast moving business to put the scrum rules to one side and destroy the very framework that would help make their daily lives easier. Observing how easy it is to forget the fundamental elements of scrum, I have put together this simple checklist that anyone can use on a daily basis. It covers:

- checklists for the fundamental tasks of every scrum role
- an overview and recap of each scrum meeting (time-box)
- checklists for the preparation, carrying-out and goals of every scrum meeting

Using these checklists, you can be prepared and confident that you are carrying out the scrum practices on your daily

job, boosting the productivity of your scrum team and increasing return on investment for the business.

The SCRUM MASTER checklist

- update list of impediments from daily scrum, emails and other contact
- follow up on impediments above
- order any team equipment
- write sprint report to stake holders (once a sprint)
- chase up any information holding up sprint backlog (eg. third party supplied artefacts)
- make sure burndown and task board are visible in team room
- arrange meetings and have chats to coach any new or needy team members, product owners or stakeholders

The PRODUCT OWNER checklist

- update backlog daily with any changes
- prioritise backlog daily based on business value
- meet stakeholders when needed to coordinate and capture requirements
- liaise with team to clarify requirements and make trade offs communicate release plan to stakeholders

The DEVELOPMENT TEAM checklist

- update task board with time remaining on tasks
- report any impediments to scrum master
- communicate with product owner before attempting and after completing a story
- achieve daily targets
- maintain team communication
- keep solutions simple
- focus on ship-ability (e.g. using practices such as pair programming, code review, continuous refactoring)

The KICK OFF MEETING checklist

Overview

A meeting held to start the project on the right foot and communicate the project goal, process and other related issues. The sprint length should be agreed at this meeting.

Preparation

- team, product owner, scrum master and key stakeholder(s) invited
- scrum master prepared flip chart with coaching on the definition of done (Eg. The product increment should be tested, all necessary tasks completed, user tested)
- product owner aware of purpose of meeting and ready to share vision

Outcome

- definition of done has been agreed
- project vision has been communicated
- initial concerns or impediments captured
- sprint length has been agreed

The PRODUCT BACKLOG ESTIMATION and GROOMING checklist

Overview

A meeting held so that the team can discuss the project's requirements (in priority order), and help the product owner to shape the backlog. One by one the product owner talks through the requirements so that the team have awareness of the backlog before planning.

Preparation

- team, product owner, scrum master and optionally key stakeholder(s) invited
- planning poker cards available
- 5 by 3 index cards available to write new stories
- product owner has prioritised backlog
- related designs or wire frames accessible

Outcome

- selected stories have been discussed
- selected stories have been estimated
- large stories have been broken down
- team leave with deepened understanding of backlog and project vision

The SPRINT PLANNING checklist

Overview

There are two halves to this meeting: The 'what' and the 'how'. In the first part, the product owner presents a set of features he would like built in a sprint. The team discuss them, estimate them and pick a subset that they think they can commit to building. In the second half, the team break each story into sub-tasks so they can self organise. They may adjust their commitment at this time.

Preparation

- product owner, team and scrum master are invited
- planning poker cards available (recommend those with Fibonacci numbers)
- 5 by 3 index cards available
- product owner has prioritised selection of backlog
- related designs or wire frames accessible

Outcome

- sprint backlog is generated consisting of stories and team tasks
- the team understand the sprint goal
- the team have committed to deliver the increment of a product based on the sprint backlog by the end of the sprint
- the product owner is confident that the sprint goal has been covered in the sprint backlog

The DAILY SCRUM checklist

Overview

A meeting held so that the team can co-ordinate themselves each day. Only the team talk and the scrum master facilitates. Each team member answers the three

questions: what did you do yesterday? what do you aim to do today? do you have any impediments (blockers)?

Preparation

- team are invited (product owner recommended, key stakeholders optional)
- reoccurring meeting room booked so that team can meet in the same place each day
- sprint backlog is visible with tasks and stories
- sprint burn down is visible showing the progress for the sprint
- scrum master has notepad to capture issues

Outcome

- development team are well co-ordinated for the day
- the whole scrum team is up to date on the progress
- any impediments have been captured by the scrum master so that they can be removed as soon as possible

The SPRINT REVIEW checklist

Overview

A meeting held to demonstrate a potentially shippable increment of the product being built.

Preparation

- scrum master, stakeholder(s), team, product owner (and related teams such as support if necessary) have been invited
- room is booked of adequate size for larger audience
- adequate equipment (tv, projector, cables, pc, tablets etc.) has been booked
- sprint stories and acceptance criteria are available (via print out or on screen) so that team can demonstrate that it meets acceptance criteria and product owner can agree
- team are prepared (and rehearsed if need be)
- product owner has a notepad to take note of suggestions or issues

Outcome

- shippable increment of the product has been demonstrated by the team
- stakeholders have contributed their suggestions, concerns and generally discussed the product with the scrum team
- demonstrated stories meet the team's definition of done (or where there is incomplete work, it has been highlighted)
- product owner is clear on issues and suggestions that need to be fed back into the product backlog

The SPRINT RETROSPECTIVE checklist

Overview

A meeting held to allow the team to inspect on their sprint progress and decide how to adapt based on their experiences. One by one, the team are asked two questions: what worked this sprint? what could be improved in the next sprint?

Preparation

- scrum master and team are invited, product owner recommended
- scrum master has notepad/flip chart to take note of team suggestions

Outcome

- team feel comfortable that they have expressed their views
- scrum master has a list that he and the scrum team can use to increase the productivity of each sprint by eliminating bad practices and maintaining good ones.
- list put into practice as soon as possible after the meeting by everyone concerned

CONGRATULATIONS, you are now have a checklist of tasks that will prepare you and your team for scrum in the real world!

So, what is the next step?

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If you are taking this class there is a strong chance that you want to master agile methodologies. I have created an ebook which is a game changer for understanding, rolling out and mastering Agile scrum in your team or organisation. You will also get free agile Lessons and tips.

So download your Free Scrum eBook now at www.freescrumebook.com! Thats ... www.freescrumebook.com

On behalf of everyone at Pashun Consulting. Congratulations and go forth and have fun meeting your project deadlines with Scrum!