SCRUM LEARNING PATH

SCRUM QUICK GUIDE

v1.0

A downloadable resource of the *Getting Started with Scrum* course

Change History

Version	Date	Details
v1.0	1-Apr-2022	Initial version

Preface

Hi there!

I hope you are doing good.

I've created this quick guide to help you with your everyday work in a Scrum team. You can use this as a reference document when working with various stages of Sprint. It shows you each step that you will come across in a product development based on Scrum. Moreover, it includes reference tables for each step that you can use for reference.

I personally refer to this guide whenever I need some clarification on certain steps of a Scrum at my work.

Scrum is the most popular development framework that have been increasingly adopted in any development team. This downloadable resource is part of the '*Getting Started with Scrum'* course, which helps you to get started with Scrum using a step-by-step approach for Developers, Scrum Masters, and Product Owners.

Click here to know more about the companion course.

See you in the course video!

Praveen

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Step 1: Select a Product Owner

Participants:
- Management

Outputs:

Type	Details
Product Owner Name	John Smith
Product Owner Email	john.smith@olympez.com
Division	R&D
Remarks	Product Owner (PO) for CampusConnect project

Step 2: Project Details

Participants:
- Management
- Product Owner

Outputs:

Type	Details
Project Name	CampusConnect
Organisation	Olympez Corporation
Division	R&D
Start Date	1-Jan-2022
End Date (expected)	30-Jun-2022
Project Manager	John Smith
Project Manager Email	john.smith@olympez.com
Program Manager	Ashok Kumar
Program Manager Email	ashok.kumar@olympez.com
Development Team Size	5
Remarks	None

Step 3: Select a Scrum Master

Participants:

- Product Owner
- Management

Outputs:

Type	Details
Scrum Master Name	Praveenkumar Bouna
Scrum Master Email	praveenkumar.bouna@olympez.com
Division	R&D
Remarks	5 years as Scrum Master (SM) in previous projects

Step 4: Select the Developer Team

Participant:
- Product Owner
- Management

Actions:
- To be cross-functional
- Ideal sizes being 5-9 members.

Outputs:

Name	Email	Divison	Remarks
James Johnson	james.johnson@olympez.com	R&D	None
Sunitha Mohan	sunitha.mohan@olympez.com	R&D	None
Ram Kumar	ram.kumar@olympez.com	R&D	None
David Smith	david.smith@olympez.com	R&D	None
Sanjay Kumar	sanjay.kumar@olympez.com	R&D	None

Step 5: Select the Tool to Run Sprint

Participants:
Scrum Master
Product Owner

Inputs:
List of all tools that fits the organisation and project requirements.

Outputs:

One shortlisted tool that meets the criteria for the current project and the team agrees upon to use it throughout the Sprint cycle.

Type	Details
Selected Tool	Azure Devops
Reasons for Selection	- Product development is based on Visual Studio; it has a deep integration with Azure Devops. - Also, team uses Azure Repos for source control management. - We can extend to use CI/CD at a later point.

Step 6: Set Up the Sprint Tool

Participants:
Product Owner

Inputs:
- The tool to use.
- Details of project
- Details of Product Owner
- Details of Scrum Master
- Details of Developers

Outputs:
Sprint tool ready to use for Scrum. The basic details of the project are updated to the tool.

Tips:
You can use TableToMarkdown to convert table in Document format to Markdown format.

Step 7: Create a Sprint Board

Participants:
- Scrum Master
- Product Owner
- Developers

Minimum columns to include:
- ToDo
- Doing
- Done

Outputs:

Backlog	ToDo	Doing	Done

Step 8: Create the Product Backlog

Actions:
- List is kept alive.
- Product Backlog Items can be User Story or Bug.
- Recommended for each Product Backlog Item to have Acceptance tests.

Recommended User Story Template:

Template	Example
As a {type of user}, I should {do what} so that I {to achieve what}	As an operator, I should be able to enter username and password in login form so that I can login into the system
As a {type of user}, I want {goal} so that I {receive benefit}	As an operator, I want to enter username and password so that I can login into the system.

Recommended Acceptance Test Template:

Template	Example
If I {action}, I should {result}	If I enter the valid username & password, I should log into the home page.
If I {action}, {result}	If I enter invalid password 3 times, the account should get locked.

Outputs:

Product Backlog
As an operator, I should be able to view the Courses page so that I can see all courses present in the system.
As an operator, I should be able to enter username and password in login form so that I can login into the system.
As a User, I want to save the configuration settings to the SQL Server so that I can retrieve them later
As an integrator, I should be able to call GET courses so that I can fetch all the courses present in the system.
As a developer, I want to expose a RESTful API for eCampusConnect so that 3rd party systems can integrate

Step 9: Prioritise the Product Backlog Items

Participants:
- Product Owner

Points to Note:
- For each item, set a priority.
- Sort the Product Backlog based on priority.
- List is kept alive.

Outputs:

Product Backlog
As an operator, I should be able to enter username and password in login form so that I can login into the system.
As an operator, I should be able to view the Courses page so that I can see all courses present in the system.
As an integrator, I should be able to call GET courses so that I can fetch all the courses present in the system.
As a developer, I want to expose a RESTful API for eCampusConnect so that 3rd party systems can integrate
As a User, I want to save the configuration settings to the SQL Server so that I can retrieve them later

Step 10: Plan the First Sprint (Sprint 0)

Participants:
- Product Owner
- Scrum Master
- Developers

Outputs:

Type	Details
Sprint Naming Convention	Sprint XX
Sprint Duration	2 weeks
Sprint Start Day	Monday
Sprint End Day	Friday (the following week)
Sprint Tool to Use	Azure DevOps
Expectations from Team	Team uses NUnit for unit testing framework
	Continuous Integration is enabled for the new projects
	Update the board on daily basis

Step 11: Hold the Sprint Planning Meeting

Participants:
- Product Owner
- Scrum Master

- Developers

Actions:
- Define Sprint Goal.
- Select Product Backlog Items as per priority.
- Decide on who will implement which items.

Outputs:

Type	Details
Sprint Planning Date	1-Mar-2022
Sprint Goal	Get the PoC ready for the customer.
	Resolve the testing lab network issue.
Sprint Velocity (if known)	30
Participants	John, Praveen, Sanjay, James, Sunitha, Ram, David
Venue	Microsoft Teams Meeting
Workitems	

Step 12: Estimate the Sprint Backlog Items

Participants:
- Product Owner
- Scrum Master
- Developers

Actions:
1. Define Definition of Done (DoD) for each Sprint Backlog item.
    1. Is it doable in this Sprint?
    2. Split complex task into multiple stories.
    3. Is the story shippable?
2. Estimate the story points for each Sprint Backlog item using one of the standard methods.
    - Relative sizes (S, M, L)
    - Fibonacci sequences (1,2,3,5,8,13)
    - Hours (only if other methods aren't possible)
3. Assign the stories to a developers.

Outputs:
1. Sprint backlog items to be implemented in the current sprint
2. Stories are estimated in terms of story points
3. Stories are assigned to developers

Sprint Backlog	ToDo	Doing	Done
(S) As an operator, I should be able to enter username and password in login form so that I can login into the system.			
(M) As an operator, I should be able to view the Courses page so that I can see all courses present in the system.			
(L) As an integrator, I should be able to call GET courses so that I can fetch all the courses present in the system.			
…			

Step 13: Implement the Sprint Backlog Items

Participants:
- Developers

Actions:
- Focussed on implementing and completing the assigned stories.
- Assist team members to move towards the Sprint goal.

Outputs:
1. Completed sprint backlog item.
2. Product Increment.

Sprint Backlog	ToDo	Doing	Done
			(S) As an operator, I should be able to enter username and password in login form so that I can login into the system.
		(M) As an operator, I should be able to view the Courses page so that I can see all courses present in the system.	

Sprint Backlog	ToDo	Doing	Done
		(L) As an integrator, I should be able to call GET courses so that I can fetch all the courses present in the system.	
	…		

Step 14: Hold Daily Stand-up Meeting

Participants:
- Product Owner (optional)
- Scrum Master
- Developers

Actions:
1. Meet everyday to discuss internally.
   - Typically in the morning, to review what everyone is working on.
   - Happens at the same time each day.
   - Do not spend more than 15mins.
2. Each member answers:
   - What did you do yesterday?
   - What will you do today?
   - Is there any obstacle?
3. Scrum Master remove any impediments.

Outputs:
1. Each developer is aware of others progress.
2. Scrum Master is aware of any challenges faced by the team.

Impediment	Person Responsible	Status
Need to arrange for more test devices	John	Open
Integrator network is down	Ashok	Open

Step 15: Hold Sprint Review Meeting

Participants:
- Product Owner
- Scrum Master
- Developers

Actions:
- Developers show what they have accomplished in the sprint.
- Demo items that meets DoD.

- Move incomplete items to backlog or to the next Sprint.

Outputs:
1. Product Increment that can be showcased to the customer or internal customer

Sprint Backlog	ToDo	Doing	Done
			(S) As an operator, I should be able to enter username and password in login form so that I can login into the system.
			(M) As an operator, I should be able to view the Courses page so that I can see all courses present in the system.
			(L) As an integrator, I should be able to call GET courses so that I can fetch all the courses present in the system.

Setups:
Product-increment-feature1.zip (contains the binaries to demo feature 1)
Product-increment-feature2.zip (contains the binaries to demo feature 2)
…

Type	Details
Sprint Review Date	12-Jan-2022
Participants	John, Praveen, Sanjay, James, Sunitha, Ram, David
Venue	Microsoft Teams Meeting
Kaizen	Consolidate all 3rd party SDKs in a single shared location for ease of access.

Step 16: Hold Sprint Retrospective Meeting

Participants:
- Product Owner
- Scrum Master
- Developers
- Any stakeholder can join this meeting.

Actions:
1. What went right?

2. What could have gone better?
3. What can be made better in next sprint?

Outputs:
1. Chart that shows points discussed.
2. Single Kaizen that can be implemented immediately to improve. It is added to the next Sprint with Acceptance tests to objectively evaluate it.

What went right?	What could have gone better?	What can be made better?
Able to complete the selected stories		Unit test case coverage can be improved further.

Step 17: Repeat the Process Sprint after Sprint

Participants:
- Product Owner
- Scrum Master
- Developers

Actions:
1. Repeat the steps 11 through 17 to implement more features.
2. Product Owner updates the Product Backlog Items and its priority as and when situations demands.
3. Scrum Master removes the challenges faced by developers and moves the team towards the Sprint goal.
4. Developers implement the user stories assigned to them.

Outputs:
1. Completed version of the product with high valued features implemented.