

SCRUM ESSENTIALS

The essentials of Scrum presented as a deck of cards. The cards act as an interactive glossary in support of The 2020 Scrum Guide™.

Use the cards to:

- Act as a quick reference
- Improve your Scrum implementation
- Play games
- Perform health checks
- Integrate Scrum with other practices

For more information on our range of cards please visit:

www.ivarjacobson.com/cards



For all things Scrum and Essence visit
www.ivarjacobson.com/essence

Scrum Essentials

Scrum is a framework that helps people generate value through adaptive solutions for complex problems.



Daily Scrum

Plan and replan the work for the next 24 hours to optimize progress towards the Sprint Goal. A daily, 15-minute event for the Developers (including Scrum Masters and Product Owners actively working on the Sprint Backlog).



- Work: Under Control (contributes to)
- Sprint Backlog: Actionable Plan in Place or beyond



Definition of Done

A formal description of the state of the Increment when it meets the quality measures required for the product. It must be met by all Product Backlog Items. If there are multiple Scrum Teams working together on a product they must comply with the same definition of done.

Completion Conditions Listed

Quality Criteria and Evidence Described

Describes: ○ Way of Working and
○ Product Backlog Item



Developers

Developers are the people in the Scrum Team that are committed to creating any aspect of a usable Increment each Sprint. The Developers are accountable for:

- Creating a plan for the Sprint, the Sprint Backlog
- Instilling quality by adhering to a Definition of Done
- Adapting their plan each day toward the Sprint Goal
- Holding each other accountable as professionals

Part of: □ Scrum Team



Improvement

An action to be taken to improve the way a Scrum Team does its work (for example an experiment to be tried, an improvement to be made or an impediment to be removed).

Identified

Ready

Done

Relates to: ○ Way of Working



Increment

A concrete stepping stone towards the Product Goal. A Sprint may produce multiple Increments. Each Increment is additive to all prior Increments. In order to provide value the Increment must be usable and meet the Definition of Done.

Product Backlog Items Listed

Value Quantified

Describes: ○ Sprint and
○ Sprint



Product Backlog

An emergent, ordered list of what is needed to improve the product. The single source of work undertaken by the Scrum Team. The items in the Product Backlog are known as Product Backlog Items.

Goal Set

Items Ordered

Describes: ○ Requirements,
○ Product Backlog Item and
○ Product Goal



Product Backlog Item

An improvement to be made to the product (for example a story, feature, function, requirement, enhancement or fix). Items that can be done by the Scrum Team within one Sprint are deemed ready for selection in the Sprint Planning event.

Identified

Ready

Done

Relates to: ○ Requirements



ACCESS MORE SCRUM CARDS

These cards were produced by Ivar Jacobson International in partnership with Scrum Inc. They are part of a broader set of Scrum @ Scale practices.

To view the full-set of cards as part of a freely-accessible 'card web-site' please scan the code.



To access PDFs of the other Scrum cards please visit:

www.ivarjacobson.com/cards



Product Backlog Refinement

The ongoing activity of breaking down, and further defining Product Backlog Items into smaller, more precise items (adding detail such as description, order and size). A whole team activity led by the Product Owner.

○ Requirements



Product Backlog: Goal Set or beyond

Product Backlog Item: Ready

Product Goal: Identified or beyond



Product Goal

A long-term objective for the Scrum Team that describes a desired future state of the product which can serve as a target for the Scrum Team to plan against. The team must fulfill (or abandon) one objective before taking on the next.

Identified

Committed

Fulfilled or Abandoned

Relates to: ○ Requirements



Product Owner

The Product Owner is accountable for maximizing the value of the product resulting from the work of the Scrum Team. They are accountable for effective Product Backlog management including:

- Developing and explicitly communicating the Product Goal
- Creating, clearly communicating, and ordering Product Backlog Items
- Ensuring the Product Backlog is transparent, visible and understood

The Product Owner is one person, not a committee.

Part of: Product Team



Scrum Master

The Scrum Master is accountable for ensuring that Scrum is understood and enacted. They are true leaders who serve the team in several ways:

- Coaching self-management and cross-functionality
- Removing impediments
- Helping the Product Owner manage the Product Backlog effectively
- Helping the Team focus and create high-value products
- Helping the organization understand and enact Scrum

They are also accountable for the Scrum Team's effectiveness.

Part of: Product Team



Scrum Team

The fundamental unit of Scrum, the Scrum Team consists of one Scrum Master, one Product Owner and Developers. A small, focused team of people, typically 10 or fewer, Scrum Teams are:

- Cross-functional
- Self-managing
- Empowered

A cohesive unit of professionals, the entire Scrum Team is accountable for creating a valuable, useful increment every Sprint.

Consists of: Product Owner,

Developers and Scrum Master



Sprint

The heartbeat of Scrum, where ideas are turned into value. A time-box of one month or less, a new Sprint starts immediately after the conclusion of the previous Sprint. Regular Sprints create consistency and enable predictability.

Scheduled

Planned

Reviewed

Relates to: Work



Sprint Backlog

A highly visible, real-time picture of the work that the Developers plan to accomplish during the Sprint in order to achieve the Sprint Goal.

Primed with Improvements

Sprint Goal Set

Actionable Plan in Place

Other Detail Captured

Describes: Sprint and Sprint Goal



Sprint Goal

The single objective set for a Sprint. It creates coherence and focus, encouraging the Scrum Team to work together.

Identified

Committed

Assessed

Relates to: Sprint



Sprint Planning

Collaboratively plan the work to be performed in the Sprint and agree what can be delivered in the Sprint's Increment. A whole team event of no more than 8 hours for a one-month Sprint (shorter for shorter Sprints).



Product Goal: Committed (optional)

Sprint: Planned

Sprint Backlog: Actionable Plan in Place or beyond

Sprint Goal: Committed

Sprint Retrospective

Collaboratively plan and enact ways to increase quality and effectiveness. A Scrum Team event of no more than 3 hours for a one-month Sprint (shorter for shorter Sprints).



Sprint Backlog: Primed with Improvements (optional)

Definition of Done: Completion Conditions Listed or beyond (optional)

Improvement: Identified or beyond

Sprint Review

A working session, held at the end of the Sprint, to inspect the outcome of the Sprint and determine future adaptations. A time-boxed event of no more than 4 hours for a one-month Sprint (shorter for shorter Sprints).

Increment: Product Backlog Items Listed or beyond



Product Backlog: Items Ordered

Product Backlog Item: Identified (optional)

Product Goal: Fulfilled or Abandoned (optional)

Sprint: Reviewed

Sprint Goal: Assessed

CONTINUE YOUR ESSENCE JOURNEY

These cards are only part of the Essence solution. Visit the link below for more information including:

- Help on using the cards and facilitating workshops.
- Training Courses such as Better Scrum Through Essence.
- Tools for applying and creating practices such as TeamSpace and WorkBench.
- Additional practices covering all aspects of software development such as Use-Case Essentials.

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Resources

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