Task 3: Role Assignment and Ceremonies in Scrum

Role Assignments

Describe what are the responsibilities of each role.

Product Owner

- Role Description: Represent the business and customer and evaluating work generated by the scrum development team to create a list of backlog items with prioritization based on overall strategy and business objective.
- Role Responsibilities: The sole responsibility for managing the product backlog. Creating and communicating the user stories/EPIC/Features. And prioritize the features & stories according to the market value.

Scrum Master

- Role Description: Scrum Master is a change agent, protector, coach and problem solver. Bring agile values and principles to facilitate the team by ensuring the scrum framework is followed.
- Role Responsibilities: The responsibility to gathers support from everyone for the change, train & mentor the team with protection and resolve impediments to achieve sprint goal.

Development Team

- Role Description: A cross functional and self-organizing team to support with commitment to work in given sprint.
- Role Responsibilities: The responsibility to create plans for the sprint backlog, ensuring the quality to adhere the definition DONE and adapting the daily activities or the daily sprint goals.

Ceremonies

Describe who needs to attend, when does the event happen, is it a recurring event, how long does it take and what is the purpose.

Sprint Planning

- Participants: Product owner, Scrum Master, and Development team
- At what time: 11:00 AM
- Frequency: Every Week

- How Long: 2 hours
- Purpose: To determine which backlog items can be delivered in the sprint and how that work will be achieved.

Daily stand-up

- Participants: Scrum team
- At what time: 10 : 00 AM
- Frequency: Everyday
- How Long: 15 min
- Purpose: To answer three questions what did you do yesterday? ,what will you do today? And what is on your way?

Sprint Review

- Participants: Scrum master, Product owner and Key stakeholders
- At what time: 02:00 PM
- Frequency: Every week
- How Long: 1 hour
- Purpose: To demonstrate or demo on the product and determine what are finished and what are not.

Sprint Retrospective

- Participants: Product owner, Scrum Master, and Development team
- At what time: 11 :00 AM
- Frequency: Every week
- How Long: 45 minutes
- Purpose: To increase quality and effectiveness by discussing what went well in the sprint, how could be improved and what are the commitments for the next sprint.