The **Product Backlog** describes all known tasks needed to create and improve the product. It is the single resource in which the Product Owner tracks requirements, such as features, bug fixes. The Product Owner orders the items.

Each item in the Product Backlog has a description, a position, estimate of the effort and an approximate value. Higher ordered items are clearer and more detailed than lower order ones. Items must be cut small enough to get to "Done" in one sprint to be "Ready" to be pulled into a Sprint Backlog. Members of the Scrum Team help reviewing the Product Backlog, estimate effort and suggest missing items. The Product Backlog develops over time to reflect new insights and changing requirements: Items are added, removed, modified and clarified.

The Product Owner tracks the total work remaining after each Sprint Review. This estimate is visible for stakeholders.

The **Sprint Backlog** consists of all Product Backlog items that the team chose to implement in a given sprint, plus a plan for delivering the Increment and realizing the Sprint Goal. Only the team may change the Sprint Backlog during the sprint. If they realize that additional work is required to reach the sprint goal they add it. If something became unnecessary they remove it.

The Sprint Backlog is often visualized on a task board with columns for "to do", "in progress" and "done". It shows everyone what has been accomplished and what work remains.

Scrum Artifacts
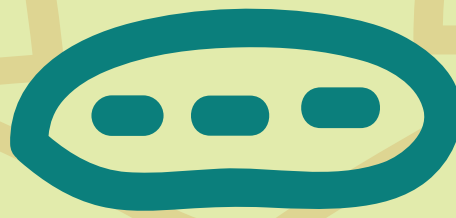
The **Definition of Done** (DoD) captures the shared understanding of Product Owner and Development Team of when an item is "Done". Depending on the particular team this might include unit or integration tests, documentation, or deploying the increment to production. The DoD is usually created when the team starts working together and is updated between sprints as necessary.

The **Increment** is the sum of all the completed items during a Sprint and the value of previous Increments. It's a step toward a vision or goal.