Scrum divides time into **Sprints**. In each Sprint, the team strives to create a potentially releasable product increment, i.e. something implemented, tested and documented. Sprint are time-boxed to 4 weeks or less. The length is fix per project.

Each day at the same time the Development Team meets for the **Daily Scrum** (aka Stand Up) to plan and distribute work: What did the team members achieve yesterday and what is still to do? Are there any impediments or delays? If so, who will tackle them and how?

The Daily Scrum may last up to 15 minutes. The time limit enforces that detailed discussions are postponed until after the Stand Up.

Afterwards, the Development Team discuss es in detail how they will turn the items into a working increment.

The Sprint Planning may last up to 8 hours in 4-week-sprints.

The Dev Team creates a Sprint Backlog

during the **Sprint Planning**.

Based on past Sprints they pick as

think they can finish. The Product

clear, they phrase a Sprint Goal.

many Product Backlog Items as they

Owner answers questions and clarifies scope of the items. When the scope is

## Scrum

The **Retrospective** aims to improve processes and collaboration. The Scrum Team meets to inspect the last Sprint and derive possible improvements, i.e. new behaviors to try out.

The Retrospective may last up to 3 hours in 4-week-sprints.

## **Events**

In the **Sprint Review**, the Scrum Team and stakeholders meet to inspect and discuss the Increment finished during the Sprint and update the Product Backlog. They collaborate on the next things to do that optimize value. It's valuable input for the next Sprint Planning.

The Sprint Review may last up to 4 hours in 4-week-sprints.

