

Scrum Master

Tahaluf Training Center
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شركة تحالف الإمارات للحلول التقنية ذ.م.م.
TAHALUF AL EMARAT TECHNICAL SOLUTIONS L.L.C.



Day 3

1 What is Product Backlog in Scrum?

2 What is Sprint Planning?

3 What is Sprint Review?

4 Scrum Theory



What is Product Backlog in Scrum?

The **Product Backlog** is a sorted list of all the products you need and the only source of product demand changes.

The product owner is responsible for the content, availability, and priority of the product to-do list called Product Backlog.



What is Product Backlog in Scrum?

The Product Backlog is a continuously improved list, with the initial version listing only the most preliminary and well-known requirements (**no necessary well understood**).

Product Backlog evolved based on changes in the product and development environment.



What is Product Backlog in Scrum?

The Backlog is dynamic and it often changes to identify what is necessary to make the product reasonable, competitive, and useful. The Product Backlog exists as long as the product exists.

The Product Backlog lists all the features, use cases, user stories, improvements, and bug fixes that are made to future releases.



Product Backlog Items

Product Backlog Items (PBIs) are usually sorted by value, risk, priority, and necessity.

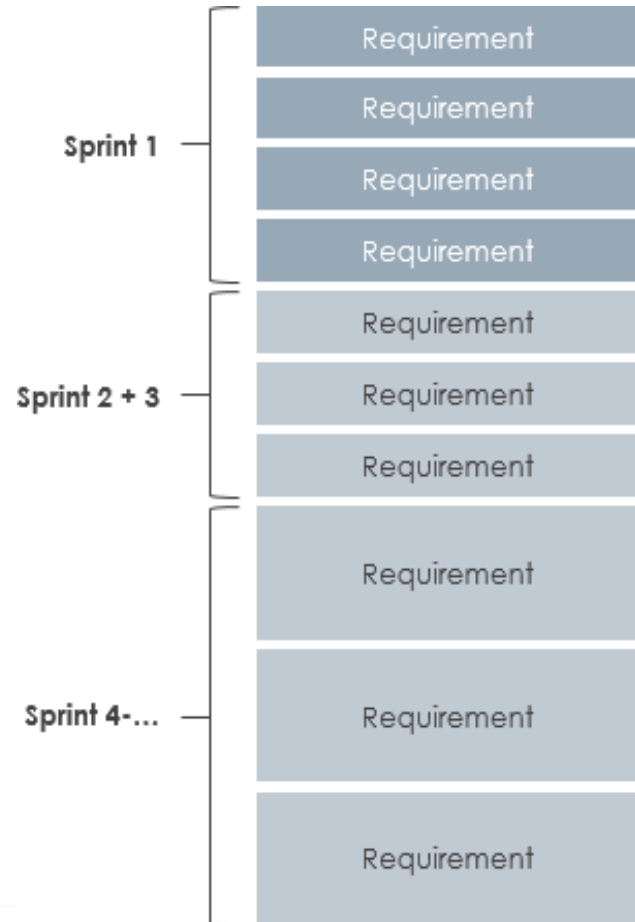
It is a sequence of highest to lowest priority, with each entry having a unique order.

The higher the ranking, the more urgent the product to-do list entry is, the more you need to think carefully and the more consistent your opinion on the value.

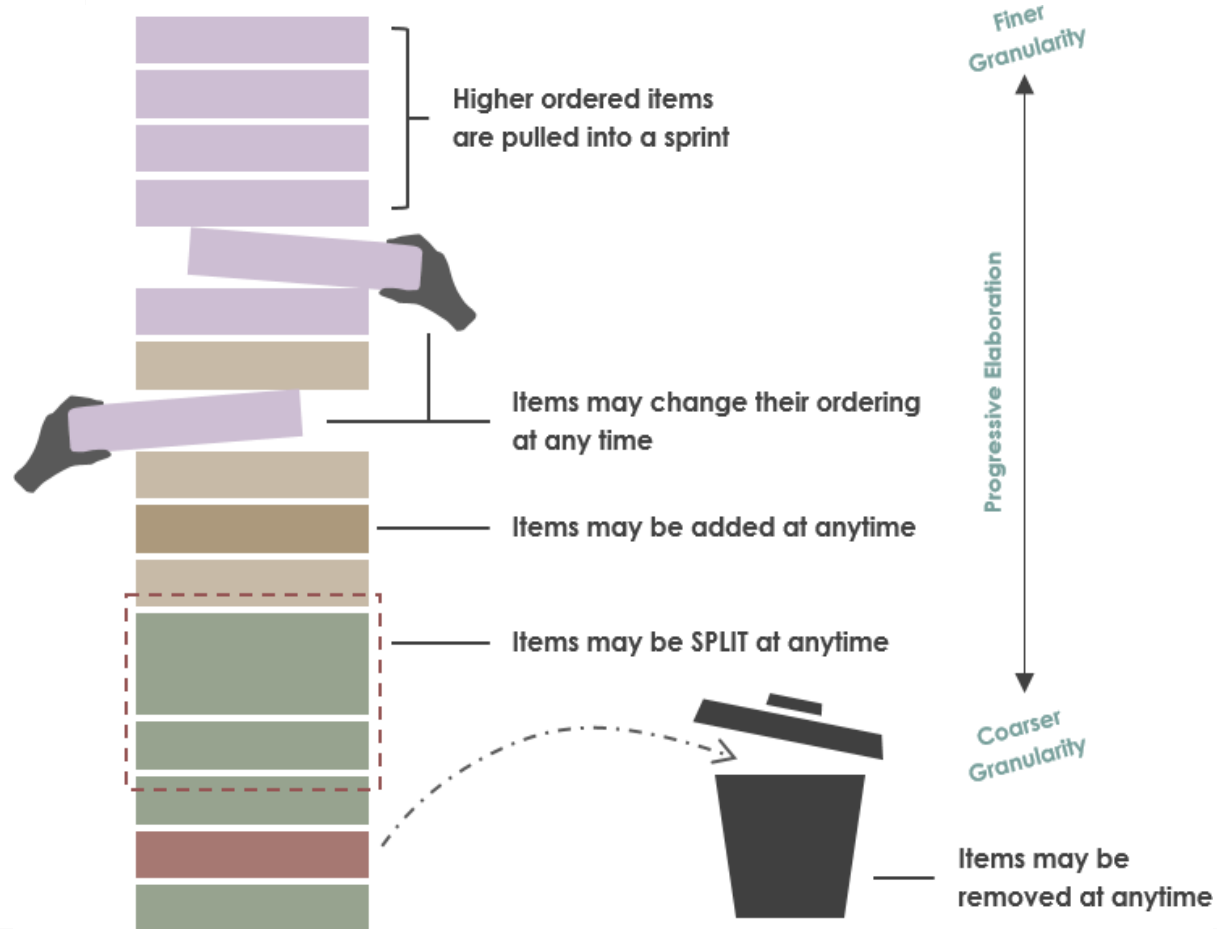


Product Backlog Items

- The items in the Product Backlog with higher ranking are clearer and more specific than those with lower ranking.
- More accurate estimation of those items can be made based on clearer content and more detailed information.



Product Backlog Items



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Sprint Planning

A sprint planning meeting is conducted before the start of a sprint.

The purpose of this meeting is to determine the sprint plan and set a sprint goal.

During the sprint planning meeting, the product owner describes the highest priority features to the entire team.



Sprint Planning

They will then discuss which stories the team will do in that sprint.

The meeting should be attended by the whole team. If additional expertise on specific backlog items are required, then stakeholders can also be invited.



Benefits of Sprint Planning Meeting

Below are some of the benefits of running a successful Sprint Planning meeting:

1. Enables the Team to agree on the sprint goal and commitment.
2. Enables task discovery, sign up, prioritization and estimation.
3. Creates the platform to communicate dependencies and identify team capacity to set and commit to an achievable sprint goal.



Length of Sprint Planning Meeting

Total Sprint Duration	Sprint Planning Duration
1 week	2 hours
2 week	4 hours
3 week	6 hours
4 week	8 hours



Preparation Work before Meeting

For Scrum Master:

1. Identify the right people & schedule meeting with all logistics e.g. WebEX, Video conference etc.
2. Prepares and publishes agenda.
3. Make sure the skills and capabilities of team members are known and are generally aligned with the needs of the backlog item candidates for the sprint.



Preparation Work before Meeting

For Product Owner:

1. Each feature or user story is small enough to be completed within a sprint and includes detailed requirements and acceptance criteria.
2. Ensure backlog items are prioritized with the most important work items at the top and ready as per team's definition of ready



Preparation Work before Meeting

For Development Team:

- ❖ Update the team's definition of done if needed and keep it ready for reference during the meeting.



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What is Sprint Review?

The sprint review is an informal meeting which the development team, the scrum master, the product owner and the stakeholders will attend.

The team gives a demo on the product and will determine what are finished and what aren't.



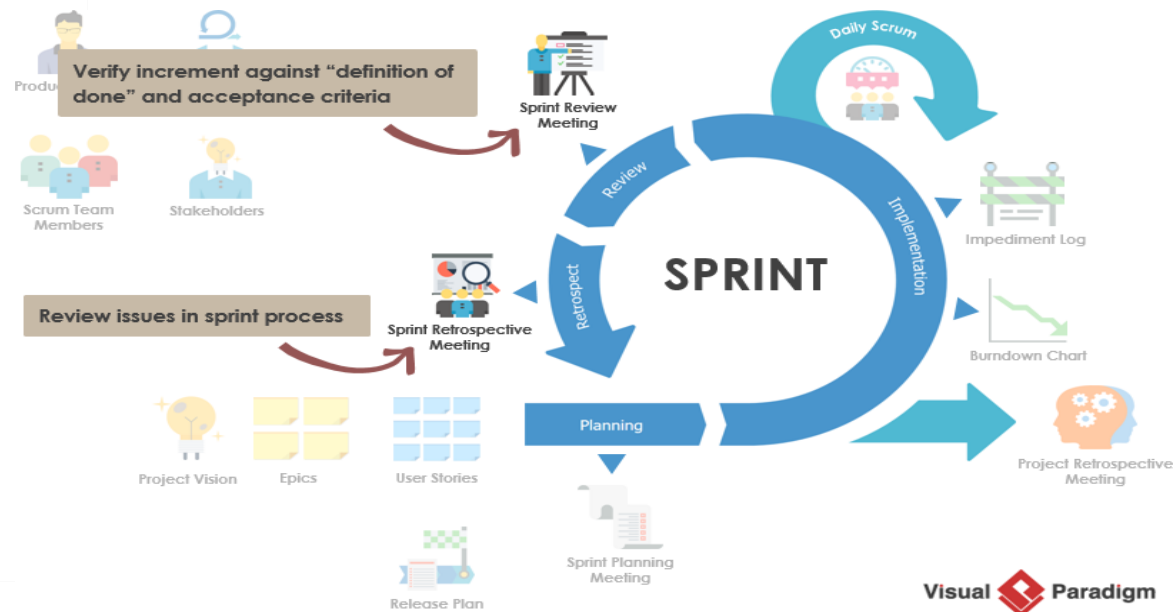
What is Sprint Review?

The purpose of the Sprint Review meeting is for the team to show the customers and stakeholders the work they have accomplished over the sprint and compare it to the commitment given at the beginning of the sprint.



Sprint Review vs Sprint Retrospective

The Sprint Review focuses on the “inspect” and “adapt” of the increment (Potentially shippable), while the Sprint Retrospective give more focus on the “inspect” and “adapt” of the process of the sprint.



Sprint Increment Review

The Scrum teams will ask customers to review whether the work demonstrated (potentially shippable) meets the definition of done at this point, or sometimes, some customers may want time to use the application for some time prior to the acceptance made.

It offers the time to ask questions, make observations or provide feedback and suggestion, and have discussions about how to best move forward in the given current realities.



Sprint Increment Review

The goal of the meeting is to review transparently and determine the status of the work implemented in the sprint:

1. has been done.
2. has not been done.
3. work that has been added.
4. And work removed from the sprint.



Duration of Sprint Review

Total Sprint Duration	Sprint Review Duration
1 week	1 hours
2 week	2 hours
3 week	3 hours
4 week	4 hours



Sprint Review Meeting Template

There are many ways for conducting a Sprint Review. The sprint review meeting agenda below outlines the activities within a typical Sprint Review meeting:

1. **Start** – Sprint Review Meeting starts
2. **Welcome the Stakeholders** – Product Owner welcomes the stakeholders to attend the review
3. **Present Review Agenda** – Product Owner presents the agenda for the Sprint Review



Sprint Review Meeting Template

4. Present Product Increments – Development Team present the product demo that have been implemented in the Sprint.

5. Get Feedback – Product Owner asks the stakeholders for feedback regarding the product that have been delivered.

6. Present Product Backlog – Product Owner presents the top of the Product Backlog to stakeholder to get feedback for the upcoming Sprint(s) and solicit feedback from the stakeholders related to the backlog.

7. Meeting ended



Exercise

1. What is a "**user story**" in Scrum?
2. What is the difference between change management in a Waterfall and an Agile Scrum?
3. What does **Definition of Done (DoD)** mean? How can this be achieved?
4. Who writes a user story? **Explain** ?



Planning Poker

Effective estimation is one of the toughest challenges software developers face in their jobs.

Regardless of team size, they need to define, estimate, and distribute work throughout a team.

As teams get larger, it becomes even more important to build good habits around planning and estimating work.

Lack of planning and estimating reduce confidence in a program, breaks down relationships between the team and the business, and makes development harder on everyone.



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Scrum Theory

Scrum is founded on empirical process control theory, or empiricism.

Empiricism asserts that knowledge comes from experience and making decisions based on what is known.

Scrum employs an iterative, incremental approach to optimize predictability and control risk.



Three pillars uphold every implementation of empirical process control:

1. transparency.
2. Inspection.
3. adaptation.



Transparency

Transparency Significant aspects of the process must be visible to those responsible for the outcome.

Transparency requires those aspects be defined by a common standard so observers share a common understanding of what is being seen.



Transparency

For example:

- A common language referring to the process must be shared by all participants.
- Those performing the work and those inspecting the resulting increment must share a common definition of “Done”.



Inspection

Scrum users must frequently inspect Scrum artifacts and progress toward a Sprint Goal to detect undesirable variances. Their inspection should not be so frequent that inspection gets in the way of the work.

Inspections are most beneficial when diligently performed by skilled inspectors at the point of work.



Adaptation

If an inspector determines that one or more aspects of a process deviate outside acceptable limits, and that the resulting product will be unacceptable, the process or the material being processed must be adjusted.

An adjustment must be made as soon as possible to minimize further deviation.



Adaptation

Scrum prescribes four formal events for inspection and adaptation:

1. Sprint Planning .
2. Daily Scrum .
3. Sprint Review.
4. Sprint Retrospective.



Any Question ?!

