Task 3: Role Assignment and Ceremonies in Scrum

# Role Assignments

Describe what are the responsibilities of each role.

## Product Owner

* Role Description: The voice of the customer
* Role Responsibilities: Maximizing the value of the product and the work of the Development Team. Managing the product backlog, which includes expressing product backlog items, ordering them, and ensuring that they are transparent and understood by everyone. Ensuring that the team is building the right product by working closely with stakeholders and customers.

## Scrum Master

* Role Description: The Agile coach
* Role Responsibilities: Promoting and supporting the Scrum by helping everyone understand Scrum theory, practices, rules, and values. They act as a servant leader for the Scrum Team, helping them to self-organize and continuously improve. Removes any impediments that may be preventing the team from achieving their goals.

## Development Team

* Role Description: The ones who make it happen.
* Role Responsibilities: Delivering a potentially releasable increment of “Done” product at the end of each sprint. They are self-organizing and cross-functional, meaning that they have all the skills necessary to complete the work without depending on others outside of the team. The Development Team is also responsible for managing their own work by pulling work from the product backlog into the sprint backlog during sprint planning.

# 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: Scrum Team (Scrum masters, Architects, Product owners, POD team)
* At what time: At the beginning of each sprint
* Frequency: Once per sprint
* How Long: 8 Hrs
* Purpose: To plan the work that will be done during the upcoming sprint.

## Daily stand-up

* Participants: POD team, Scrum master, Product owners
* At what time: Every day during the sprint
* Frequency: Daily
* How Long: 15 mins
* Purpose: To synchronize the team’s work and plan for the next 24 hours.

## Sprint Review

* Participants: Scrum masters, Architects, Product owners, Product managers, Release managers, Stakeholders, POD team
* At what time: At the end of each sprint
* Frequency: Once per sprint
* How Long: 4 Hrs
* Purpose: To review the work that was completed during the sprint and demonstrate the increment of “Done” product.

## Sprint Retrospective

* Participants: Scrum masters, Architects, Product owners, POD team
* At what time: After the Sprint Review and before the next Sprint Planning
* Frequency: Once per sprint
* How Long: 3 Hr
* Purpose: To reflect on the team’s process and identify areas for improvement