Scrum for Everyone

CERTIFICATION GUIDE

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XENNIAL INNOVATIONS

O Captain! My Captain!

You have been selected the honor of being a Chapter Captain!

What does it mean to be a Chapter Captain?

Each chapter needs to be reviewed, proofread and formatted.

It's too much for one person to do the whole book. We need to crowd source!

As a 'Chapter Captain', you are responsible for your assigned chapters.

Formatting

One of the biggest challenges now is formatting.

- We don't want big spots of whitespace.
- We don't want options for a question to span two pages
- We don't want a heading at the bottom of a page
- We don't want pages with only one line of text on them

As a chapter captain, you'll need to move text and images around so that the pages are formatted nicely.

You can add a page break with three less-than signs together.

'<<<'

If the is whitespace you need to fill, think up, or even ask someone else, for an 'admonition' to add such as this:

> **TIP** Don't eat yellow snow.

This will help fill in the whitespace.

We'd like to keep the big updates to a minimum, so hopefully when the chapter is formatted properly once, upkeeping it won't be hard.

Doneness Checks

We will regularly check the chapters for 'doneness', especially as edits are made. Here's a quick checklist.

If there's something you think should be added, add it here!

Definition of Done for Chapters

Do spelling checks, but more importantly watch for:

- Places I wrote Spring instead of Sprint

- your and you're used correctly

- there, their and they're used correctly

Formatting

The book needs to be formatted nicely.

To format the book, add page breaks, move text before or after images, move images around or even add images if there's a lot of whitespace!

Look for orphans. That's where a new page starts and there is one line of text, or even a few words before a new heading or an image. Those have to be fixed somehow!

- Look for spots where there is a heading too close to the end of the page

- Look for pots where there is only one or two lines of text on the second page

Always look for image ideas too. We need great images!

Capitaliation Rules

The Scrum Guide has weird capitalizations.

Here are some capitalizations for consistency to check on:

- Definition of Done

- Increment

- Scrum Guide

- Scrum Master

- Scrum framework (lowercase on framework)

- Scrum Team(s)

- Scrum pillars (lowercase on pillars)

- Scrum values (lowercase on values)

- Product Owner

- Developers (The 'Developers' one bugs me)

- Sprint

- Product Goal

- Sprint Goal

- Sprint Planning

- Daily ScrumSprint Review

- Sprint Retrospective

- Product Backlog

Be @Scrumtuous.

- Product Backlog item (Lower case on item)
- Scrum Master certification guide