

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

<b>TIP</b>	Don't eat yellow snow.
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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

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