## What is a product backlog?

## The Scrum product backlog is an ordered list of work items that need to be accomplished to deliver and improve the product in Agile projects.

“A product backlog is a prioritized list of work for the development team that is derived from the roadmap and its requirements. The most important items are shown at the top of the product backlog, so the team knows what to deliver first.”

“a product backlog (often referred to simply as a backlog) is a list of all things — new features, bug fixes, improvements, changes to existing features, and other product initiatives — that product teams must prioritize and deliver in order for a product to strategically come to life.”

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**Key points:**

* An entry in the Scrum Product Backlog always adds value to the customer.
* The entries in the Scrum Product Backlog are prioritized and ordered accordingly.
* The level of detail depends on the position of the entry within the Scrum Product Backlog.
* All entries are estimated.
* The Scrum Product Backlog is a living document.
* There are no action-items or low-level tasks in the Scrum Product Backlog.

**sprint backlog**

The sprint backlog is a list of tasks identified by the Scrum team to be completed during the [Scrum](https://www.mountaingoatsoftware.com/agile/scrum) sprint.

During the sprint planning meeting, the team selects some number of product backlog items, usually in the form of [user stories](https://www.mountaingoatsoftware.com/agile/user-stories), and identifies the tasks necessary to complete each user story. Most teams also estimate how many hours each task will take someone on the team to complete.

**In Simple Words:**

A sprint backlog is a subset of the product backlog and lists the work items to complete in one specific sprint. The purpose of the sprint backlog is to identify items from the product backlog that the team will work on during the sprint. This occurs during the sprint planning process.

**Pictorial representation of Sprint backlog with product backlog**

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**When is a Sprint backlog created?**

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## What is a scrum master?

A Scrum master is the facilitator of scrum, a lightweight agile framework focusing on time-boxed iterations called sprints. Scrum masters act as coaches to the rest of the team, or servant leaders, as the Scrum Guide puts it.

## Scrum master responsibilities

1. **Standups:** Facilitate daily standups (or the daily scrum) as needed.
2. **Iteration/sprint planning meetings:** Protect the team from over-committing and scope creep. Aid in estimation and sub task creation.
3. **Sprint reviews:** Participate in the meeting and capture feedback.
4. **Retrospectives:** Note areas for improvement and action items for future sprints.
5. **Board administration:** Work as the administrator of the [scrum board](https://www.atlassian.com/agile/tutorials/creating-your-agile-board). Ensure that cards are up to date and the scrum tools like [Jira software](https://www.atlassian.com/software/jira) are working well.
6. **1 on 1s:** Meet individually with team members and stakeholders as needed.

**Sprints:**

[Sprints](https://www.atlassian.com/agile/scrum/sprints) are time-boxed iterations, typically two-to-four weeks in length, where the development team works to complete a set of planned work items.

**Product Owner:**

* A Product Owner is part of the [scrum team](https://www.simplilearn.com/what-is-scrum-team-article).
* A [product owner](https://www.simplilearn.com/professional-scrum-product-owner-pspo-certification-training-course) is responsible for ensuring the success of a project in Scrum.
* The product owner is responsible for managing and optimizing the product backlog in order to maximize the value of the product.
* A Scrum framework is an [Agile methodology](https://www.simplilearn.com/benefits-of-agile-methodology-article) that facilitates communication and self-organization within a team.

## What is a Daily Scrum?

Daily scrums are quick meetings held each day at the same time for members of the product development team working on a particular sprint. The team collectively reviews the progress made toward achieving the [Sprint Goal](https://www.productplan.com/glossary/sprint-goal/)

**Sprint retrospective:**

The scrum event in which the team reflects on the past sprint. Areas for improvement are identified, and action items are carried forward into the next sprint.

During the Sprint Retrospective, the team discusses:

* What went well in the Sprint?
* What could be improved?
* What will we commit to improve in the next Sprint.