Task 3: Role Assignment and Ceremonies in Scrum

# Role Assignments

Describe what are the responsibilities of each role.

## Product Owner

* Role Description: The Product Owner is responsible for representing the stakeholders and ensuring that the development team delivers maximum business value.
* Role Responsibilities:
* Defines and communicates the product vision.
* Prioritizes the product backlog based on value and stakeholder feedback.
* Accepts or rejects work results at the end of each sprint.
* Ensures alignment between the team and stakeholders.

## Scrum Master

* Role Description: The Scrum Master is responsible for ensuring that the Scrum framework is followed and facilitating the team's progress towards its goals.
* Role Responsibilities:
* Facilitates Scrum events and ensures their effectiveness.
* Removes impediments that hinder the team's progress.
* Coaches the team on Scrum principles, practices, and values.
* Protects the team from external interruptions and distractions.
* Promotes continuous improvement and fosters a culture of transparency and collaboration.

## Development Team

* Role Description: The Development Team is responsible for delivering increments of potentially releasable functionality.
* Role Responsibilities:
* Self-organizes to accomplish the work and achieve the sprint goal.
* Collaborates closely with the Product Owner to understand requirements and refine the product backlog.
* Ensures high-quality deliverables through effective communication, collaboration, and technical excellence.
* Actively participates in Scrum events and contributes to achieving sprint goals.

# 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.Top of Form

## **Sprint Planning**

## **Participants:** Product Owner, Scrum Master, Development Team.

## **At What Time:** At the beginning of each sprint.

## **Frequency:** Occurs once per sprint.

## **How Long:** 2-4 hours for a one-month sprint, adjusted for shorter sprints.

## **Purpose:** Collaboratively select items from the product backlog and create a sprint backlog with a plan to achieve the sprint goal.

## **Daily Stand-up**

## **Participants:** Development Team, Scrum Master (optional), Product Owner (optional).

## **At What Time:** Daily, preferably at the same time and place.

## **Frequency:** Occurs daily throughout the sprint.

## **How Long:** 15 minutes.

## **Purpose:** Provide a brief status update on progress towards the sprint goal, identify any impediments, and synchronize activities within the Development Team.

## **Sprint Review**

## **Participants:** Product Owner, Development Team, Stakeholders.

## **At What Time:** At the end of each sprint.

## **Frequency:** Occurs once per sprint.

## **How Long:** 1-2 hours for a one-month sprint, adjusted for shorter sprints.

## **Purpose:** Demonstrate the work completed during the sprint, gather feedback from stakeholders, and review and adapt the product backlog based on stakeholder input.

## **Sprint Retrospective**

## **Participants:** Development Team, Scrum Master, Product Owner (optional).

## **At What Time:** After the Sprint Review and before the next Sprint Planning.

## **Frequency:** Occurs once per sprint.

## **How Long:** 1-2 hours.

## **Purpose:** Reflect on the previous sprint, identify what went well and areas for improvement, and create actionable items to enhance team performance and processes in the next sprint.

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