Scrum Method

# Structure

## Roles:

* Product Owner (J.Ordieres) → defines the product vision
* Scrum Master (us) → facilitates Scrum, removes impediments.
* Developers (us) → build increments of value each Sprint.

## Events:

* Sprint planning: define sprint goal & plan the sprint
* Daily scrum: daily sync, inspect and adapt plan
* Sprint review: present increments to stakeholders, gather feedback.
* Sprint retrospective: reflect & improve teamwork/process

## Artifacts and commitments:

* Product Backlog → ordered list of all work (Commitment: Product Goal).
* Sprint Backlog → Sprint plan: why, what, how (Commitment: Sprint Goal).
* Increment → usable product outcome (Commitment: Definition of Done).

# Deliverables

## Continuous (for the whole project):

* Product Backlog (single evolving source of work)
* Product Goal (long-term objective)
* Definition of Done (shared quality standards)

## Per sprint:

* Sprint Backlog (selected items from the product backlog + plan).
* Sprint Goal (focus for the Sprint).
* Increment(s) (working product update).

## Per event (reunions):

* Sprint Planning → Sprint Backlog & Goal.
* Daily Scrum → updated Sprint Backlog/progress.
* Sprint Review → demonstrated Increment + stakeholder feedback.
* Sprint Retrospective → improvement plan for next Sprint.

**Note:** Events are proposed to fit our ~2-week sprints: *Sprint Planning* on the first Monday, *Sprint Review* and *Retrospective* at the end of the sprint, and *Daily Scrums* replaced by short async updates between classes.

# Document Management

All documents are stored in **SharePoint**. Naming conventions:

## Project Home (Global)

| **Filename** | **Purpose** |
| --- | --- |
| 01\_Product\_Backlog.xlsx | Product backlog |
| 02\_Product\_Goal.docx | Product vision & objectives |
| 03\_Definition\_Of\_Done.docx | Shared quality standards |

## Sprint Deliverables

| **Filename** | **Purpose** |
| --- | --- |
| S1\_Sprint\_Backlog.xlsx | Sprint 1 backlog |
| S1\_Increment.xlsx | Sprint 1 increment |
| S1\_Sprint\_Review\_and\_Retrospective.docx | Sprint 1 retrospective |

*Replace S1 with the corresponding sprint number (S2, S3, …) for future sprints.*

## Templates (to be copied per sprint)

| **Filename** | **Purpose** |
| --- | --- |
| SX\_Sprint\_Backlog.xlsx | Sprint backlog template |
| SX\_Increment.xlsx | Increment template |
| SX\_Sprint\_Review\_and\_Retrospective.docx | Sprint review template |

*Note: “SX” indicates the template version to be duplicated for each sprint.*