Journal Assignment:

Leading the SNHU Travel Project as a Scrum Master

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As the Scrum Master for the SNHU Travel project, my main job is to make sure the Scrum framework is used correctly and that the team works well together. Here’s how I plan to run the different Scrum events, what benefits each event has, and how to make sure the team meets the goals of these events.

**How to Run Scrum Events**

1. **Sprint Planning**: This meeting will happen at the start of each sprint (a set period to complete tasks). I’ll lead the meeting and make sure the Product Owner shows the most important tasks. The team will talk about these tasks, understand them, and set a sprint goal. The meeting will be limited to eight hours for a one-month sprint to keep it focused and efficient.
2. **Daily Scrums**: These are short, 15-minute stand-up meetings held at the same time and place every day. Each team member will answer three questions: What did I do yesterday? What will I do today? Are there any problems in my way? As the Scrum Master, I’ll help solve any problems mentioned.
3. **Backlog Refinement**: This ongoing process will have scheduled sessions once or twice a week. In these sessions, the team and the Product Owner will review and update the tasks in the backlog, making sure they are clear, concise, and prioritized.
4. **Sprint Review**: At the end of each sprint, we’ll have a Sprint Review meeting. The team will show the completed work to stakeholders and discuss what was done during the sprint. The meeting will be limited to four hours for a one-month sprint. Feedback from stakeholders will be collected to update the product backlog.
5. **Sprint Retrospective**: This meeting will happen after the Sprint Review and before the next Sprint Planning. It will be limited to three hours for a one-month sprint. The team will reflect on what went well, what didn’t, and what can be improved. Actionable items will be identified and implemented in the next sprint.

**Benefits of Scrum Events**

1. **Sprint Planning**: This meeting gives a clear direction and goal for the sprint, making sure the team understands the priorities and commits to a realistic amount of work.
2. **Daily Scrums**: These meetings improve communication and transparency within the team, making sure everyone is aligned and aware of each other’s progress and challenges.
3. **Backlog Refinement**: Regular refinement keeps the backlog well-organized and prioritized, ensuring the team is always working on the most valuable items and can adapt to changes effectively.
4. **Sprint Review**: This meeting encourages collaboration and feedback from stakeholders, which is crucial for continuous improvement and ensuring the product meets user needs.
5. **Sprint Retrospective**: This meeting allows continuous improvement by letting the team reflect on their processes and identify actionable improvements, thus enhancing team performance and morale.

**Overall Benefit of the Scrum Process**

The overall benefit of the Scrum process for the team is that it provides a structured yet flexible framework that encourages continuous improvement, collaboration, and adaptability. By breaking work into manageable sprints and maintaining regular communication, the team can respond to changes quickly, deliver high-quality products incrementally, and consistently refine their processes for better efficiency and productivity.

**Ensuring Team Goals are Met**

To ensure the team meets the goals of each event, I will:

* **Facilitate effective communication**: Ensure all team members have a voice and that their input is valued during discussions.
* **Timebox all events**: Stick to the time limits for each Scrum event to keep meetings focused and productive.
* **Remove impediments**: Actively work to identify and remove any obstacles that may hinder the team’s progress.
* **Encourage collaboration**: Foster an environment where team members support each other and work together towards common goals.
* **Provide training and resources**: Ensure the team has access to necessary training and resources to understand and effectively implement Scrum practices.

By following these steps, I will help create a productive and positive environment where the team can thrive and deliver excellent results for the SNHU Travel project.

**References:**

1. Schwaber, K., & Sutherland, J. (2020). The Scrum Guide: The Definitive Guide to Scrum: The Rules of the Game. Scrum.org. Retrieved from <https://scrumguides.org/>
2. Rubin, K. S. (2017). Essential Scrum: A Practical Guide to the Most Popular Agile Process. Addison-Wesley.