

Scrum - Roles Workbook

Roles

Product Owner <ul style="list-style-type: none"> Collects user stories Manages Product Backlog Prioritizes the value of items in the Product Backlog Monitors goals and vision Explain items in the Product Backlog for clarity to the Development Team Performs constant updating of Product Backlog Performs Product Backlog Grooming Accountable to the customer regarding the ability of deliverables to fulfill customer needs 	Scrum Master <ul style="list-style-type: none"> Coaches Team Shields or protects the team Removes Obstacles blocking any team member from higher productivity Deals with customer non-compliance Acquires any new equipment or licenses Removes interference for any issues the team is facing Leads daily stand-up Calculates, documents, and reports on any issues the team is facing May assist product owner in backlog grooming 	Scrum Team <ul style="list-style-type: none"> Comprises the Product Owner, the Development Team, and the Scrum Master. Within the Scrum Team, the Development Team includes analysts, developers, architects, testers, etc. The Scrum Team is self-organizing; no one outside the team tells the team how to turn Product Backlog items into value increments. self-directs, deciding who does what, when, and how. self-contained, with the members having all the skills needed to create value for each Sprint. make decisions that will help them meet their commitments. typically 7 ± 2 people.
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Scrum Development Team

Composition	A Scrum Team comprises developers, scrum masters, and product owners. The Developer Team comprises analysts, developers, architects, and testers.
Organization	Scrum teams are self-organizing, self-directed, and self-selected in the work from the product backlog and how to do it.
Cross-functional	They are self-contained and have all the skills necessary to succeed. They have all the competencies needed to accomplish the work without depending on others who aren't part of the team. The team model in Scrum is designed to optimize flexibility, creativity, and productivity.
Responsible to:	Each team member commits their work to the team when delegated or "pulled."

Authority	Teams can do whatever they agree is necessary to meet their commitments. This includes selecting their work and how they do it.
Size	Less than 3 people is too little. More than 7 people is too many.

Product Owner

Owner of Artifact?	Product Backlog (The sole person responsible for managing the product backlog)
Product Backlog Grooming	This involves refining and adding details to backlog items, including prioritization and ensuring the backlog is where the development team can readily work on it.
Collects	The Product Owner often gathers users' requirements and needs to inform the development process. These requirements are typically captured as user stories, which are short, simple descriptions of a feature told from the user's perspective.
Attends Sprint Planning Meeting	Scrum Master, Scrum Team
Accountability	Accountable to the customer regarding the ability of deliverables to fulfill customer needs

Scrum Master

Coach—Servant Leader	Acts as a servant-leader for the Scrum Team, facilitating Scrum practices and enabling the team to work at its highest level.
Shields Team	Protects the team from external interruptions and distractions to keep them focused on the sprint goals.
Deals w/Obstacles	Actively identifies and removes impediments to the team's progress by working with other stakeholders or taking direct action when necessary.
Daily Standup Role	Facilitates Scrum events as requested or needed and ensures they are productive and within the time box.

Team Velocity	<ul style="list-style-type: none"> • Used to define the work speed of the team. • The average number of story points the development team completes each sprint. • It only includes completed items. • Requires historical data. • Problem with changing situations (environment/complexity/team composition). • Knowing the team velocity allows the Scrum Master to predict the project's final completion date and allows the team to make reasonable commitments regarding the number of story points they agree to work on in the upcoming sprint.
Assist Product Owner	Assists the Product Owner with the product backlog, if necessary, ensuring it is ready for the next sprint.

Velocity

Definition	Velocity is the average amount of work (usually measured in story points or other units) completed per unit of time (e.g., per sprint, day, week, month).
Calculated by:	It is calculated using completed items only—no partial credit is given for work not completed, which aligns with the “definition of done.”
Purpose	Knowing the team's velocity allows the Scrum Master to predict the project's completion date. It also helps the team make reasonable commitments regarding the number of story points they can work on in the upcoming sprint.

Team Velocity



How often is it calculated?	The velocity calculation only includes items that are fully completed per the team's definition of done.
Calculated by:	The velocity is calculated based on the average number of story points the team has completed in previous sprints.
Purpose	Knowing the team's velocity allows the Scrum Master and the team to forecast the likely completion dates for projects. It also helps the team to make more accurate commitments for upcoming sprints based on their proven capacity to deliver work.

Capacity

Definition	Capacity measures the maximum amount of work a development team expects to produce in a given sprint. This calculation is based on what resources are available at the specific time of the calculation.
Purpose	Capacity planning helps the team make informed commitments about what they can achieve in the upcoming sprint, ensuring a sustainable work pace and helping prevent burnout.

Stakeholder Interactions

