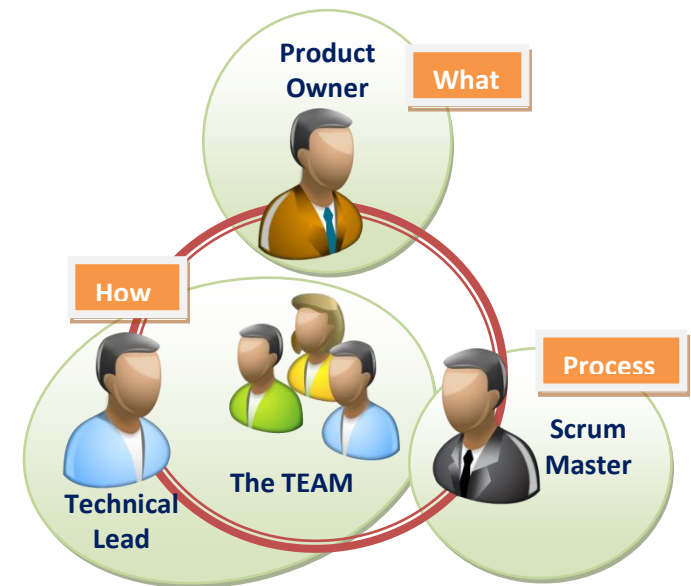# Agile and Scrum Cheat Sheet

Who is The ScrumMaster?

- Accountable for the **Process**
- Builds **empowered self organizing** teams
- Is a **Servant Leader**
- Removes **impediments**
- Creates **visibility, measurement, accountability** and fun
- Strong **facilitator**
- Encourages **collaboration and** open **communication**

Who is The Product Owner?

- One Person, accountable for **Backlog** and **Scope**
- **Prioritizes** the backlog
- Communicates the **Vision** of the product
- Defines **conditions of satisfaction**
- **Accepts/rejects** stories
- **Accountable** for project success
- Accountable for **ROI**
- Helps define **'Done'**
- Solicits **Customer** and **Stakeholders** feedback
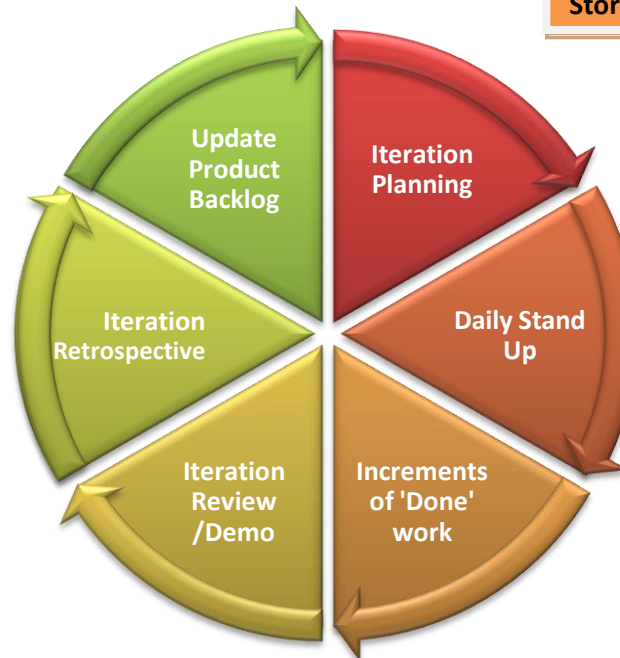
Who is The Team?

- Cross-functional team accountable for **delivering business value** iteratively
- **Engaged, Motivated, Self Organizing, Collaborative**
- **Commits** to work
- **Inspects** & **Adapts**
- **Plans** and **re-plans**
- Delivers **'Done'** stories each iteration
- Uses TDD, Automation and Best Practices

Product Owner — **What**

How — Technical Lead — The TEAM

Process — Scrum Master

Glossary

- **BACKLOG**: one list containing all stories
- **RELEASE PLAN**: rough schedule of iterations
- **RELEASE**: Moving 'Done' stories to production
- **BURN UP CHART**: demonstrates visually how many points the team got 'Done'
- **VELOCITY:** how many points the team got 'Done' in an iteration.
- **STORY**: a description of a small valuable customer requirement
- **FEATURE/THEME**: grouping of related stories
- **TASKBOARD**: where the team tracks their tasks visibly.
- **SCRUM MASTER**: owns the process, leads the team by empowering them, removes impediments, tracks progress.
- **TEAM**: cross-functional group working together to get a story 'Done'.
- **STORY POINTS:** a relative measure of complexity for a story.
- **IMPEDIMENT**: Anything stopping progress on a task.

The Iteration/Sprint Cycle

- Iteration Planning
- Daily Stand Up
- Increments of 'Done' work
- Iteration Review /Demo
- Iteration Retrospective
- Update Product Backlog

Story Format: 'As a <role> I want to <action> so that <value>

A Story Should Be:

- **U**nderstandable
- **I**ndependent
- **N**egotiable
- **V**aluable
- **E**stimatable
- **S**mall
- **T**estable

Story Points

1
2
3
5
8
13