Product Owner

Responsible for product vision.

Constantly re-prioritizes the Product Backlog, adjusting release plans.

Accepts or rejects each product increment.

Scrum Team

Cross functional
Self organized

Scrum Master

(maintains)

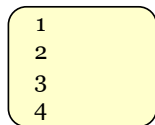Facilitates the Scrum process.

Helps resolve impediments.

Shields the team from external interference and distractions.
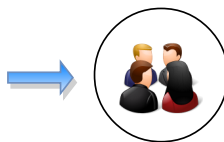
Keeps Scrum artifacts visible.

Burn Down Chart

Product Backlog

A force-ranked list of desired product features.
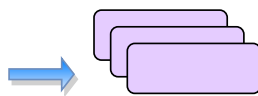
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1
2
3
4
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Sprint Planning Meeting

First day of the sprint.

Sprint planning part 1 is for committing to PBIs.

Sprint planning part 2 is for coming up with tasks. (Task should not be longer than 1 day of work.)

Sprint Backlog

The work team is committed to do in the current Sprint.

Sprint tasks represent the how.

Daily Scrum

Standing up for 15 min.

What did I d yesterday?
What will I do today?
What impedes me ?

2 to 4 week Sprint

Sprint Review Meeting

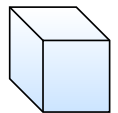At the last day of the sprint.

Product demonstration.
PO declares what's done.
Measure velocity (optional)
Stakeholder feedback.

Sprint Retrospective Meeting

At the last day of the sprint.

What went well?
What could be improved?

Potentially Shippable Product Increment

(updates)

Backlog Refinement Meeting

Clarify, decompose, and estimate the higher priority product backlog items, which are candidates to the next 2 sprints.

Create PBIs that are INVEST (Dependent, Negotiable, Valuable, Estimable, Small, Testable)