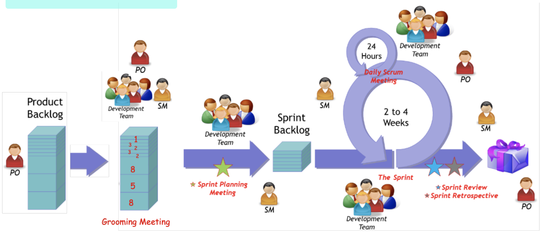
Scrum Cheat Sheet

Scrum Process



5 - Meetings / Events

Grooming / Backlog refinement

- PO Conducts this meeting
- Attendees – Scrum team
- Happens before starting a sprint
- PO explains the user stories to the dev team
- PO available for questions
- Estimate story points

Sprint Planning - 1st day of sprint

- 2 - 8 hours meeting
- Attendees – Scrum team
- Team identify WHICH prioritized task will be worked
- Takes realistic amount of stories based on team capacity
- Team is ready to start the sprint as per Definition of Ready (**DOR**)
- SM starts the sprint

Daily Scrum / stand up

- Held every day during a Sprint
- Lasts 15 minutes
- Team members report to each other not Scrum Master
- Asks 3 questions during meeting
- "What have you done since last daily scrum?"
- "What will you do before the next daily scrum?"
- "What obstacles are impeding your work?"
- Opportunity for team members to synchronize their work
- SM shows Burn-down chart to the dev team for reminding the remaining tasks

Demo / Sprint Review - last day of the sprint

- 2 - 4 hours meeting
- Attendees –Scrum team, stakeholders and other team members join
- Team has clear Definition of Done (**DOD**) criteria
- Team presents "done" code to PO and stakeholders
- Functionality not "done" is not shown
- Feedback generated - PB maybe re-prioritized with uncompleted tasks

Retro / Sprint Retrospective

- 1 - 3 hours meeting
- Attendees – SM and Team. PO is optional
- Questions – What went well and what can be improved?
- SM helps team in discovery – not provide answers

3 - Roles

Product Owner (PO)

- Represents client
- Defines all product features / user stories
- Responsible for prioritizing product features
- Maintains the Product Backlog
- **Cross responsibility** - Communication

Scrum Master (SM)

- Is a facilitator not a manager / Process coach
- Removes obstacles / impediments / problemes
- Shields the team from external interference
- Maintains the Sprint Burn down Chart
- Holds daily 15 minute team meeting (Daily Scrum)
- Conducts Sprint Retrospective at the end of a Sprint
- **Cross responsibility** - Scrum process

Development Team

- Team is cross-functional and consists of 5-9 people
- Team completes tasks and assignments
- Team is self-organizing and self-managing
- Maintains the Sprint Backlog
- **Cross responsibility** - Delivering value

3 - Artifacts

Product Backlog - (PB)

- List of all desired product features
- List of User Stories
- List can contain bugs, and non-functional items
- Product Owner responsible for prioritizing and maintaining
- Items can be added by anyone at anytime
- Each item should have a business value assigned

Sprint Backlog – (SB)

- List of To-do list for the current Sprint
- Project tasks are pulled from Product Backlog
- Created by SM
- Managed by the development Team
- Once a Sprint has started no new tasks can be added to the Sprint backlog

Burn-down Chart – (BC)

- Chart showing how much work remaining in a Sprint
- Calculated in hours remaining
- Provides visual uncompleted tasks
- Maintained by the Scrum Master daily

Scrum Terms

User Stories

- A very high level definition of what the customer wants.
- The PO should create user stories.
- Each story should match with INVEST criteria.
- User story should be the smallest requirement.
- Each story should have at least one Acceptance Criteria.
- Story Template:
  - As a <User> I want <function> So that <desired result>
- Story Example:
  - As a teacher, I want to upload files so that I can share class materials with students.

Story Points

- A simple way to initially estimate level of effort expected to finish a story
- Story points are a relative measure of feature difficulty
- Usually scored with Fibonacci sequence formula:
  - 1,2,3,5,8,13,21
- 1 point can represent 2- 4 - 8 - 12 hours / 1 day
- Example:
  - login to app = 3 points (representing 3 days)

Epic

- Epic is a large / big size user stories
- Epic cannot be delivered as defined in one sprint
- PO breaks one Epic to several smaller user stories
- **Example**:
- The blow user story is an Epic cause it takes more then 2-week sprint days:
  - As a user, I want send text message so that I can communicate. - 13 points (13 days)
- PO will divide the Epic to smaller user stories:
  - As a user, I want to send text message to a user so I can chat with one person. 3 points
  - As a user, I want to send text message in a channel so I can chat with a group people. 5 points
  - As a user, I want to send emoji so that it'll be fun. 2 points
  - As a user, I want to edit text style & colors so that I can emphasize main points. 3 points

Estimate Team Capacity

- Total availability the dev **team** has for the sprint.
- It can be calculated as hours / days.
- Example for 2 weeks sprint:
- Capacity = numbers of dev team members * Sprint Productive Days
  - dev team size is 7 (5 dev & 2 QA), sprint total 10 days, 2 days full meetings, 8 days productive days
  - Capacity = 7 * 8 = 56 days

Velocity

- **Total** number of **story points** that can be done in a sprint.
- calculated for each sprint in Sprint planning meeting.

Example: in Sprint planning meeting, the team is estimating how many points can be done:

dev - Ozzy - I will take 1 day off -> 7 points
dev - Mike - no day off -> 8 points
dev - Julia - no day off -> 8 points
dev - Ayse - no day off -> 8 points
dev - Raul - no day off -> 8 points
QA - Anton - 2 days off -> 6 points
QA - John - no day off -> 8 points

total points: 53 points can be done in this sprint

Iterations / Sprint

- Scrum iterations are called sprints.
- A period of time to finish tasks.
- 1 sprint is 1-4 weeks length.
- The starting and ending date is set and can not be changed

Task assignment

- Team members self-assign tasks by choosing them from the Sprint backlog.
- Task can be assigned by team leads before Sprint begins. (in or after Sprint Planning)
- Task assignments can be changed during the iteration.

DOR vs DOD

Definition of Ready - DOR

- **DOR = Definition of Ready**
- **Checklist (agreement between PO and the dev team) if s story is ready** to be selected into SB

A typical **DOR** might look like this **example**:

- PO and Dev Team need to have **talked about the story at least once**
- PO explained the user story to the dev team
- Story is **INVEST** ?
- Story has at least one acceptance criteria ?
- Story is estimated ?
- Story is small enough to fit a single sprint ?

Definition of Done - DOD

DOD = Definition of Done

- Checklist to identify **if a user story is finished** and the product is ready to be delivered.

A typical **DOD** might look like this example:

- Automated tests are written and all tests are green/pass
- Code is reviewed
- All the test cases are executed
- All positive and negative scenarios are covered for each story
- Test cases are documented
- Bugs' status are identified clearly (e.g. bug is new found? a dev is fixing?)

Scrum calendar sample

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Sprint 20 Sprint Plan	2 Stand Up	3
4	5 Stand Up	6 Stand Up Grooming for S21	7 Stand Up	8 Stand Up	9 Stand Up	10
11	12 Stand Up	13 Stand Up	14 Stand Up Demo Retro	15 Sprint 21 Sprint Plan	16 Stand Up	17
18	19 Stand Up	20 Stand Up Grooming for S22	21 Stand Up	22 Stand Up	23 Stand Up	24
25	26 Stand Up	27 Stand Up	28 Stand Up Demo Retro	29 Sprint 22 Sprint Plan	30 Stand Up	