Onboarding Summary

# Introduction

Welcome to this guide which gives a brief rundown of the basics of SCRUM, and how it will be used to plan and implement a new website for the Discipline of Computing. It should be easy to follow, and by the end of reading it you should have a decent grasp on the concept of SCRUM and how it will be used in the undertaking of this project.

# Scrum Artifacts

Scrum Artifacts are used to give information about tasks and activities that need to be planned and then later completed by the Scrum Team. They include:

* Product Backlog
* Sprint Backlog
* Potentially Releasable Product Increment

The **Product Backlog** is quite simply an ordered list of all the features and functionalities that have to be added to the product. The responsibility of managing the Product Backlog belongs to the **Product Owner**, who decides on the ordering of the list along with what items are added to the backlog. Any changes that are to be made to the product will be listed in the Product Backlog, this can be everything from new features to fixes that have to be made. Items that are listed have to have an **order**, a **description**, an **estimate** and a **value.**

When developing the new website for the Department of Computing, a product backlog should be created initially containing all features that are to be included in the finished product. They should then be ranked by order and given attributes as seen in the previous paragraph.

During the sprint planning process, The **Sprint Backlog** is created. This is owned by the **Developers** and is done by breaking down items from the **Product Backlog** into smaller sub tasks. The Developers must track the process of the **Sprint Backlog** and have the final word of what will be included. The Backlog must be flexible and available for all developers to see what has been completed.

For a sprint to be considered successful, we must consider the **Potentially Releasable Product Increment,** which in simpler terms is ensuring that by the end of the sprint, the developers have created something that is of a high enough standard that the user would be satisfied and be able to use. At the end of each sprint, an increment moves the product closer to the original vision and the project closer to completion. **Developers** must produce a product increment and then it should be compared and tested with the previous increments.

# Scrum Ceremonies

The Scrum Ceremonies (Events) are the list of meetings during a sprint, which are used to ensure that everyone is on the correct course, and that the level of communication is high. There are four Scrum Ceremonies, they are as follows:

* Sprint Planning
* Daily Scrum
* Sprint Review
* Sprint Retrospective

**Sprint Planning** will occur right at the beginning of the sprint. Items from the backlog are discussed and the team must decide what can be implemented successfully and how to do so. The items pulled from the backlog are not set in stone that they will be implemented; however, it is more of a projection.

To ensure harmony and that everyone is on track, a **Daily Scrum** will be held so that the development team can look back at the previous day’s performance, and how they can improve and complete the activities they have planned out for themselves for the current day. It is a time boxed event set at around 15 minutes to discuss how their progress in the sprint has been, and also to identify if there is anything standing in their way of achieving their goals for the day.

The **Sprint Review** allows the team and the stakeholders to review the progress of the sprint, along with what was completed/not completed, and after discussions the product backlog can be edited so that the most relevant items and items that would bring the most ROI (Return on Investment) can be delivered.

To conclude the sprint, a **Sprint Retrospective** must be held. The sprint should be analysed as to how people performed individually and with others, and how certain processes were carried out. Improvements should be identified along with things that the team did particularly well during the course of the sprint. Finally, the team will decide what improvements will definitely be made in the next sprint.

# Scrum Roles

There are **Three** roles that make up a Scrum Team, each has their own responsibilities and jobs that make them different from each other. They are as follows:

* Product Owner
* Scrum Master
* Development Team

The **Product Owner** will have the closest relationship with the customer, and often times will speak on behalf of them and keep their best interests at heart. Their responsibilities include managing the **Product Backlog** and also ensuring that stakeholders are involved in the project’s progress.

To assist the team and ensure that they are working in harmony, The **ScrumMaster** oversees the work done by the **Development Team** and is there to help out when they can. They organise meetings and try to improve the team’s performance over a sprint.

The **Development Team** deliver increments over a sprint, and they carry out the bulk of the work. Both the **Product owner** and **ScrumMaster** are included in the development teams. Self-organisation and a willingness to work are key for a Development Team to be successful.

# Scrum Values & Principles

As a member of a Scrum Team, there are a set of values that must be adhered to in order for a team to be successful in their efforts. They include:

* **Commitment** – As a member of the team you must commit to the goals that you have set for yourself
* **Focus** – Stay focused on the tasks at hand and remember the goal of the sprint
* **Courage** – As a member of a Scrum Team you must have the courage to work on difficult tasks and make hard decisions.
* **Respect** – Treat other people as you would like to be treated, and give co-workers the respect they deserve whilst working
* **Openness** – Honesty is a very admired trait when working in a Scrum Team. All difficulties and speedbumps should be shared with the rest of the team.