Task 3: Role Assignment and Ceremonies in Scrum

# Role Assignments

Describe what the responsibilities of each role are.

## Product Owner

* Role Description: The Voice of the customer (Projects key Stakeholder)
* Role Responsibilities: Prioritize Features and stories according to the market value.

Accepts or rejects the work.

Decides what is desired in a release after consulting all the stakeholdersI observed that teams are not able to perform like they should because the Product Owner and Scrum Master spent more time in discussing roles and responsibilities than helping teams to produce value for their customers.

Ensures to make collaborative meetings to bridge the gaps. When there is some internal/external conflicts that come up SM understands it and facilitate a collaborative meeting to resolve this.

## Scrum Master

* Role Description: The Agile Coach
* Role Responsibilities: Is a Change Agent - Gathers support from everyone to make sure that change is accepted

Is a Coach – Train, mentor and make the team speak the same language

Is a Protector – Protects the team from the outside interferences.

Is a Problem Solver – Works with stakeholders to escalate / resolve impediments so that the team achieve the sprint goal.

Is a Process Owner – Teach Scrum to everyone and ensure that the right things are done the right way

 Is a true leader who serves the Scrum Team and the larger organization.

## Development Team

* Role Description: The one who make it happen
* Role Responsibilities: Creating a plan for the Sprint, the Sprint Backlog;

Instilling quality by adhering to a Definition of Done;

Adapting their plan each day toward the Sprint Goal; and,

Holding each other accountable as professionals.

# Ceremonies

Describe who needs to attend, when the event does happen, is it a recurring event, how long does it take and what is the purpose.

## Sprint Planning

* Participants: Scrum Master, Architects, Product Owners, POD Team
* Frequency: First Wednesday
* How Long: 2hrs
* Purpose: Team Select refined ad Ready User Stories (passed Definition of Ready) based on Prioritization commits for the sprint and come out with the sprint goal.

## Daily stand-up

* Participants: Scrum Master, Product Owner ,POD Team
* Frequency: Daily(except 1st and last day)
* How Long: 15min
* Purpose: POD Team members will sync-up with each other on the progress of the sprint goal

## Sprint Review

* Participants: Scrum Master, Architects, Product Owners, POD Team, Product Manager, Release Manager, Stakeholders
* Frequency: Once in a sprit(Last Tuesday)
* How Long: 2hrs
* Purpose: Team demonstrates the user stories completed during the sprint and gather feedback which is then added back to the backlog and prioritized for future sprints.

## Sprint Retrospective

* Participants: Scrum Master, Architects, Product Owners, POD Team
* Frequency: Last Tuesday
* How Long: 1hrs
* Purpose: Team Comes together to understand area of success and improvements and take action items.