



Task 3: Role Assignment and Ceremonies in Scrum

Role Assignments

Describe what are the responsibilities of each role. In this document, we focus on the three main roles. However, other roles could be included in the project. For example, domain expert, an independent testing and audit team. The presence of these roles will depend on the size and type of the project.

Product Owner

- Role Description: The Product Owner represents the stakeholders of the project, ensuring their needs and requirements are communicated and prioritized.
- Role Responsibilities:

Sets the strategic direction for product development.

Works closely with stakeholders to gather their perspectives and requirements.

Prioritizes the product backlog to maximize value delivery.

Communicates the vision and goals of the product to the development team.

Scrum Master

- Role Description: The Scrum Master ensures team coordination and manages the Scrum process, acting as a facilitator and coach.
- Role Responsibilities:

Facilitates Scrum ceremonies such as daily stand-ups, sprint planning, sprint review, and sprint retrospectives.

Maintains the sprint burn-down chart.

Handles administrative tasks and shields the team from external interruptions.

Ensures adherence to Scrum practices and principles.

Helps remove impediments that may block the team's progress.

Development Team

- **Role Description:** The Development Team consists of professionals with various skill sets, such as product design, backend programming, testing, and UI/UX development, who work together to deliver the product.
- **Role Responsibilities:**

Transforms the ideas and requirements defined by the Product Owner into tangible products.

Self-organizes to complete the work defined in the sprint backlog.

Collaborates closely with the Product Owner and Scrum Master.

Commits to delivering potentially shippable increments at the end of each sprint.

Ceremonies

Each of these ceremonies is critical to the Scrum process, improving communication within the team, providing transparency into progress, enforcing accountability, and setting the team up for success.

Sprint Planning

- **Participants:** Product Owner, Scrum Master, Development Team.
- **At what time:** At the beginning of the sprint.
- **Frequency:** Once at the start of each sprint.
- **How Long:** Typically, 1 hour per week of sprint duration (e.g., 2 hours for a 2-week sprint).
- **Purpose:** To kick off the sprint by discussing the prioritized product backlog and collectively estimating the effort needed for each item. The result is a sprint backlog containing the items the team commits to completing during the sprint.

Daily stand-up

- **Participants:** Development Team, Scrum Master, Product Owner (optional).
- **At what time:** Usually in the morning.
- **Frequency:** Daily on every working day.
- **How Long:** 15 minutes.
- **Purpose:** To provide a quick update from each team member on what they completed yesterday, what they plan to do today, and to identify any blocks or unresolved dependencies.

Sprint Review

- **Participants:** Product Owner, Scrum Master, Development Team, Stakeholders.
- **At what time:** At the end of the sprint.
- **Frequency:** Once at the end of each sprint.
- **How Long:** 30-60 minutes.
- **Purpose:** To review the results of the sprint, demonstrate what was implemented, receive immediate feedback from stakeholders, and identify tasks that were not completed.

Sprint Retrospective

- **Participants:** Product Owner, Scrum Master, Development Team.
- **At what time:** After the Sprint Review and before the next Sprint Planning.
- **Frequency:** Once at the end of each sprint.
- **How Long:** Approximately 60 minutes.
- **Purpose:** To discuss and reflect on the sprint process, identify what worked well, what didn't, and what improvements can be made. The goal is to enhance team collaboration and efficiency for future sprints.