

# Table of Contents

- Project management ..... 1
  - Definition of Done ..... 1
  - Daily Standup ..... 1
  - Demo ..... 1
  - Scrum/Kanban Board ..... 1
  - Planning Meeting ..... 1
  - Retrospectives ..... 1
  - Retrospectives shared with the customer ..... 1
  - Project Practices Charter shared with the customer ..... 1
  - Collocated Team (all team members PM included) ..... 1
  - 3rd party libraries licences listed, approved ..... 1
  - Clean Backlog ..... 1
  - Responsive Product Owner ..... 1
  - Grooming..... 1
  - BurnUp / BurnDown chart ..... 1

# **Project management**

## **Definition of Done**

This is important practice.

## **Daily Standup**

## **Demo**

## **Scrum/Kanban Board**

## **Planning Meeting**

## **Retrospectives**

## **Retrospectives shared with the customer**

## **Project Practices Charter shared with the customer**

## **Collocated Team (all team members PM included)**

## **3rd party libraries licences listed, approved**

## **Clean Backlog**

## **Responsive Product Owner**

## **Grooming**

## **BurnUp / BurnDown chart**