

**Table. Mr. Scrum activities.**

Phases	#	Activity name	Role responsible	
			RA	PP
Start Phase	1	Defining Scrum team.	SeM/SCT	SeM/SCT
	2	Create the vision of the project.	SeM/SCT	PO
	3	Identify the requirements from the customer's point of view.	PO	SCT
	4	Identify all interested (partners, sponsors, stakeholders) related to the Project.	SeM/SCM	PO
	5	Formalize the creation of the Project through a constitutive act of the project and budget.	SeM/SCM	SeM/SCM
	6	Prioritize the elements of the wish list according to the needs of the customer.	PO	PO
	7	Ensure that resources are available for the proper functioning of the project.	SeM/SCM	SCT
	8	Validation and / or re-selection of the development tool: At the moment that the vision of the Scrum team is clear and ready to begin, it is necessary to select one or several work tools that the development team considers necessary, for this reason, the development team must make clear what will be the tools they will use throughout the execution of the plan.	SeM/SCM	SCT
Planning and estimation Phase	9	Detail the customer's wishes and generate a list in the form of requirements that allow to have detailed information of what should be done in the project.	PO	PO/DevT
	10	Define criteria that allow the Scrum team to know clearly and unanimously when an activity / task is ready or finished to be entered / updated in the sprint backlog (Definition of Ready (DoR) and Definition of Done (DoD)).	PO	DevT
	11	Evaluate and control the possible risks that may occur during a Sprint.	SeM/SCT	SCT
	12	Analyse the changes that are received for each Sprint in order to socialize and verify requirements and other circumstances that are affected by change requests.	SeM/SCT	SCT
	13	Adapt and / or refine the structure used in the project to adapt to changes that arise in the development of the plan.	SCT	SCT
	14	Define the objective of the sprint that will be carried out in such a way that it is related to the activities / tasks that will be developed in it.	SCT	SCT
Implementation Phase	15	Obtain information about the events that occur in the team to resolve any impediment that affects the normal development of the project.	SCM	SCM/SCT
	16	Develop the client's requirements.	SCT	SCT
	17	Update the Scrum dashboard and the impediments log.	SCM	SCT
	18	Review and verify with DoD criteria the tasks that have been completed in the sprint.	SCM	SCT
Retrospective and review Phase	19	Update the launch plan and the prioritized list of pending products.	PO	SCT
	20	Sprint Retrospective. Post-mortem analysis of what has been done, learned, obstacles, improvement actions, lessons learned, among others.	SCM	SCT
Closure Phase	21	Help with the launch of the project: In this activity it is prepared what is necessary to release the final product.	SCT	SCT
	22	Implementation tests: Once the product is delivered, tests must be performed in the real environment where correct operation is guaranteed. If necessary, the required changes are carried out so that the product meets all the requirements.	SCT	SCT
	23	Delivery of the product: At the end of the tests and to confirm that the project is ready, the formal delivery of the project to the customer is performed.	SeM/SCM	SCT
	24	Launch meeting: At the end of the delivery, a meeting is held to obtain feedback of situations and positive and negative aspects, this is carried out, in order to establish opportunities for improvement to correct mistakes and enhance virtues.	SCM	SCT
	25	Facilitate Scrum events as required or needed throughout the process.		
	26	Monitoring progress: The success of a project depends on the activities being carried out correctly, which is why it is necessary to verify and control the tasks and results that are being obtained throughout the entire process.		
Transverse Phase	27	Help to develop the team plan with the Scrum Master.	These activities are carried out by Scrum Master (SCM).	
	28	Ensure that there is an ideal environment for the Scrum team during Sprints.		
	29	Help the owner of the product in the creation of the prioritized list of outstanding products: The joint work between the client and the Scrum team must be constant, so that the client is aware of the process. In addition, it is suggested that the client		

be advised in the prioritization of the product backlog, ensuring the interests of both the team and the sponsors.

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