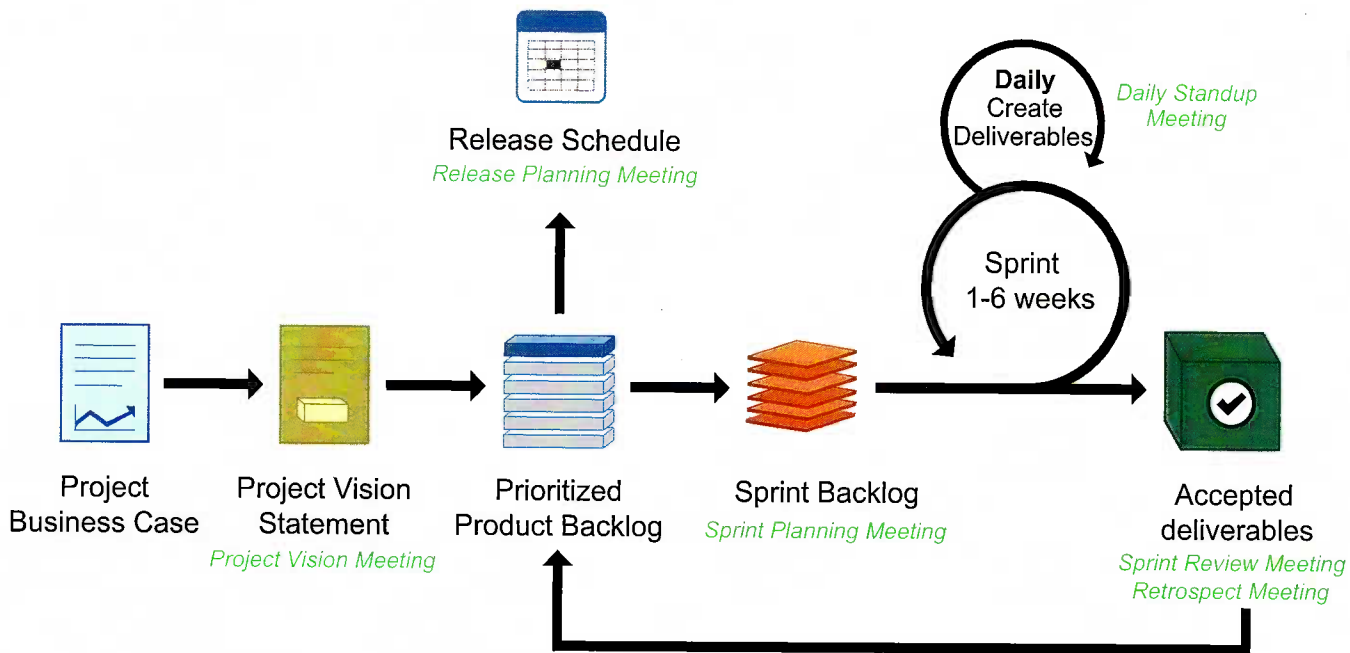


## Scrum Flow



## Scrum Phases and Processes

Initiate	Plan & Estimate	Implement	Review & Retrospect	Release
Create Project Vision	Create User Stories	Create Deliverables	Convene Scrum of Scrums	Ship Deliverables
Identify Scrum Master & Stakeholder(s)	Approve, Estimate and Commit User Stories	Conduct Daily Standup	Demonstrate and Validate Sprint	Retrospect Project
Form Scrum Team	Create Tasks	Groom Prioritized product Backlog	Retrospect Sprint	
Develop Epic(s)	Estimate Tasks			
Create Prioritized Product Backlog	Create Sprint Backlog			
Conduct Release Planning				

## SCRUM ON A PAGE

### SCRUM PRINCIPLES



#### Empirical Process Control

Scrum prescribes making decisions based on observation and experimentation rather than detailed upfront planning.



#### Self-organization

Scrum believes that today's workers have much more knowledge to offer than just their technical expertise and that they deliver greater value when self-organized.



#### Collaboration

In Scrum, product development is a shared value-creation process that needs all the stakeholders working and interacting together to deliver the greatest value.



#### Value-based Prioritization

Delivering the greatest value in the shortest amount of time requires prioritization and selection of what could be done from what should be done.



#### Time-boxing

Time is treated as a limiting constraint and time-boxing is used as the rhythm to which all stakeholders work and contribute.



#### Iterative Development

The customer may not always be able to define very concrete requirements. The iterative model is more flexible in accommodating changing requirements.

### ROLES

#### CORE:

##### Product Owner

- Defines the Project Vision and Release Schedule as the "Voice of the Customer"
- Defines customer requirements in the form of Epics/User Stories and clarifies these requirements for team members
- Prioritizes items on the Prioritized Product Backlog according to business value
- Provides Acceptance/Done Criteria and inspects deliverable(s) to validate them



##### Scrum Master

- Ensures that Scrum processes are correctly followed by all Scrum Core Team members, including the Product Owner
- Ensures that an ideal project environment exists for the Scrum Team to successfully complete Sprints
- Oversees Release Planning Sessions and convenes other meetings
- Acts as a servant-leader who helps motivate and coach the team



##### Scrum Team

- Typically a small team of 6–10 members with no further subdivision of teams
- Cross-functional and self-organizing, the Scrum Team enjoys complete autonomy during a Sprint
- Members are generalists across domains and specialists in at least one area
- Responsibility for the work lies with the whole team



#### NON-CORE:

##### Stakeholders

- Customers
- Users
- Sponsors



##### Vendors

##### Scrum Guidance Body

### ARTIFACTS



#### Project Vision Statement

The purpose of this artifact is to explain business need the project is intended to meet and should focus on the problem rather than the solution.



#### Prioritized Product Backlog

The Product Owner generates a prioritized list of requirements that, when turned into potentially shippable product functionality, will deliver the Project Vision. Owned by the Product



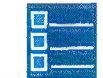
#### Sprint Goal

Proposed by the Product Owner and accepted by the team, it is a one-sentence aim for the current Sprint.



#### Sprint Backlog

The Scrum Team commits to executing this list of items in the upcoming Sprint. Any risk-mitigating activities are also included as tasks in the Sprint Backlog.



#### Impediment Log

Impediments or obstacles encountered by the team should be formally recorded by the Scrum Master in an Impediment Log.



#### Product Increment

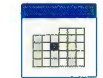
The potentially shippable deliverable of the team at the end of each Sprint that satisfies the Acceptance and Done Criteria.

### MEETINGS



#### Project Vision Meeting

This meeting explains the business need the project is intended to meet and should focus on the problem rather than the solution.



#### Release Planning Meeting

The purpose of this meeting is to develop a Release Plan that defines when various sets of usable functionality or products will be delivered to the customer.



#### Sprint Planning Meeting

The primary output of this meeting is the Sprint Backlog. Task Planning and Task Estimation are accomplished during Sprint Planning. Time-boxed to 8 hours for a 1-month Sprint.



#### Daily Standup Meeting

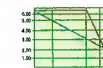
Scrum Team members gather for short, daily meeting time-boxed to 15 minutes. Each Scrum Team member answers the following three questions:

- What did I complete yesterday?
- What will I complete today?
- What impediments or obstacles am I currently facing?



#### Sprint Review Meeting

The Scrum Team presents the completed Sprint deliverables to the Product Owner who either accepts or rejects them based on the defined Acceptance and Done Criteria. Time-boxed to 4 hours for a 1-month Sprint.



#### Retrospect Sprint Meeting

Team members discuss what went well during the previous Sprint and what did not go well, the goal being to learn and make improvements in the Sprints to follow. Time-boxed to 4 hours for a 1-month Sprint.