



Task 3: Role Assignment and Ceremonies in Scrum

Role Assignments

In this document we focus on the three main roles. However, there are other roles that could be included in the project. For example, domain experts, 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: communicates how the end product should be. They are the representatives of clients or end-users.
- Role Responsibilities: manages and optimizes the product backlog in order to maximize the value of the product. Sets the strategic direction for product development. Assigns the priorities to the backlog.

Scrum Master

- Role Description: ensures team coordination and manages the Scrum process.
- Role Responsibilities: ensures the team understands and observes the scrum framework and its principles, values, and practices

Development Team

- Role Description: are individual developers, whose skills might include product design, backend programming, testing, UI/UX programming and others. The skill sets will depend on the project.
- Role Responsibilities: transforming the ideas and requirements defined by the Product Owner into tangible products.

Ceremonies

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

	Participants	At what time	Frequency	How long	Purpose
Sprint planning	Scrum team	start of sprint	once a sprint (at	2hrs	selects refined and ready user stories based on prioritization

			start)		
Daily stand-up	Scrum team	same time every morning	daily	15mins	team members discuss progress of tasks
Sprint review	Scrum team & stakeholders		once a sprint (b4 end of sprint)	2hrs	user stories completed are demonstrated
Sprint retrospective	Scrum team		once at end of sprint	1hr	team discusses areas of success and improvements

Scrum team - Scrum master, product owner, development team