OutSofting
Making Outstanding Software possible

Scrum Cheat Sheet

Roles

Team: ***Responsible for delivering product functionalities***

- Self-organizing
- Cross-functional with no roles
- Seven plus or minus two
- Responsible for meeting their commitments
- Authority to do whatever is needed to meet commitments

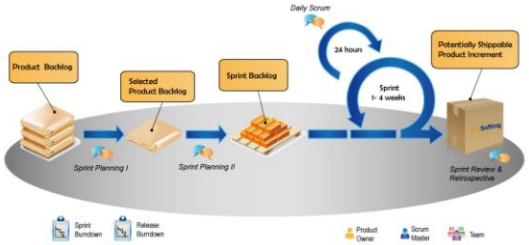
Product Owner (PO): ***Responsible for the product success***

- Envisioning the product
- Defines the features of the product, decides on release date and content
- Responsible for the profitability of the product (ROI)
- Responsible for prioritizing product features
- Accepts or rejects work results

ScrumMaster: ***Responsible for the success of Scrum***

- Facilitates all the Scrum meetings
- Shields the team from external interference
- Leads the team to be self-organizing and to continuously improve
- Coaches the PO on his role
- Removes obstacles

Scrum flow:



Meetings

Sprint Planning Part I: ***Selection***

- PO and Team should both participate
- Select product backlog items for detailed planning in part II
- Clarify and negotiation acceptance criterion
- Review DoD

Sprint Planning Part II: ***Commitment***

- Team participates while PO's available
- Team breaks items into tasks to form the Sprint Backlog
- Team makes commitment for the Sprint

Daily Scrum: ***Inspection and adaptation for the Sprint***

- Daily 15 minute status meeting
- Same place and time every day
- Three questions for everyone
  - What have you done since last meeting?
  - What will you do before next meeting?
  - What is in your way?
- Team updates the Sprint backlog and Sprint Burndown chart
- Open meeting for all, but only "pigs" can talk

Sprint Review: ***Inspection and adaptation around the product***

- Team presents the "Done" work and "Undone" work
- Get feedback from the Product Owner and Stakeholders
- Update Product Backlog and release burndown

Sprint Retrospective: ***Inspection and adaptation around the process***

- Team inspects the last sprint regarding people, relationships, processes and tools
- Team identifies possible improvements and agrees on the measures for next Sprint

Artifacts

Product Backlog: ***List of desired product features***

- Emergent, prioritized, estimated
- More detail on higher priority backlog items
- Maintained by the Product Owner but anyone can contribute
- One list per product

Sprint Backlog: ***Tasks to turn Product Backlog items into working product functionality***

- Made and maintained by the team throughout the Sprint
- Any team member can add, delete or change the Sprint Backlog
- Team members sign up for tasks, they aren't assigned
- Tasks are estimated in hours, usually 1-16
- Estimated work remaining is updated daily

Sprint Burndown chart: ***Shows remaining work in a Sprint***

- Calculated in hours
- Updated daily

Release Burndown Chart: ***Shows remaining work in a release***

- Is a tool for managing releases
- Maintained by product owner

The 3 pillars of Scrum:

Transparency

Inspection

Adaptation

Glossary

Timebox: A period of time of fixed length which cannot be exceeded.

Chickens: People that are not committed but just involved.

Pigs: People that are committed.

White Board: A physical white board containing teams Sprint goals, Sprint Backlog and the Sprint Burndown chart.

Definition of "Done" (DoD): List of development activities required to consider an increment of functionality as "Done".

User Stories: a short description of a behavior of the system in the point of view of the user.
User Story template:

- As a <User>, I want <function> so that <desired result>.
- In order to <desired result>, as a <user>, I want <function>.

Story Points: a relative measure of the size of the user stories. Can have different scales, typically Fibonacci sequence as in Planning Poker.

Velocity: The rate at which team converts items to "DONE" in a single Sprint – Usually calculated in Story Points.