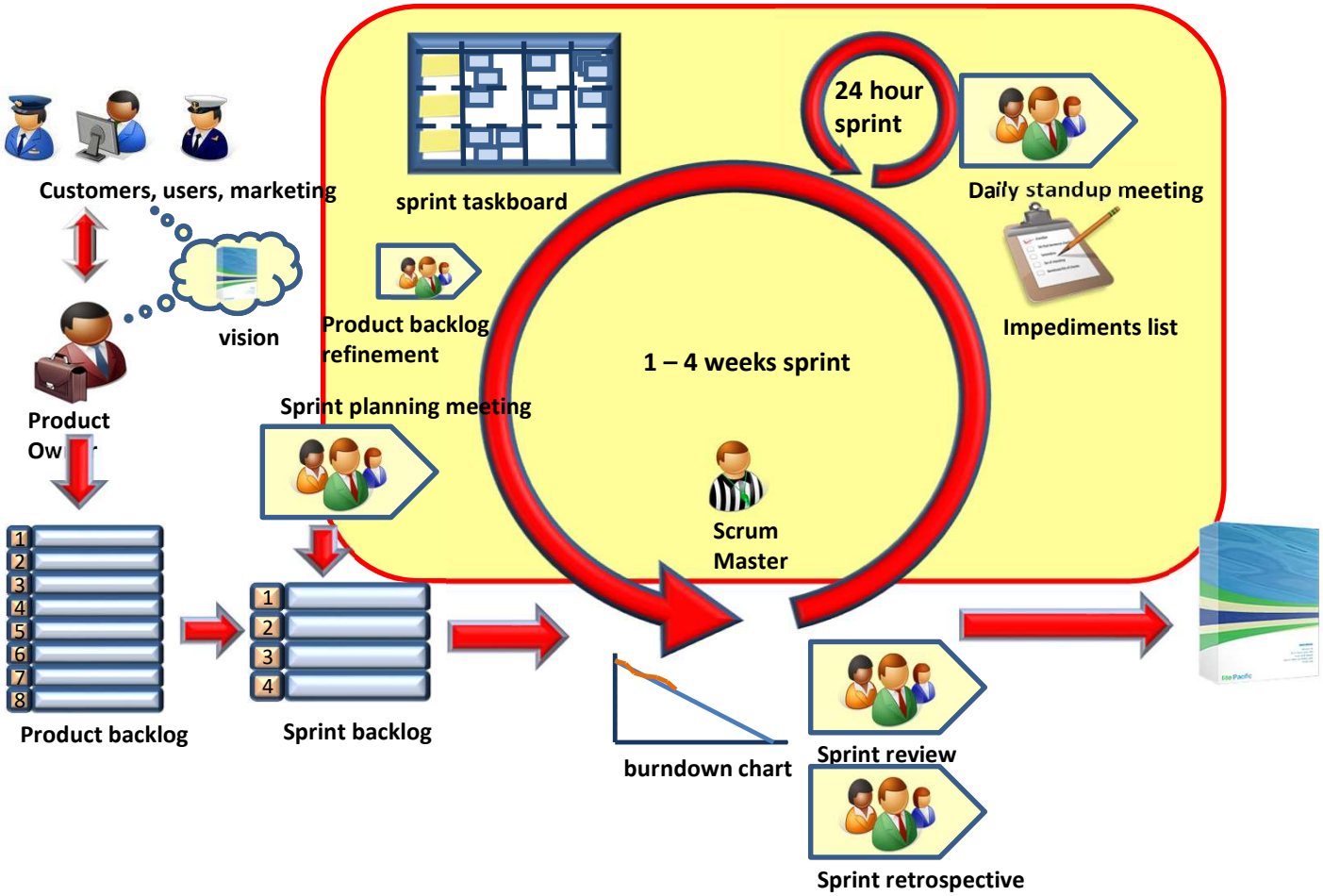

EXECUTING THE SPRINT

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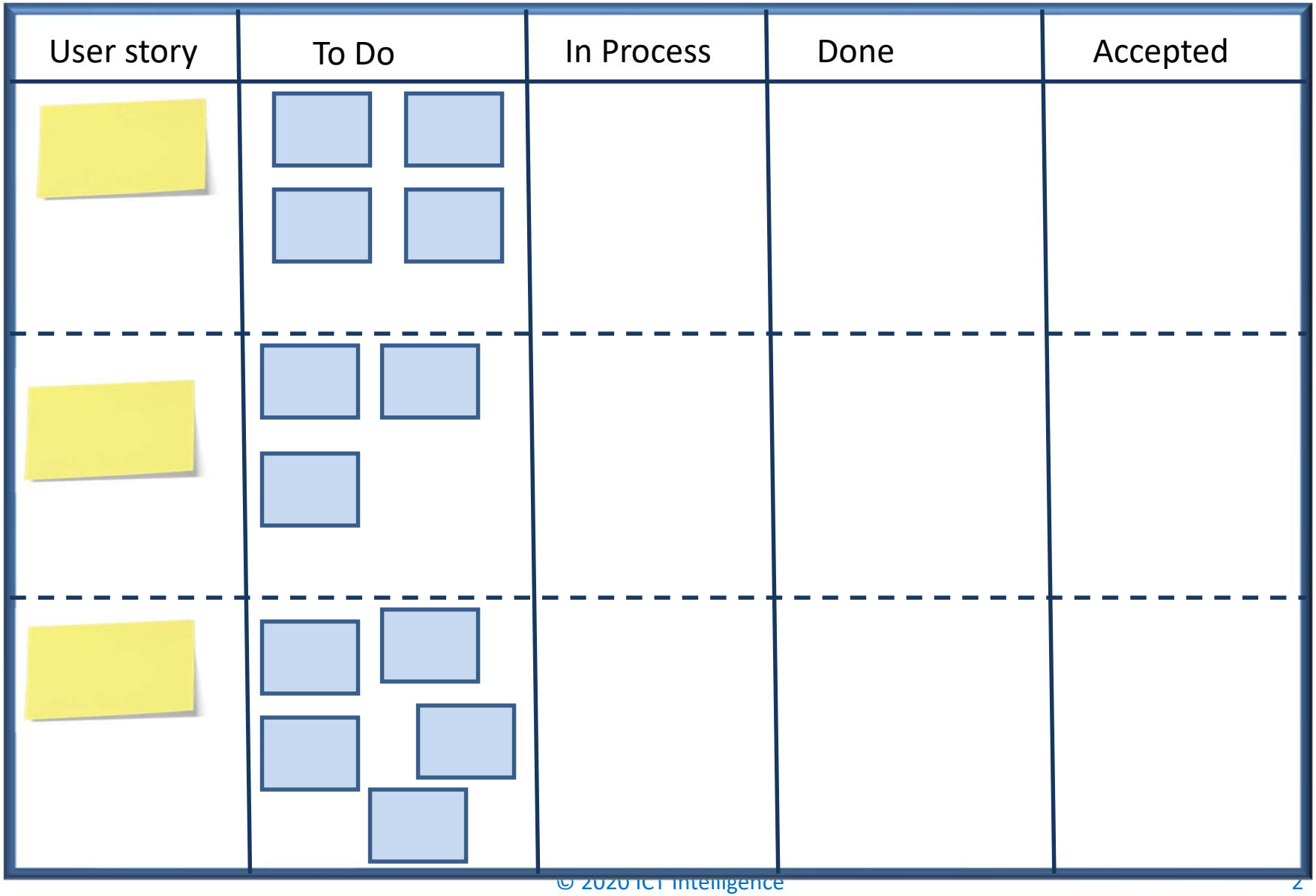
Scrum taskboard



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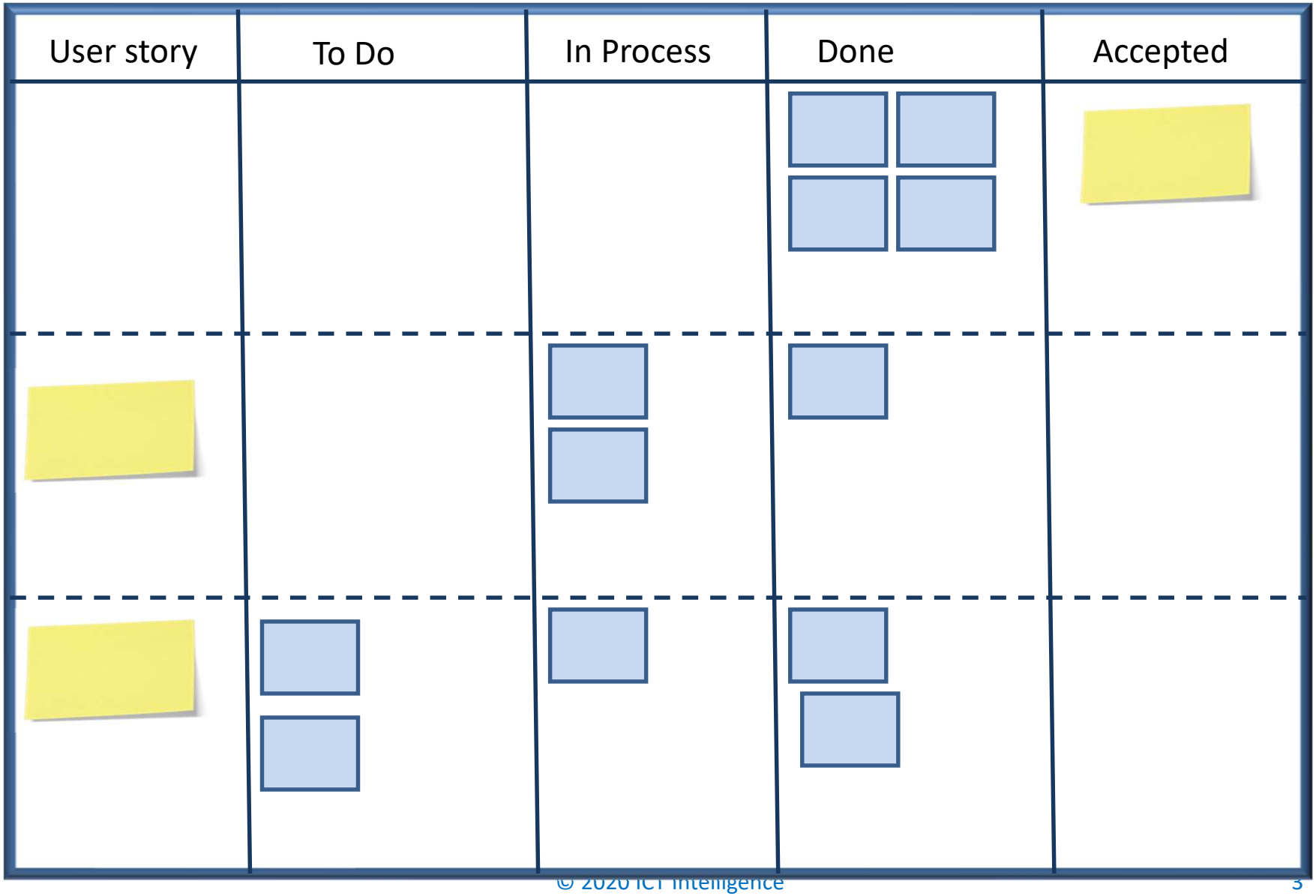
Scrum taskboard



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Daily standup meeting

15 minutes

Scrum Master

Product owner

1. Yesterday I did ...
2. Today I do ...
3. At the moment I have the following problems: ...

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Daily standup meeting

- Who attends?
  - All committed team members attend
  - Involved members (managers, marketing, …) are allowed to attend
    - But do not speak
- Time-boxed to 15 minutes
- What do we talk about?
  1. What did I accomplish yesterday?
  2. What will I do today?
  3. What obstacles are impeding my progress?

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Goals of the daily standup meeting

- Status
  - The whole team knows the status of the project
- Focus
  - At the start of the day we get a clear focus for the day
- Improvement
  - We are exposing problems to allow us to improve.
  - Sharing better techniques and ideas
- Team effectiveness
  - Effective teams are built by regularly communicating, working, and helping each other.
  - We need to be able to raise problems

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Daily standup best practices

- Same place, same time
  - Use the standup to start the day.
  - Meet where the work happens
- Keep the energy level up
  - Time-boxed at 15 minutes
  - Stand-up
  - Walk the board
    - Helps in keeping focus
  - No problem solving
    - Take it offline
  - No story telling
    - Take it offline

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List of impediments

- List of problems and obstacles that slow us down
- Scrummaster makes sure the impediments are taken care of
- Make the impediments list public available
  - On the scrum board

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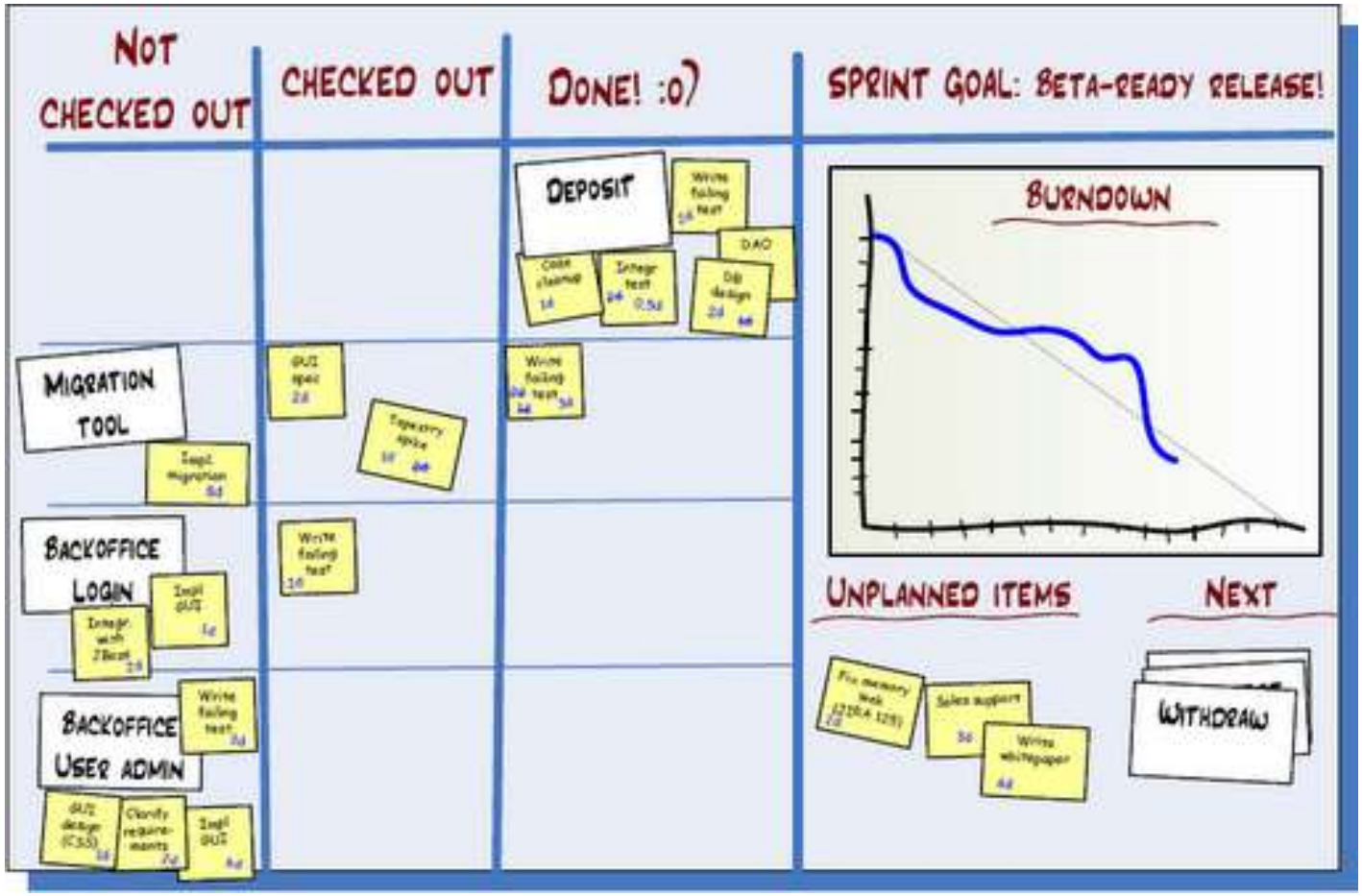
Accurate visual status overview



Information radiator instead of information refrigerator

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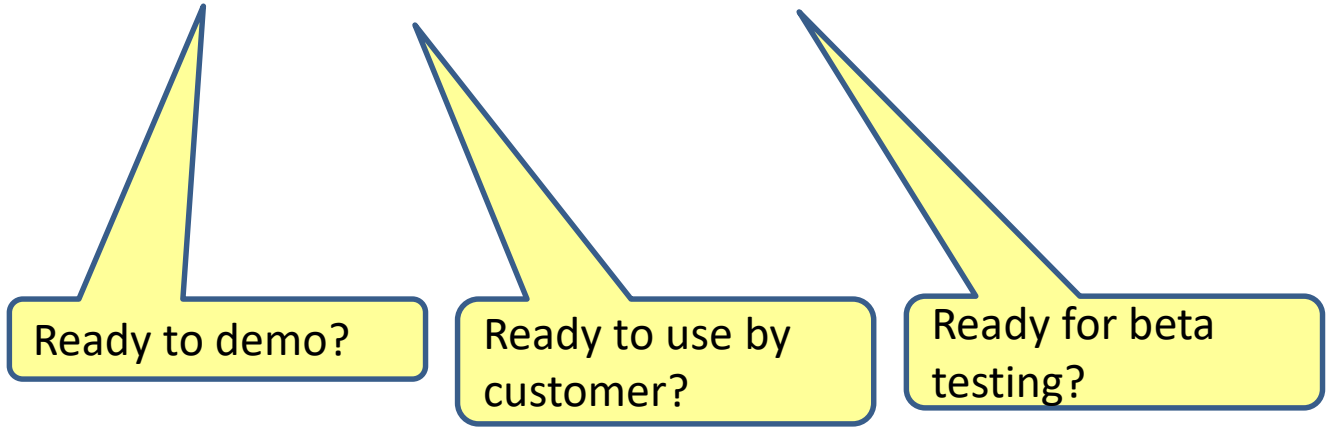
When am I done?

- At the end of the sprint we have a
  - Potential shippable product



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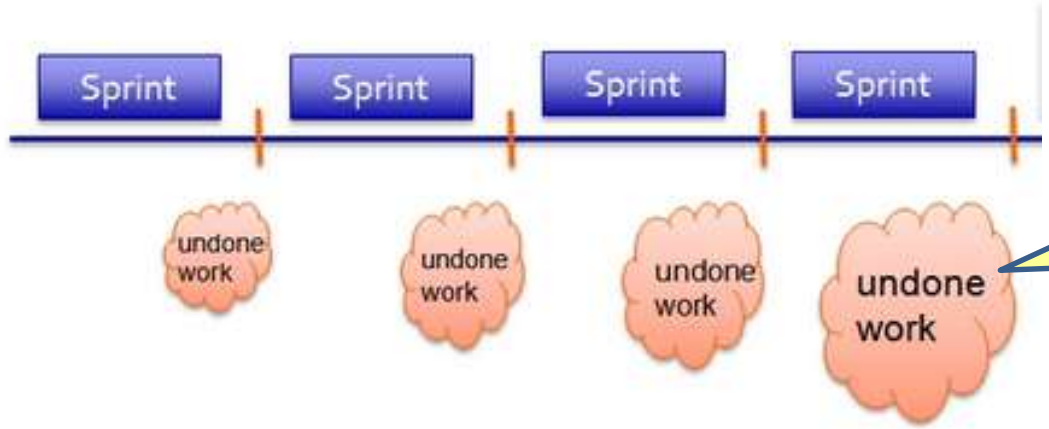
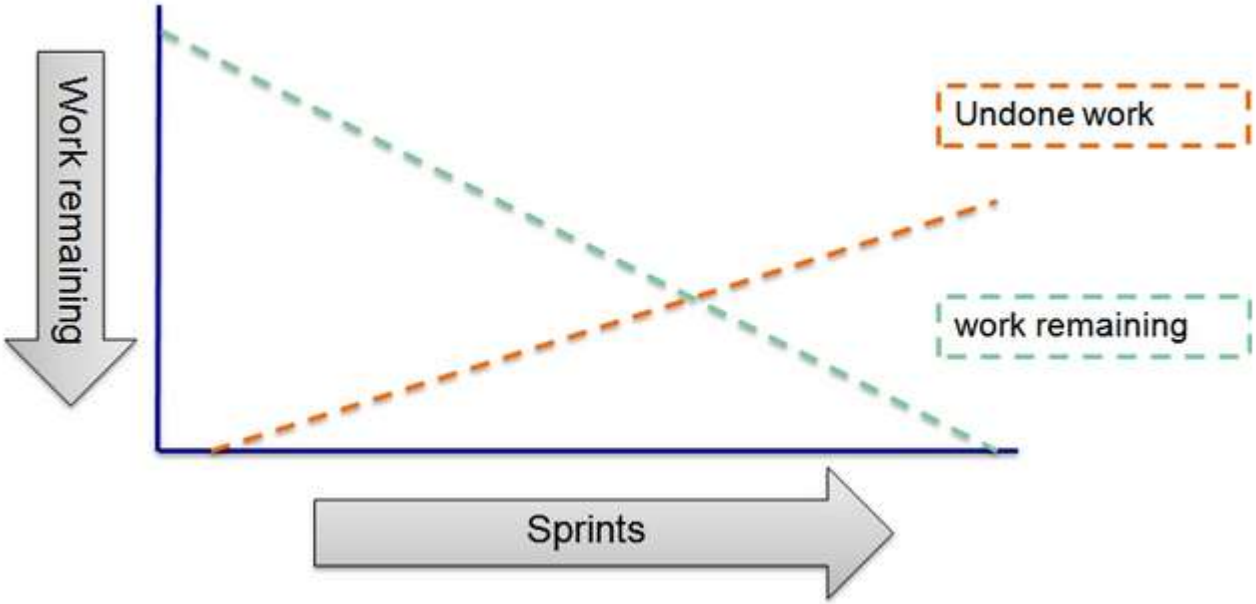
The reality



- Bugs
- Testing not complete
- Documentation
- Integration issues
- Quality issues



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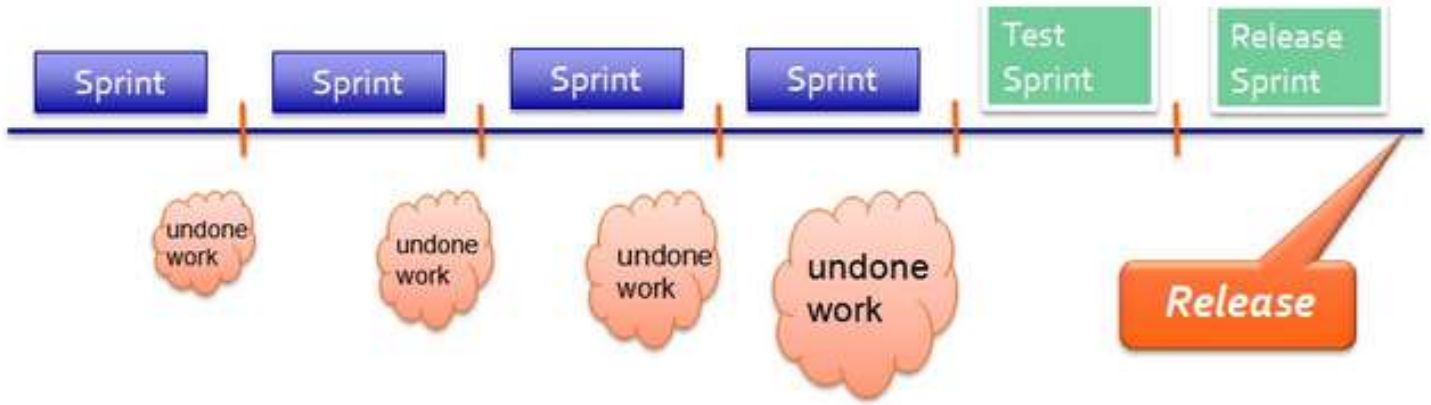
Bad solution



- You are trying to timebox work that is unknown
  - last-minute tests can reveal all kinds of bugs
- Your progress is not based on working software

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Good solution

- Potential shippable product

Ready to use by customer?

- Create a clear Definition of Done (DoD)
  - The team defines the DoD
  - The DoD is different for every project
  - The DoD evolves during the project

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Example DoD

- Functionality is accepted by Product owner
- Code is checked-in in integration server
- All unit tests run successful
- All integration tests run successful
- All acceptance tests run successful
- Code is refactored
- Code quality is checked
- Functionality is documented in user manual

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Refine the product backlog

- Backlog grooming
- Who: The whole team
- When: once or twice during the sprint
- How long: few hours (mostly 1 to 2 hours), depending on the changes
- Tasks
  - Removing user stories that no longer appear relevant
  - Creating new user stories in response to newly discovered needs
  - Re-assessing the relative priority of stories
  - Assigning estimates to stories which have yet to receive one
  - Correcting estimates in light of newly discovered information
  - Splitting user stories which are high priority

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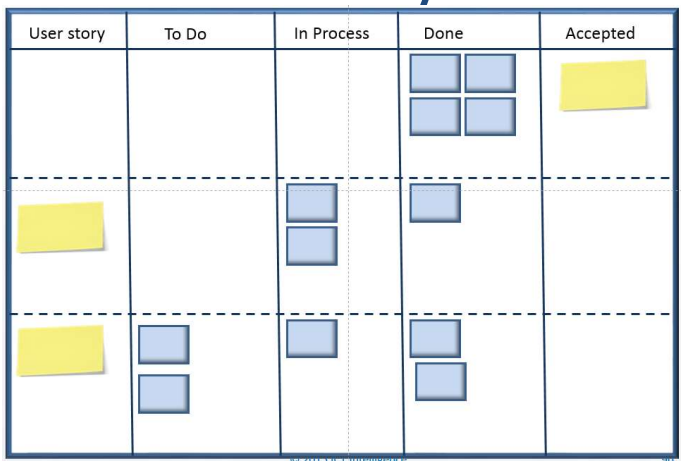
Exercise

- Execute the sprint
- The length of the sprint is 10 minutes
  - When you start a task, move the post-it to the in-progress column
  - When you are done with the task, move it to the done column
  - When the story is accepted, move the story to the accepted column



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