SCRUM ON A PAGE

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Finding product improvements
Finding process improvements
Focusing on a constructive attitude
What can WE do, to improve?

Release Planning

Understanding requirements
Focus on: WHAT should we do

2 hours
Topic 1

1.5 hours
Retrospective

2 hours
Topic 2

Product Vision

Product Backlog

Selected PBL

ACT   PLAN

CHECK   DO

Product Changes

Sprint Backlog

Review

**Breaking down Task & create the Design
Focus on: HOW should we do it**

Backlog Item: User Story

WHO? WHAT? WHY?

Product

Potential Shippable Product Increment

Sprint

2 weeks

2 hours

Impediment Backlog

Daily Stand-Up (24-hour Sprint)

Burndown Chart

the time is based on 2-week Sprint

Showing live demonstration
Getting feedback
Getting a deeper understanding of business
Understanding the Product Changes

Everyday Teamwork, have always a plan for 24 hours
• What did I do yesterday that helped the Development Team meet the Sprint Goal ?
• What will I do today to help the Development Team meet the Sprint Goal ?
• Do I see any impediment that prevents me or the Development Team from meeting the Sprint Goal ?

Scrum Artifacts

Product Backlog

An ordered list of everything that might be needed in this product

Selected PBL

An ordered list of everything that is needed for this Sprint.

Sprint Backlog

List of necessary tasks identified by Scrum Team that have to be completed in this Sprint

Burndown Chart

Updated daily by Team to show the remaining work (Everything is Transparent)

Increment

A recognizable, improved, incremental product that meets the **Definition of Done** and has Customer value

Scrum Team

Product success
PRODUCT **O**WNER
• Responsible for the ROI
• Responsible for the order
• Responsible for the product
• Own the Product Backlog
• Be sure that the PBL is transparent / visible
• Be sure the Dev. Team understand the PBL Items

Feature delivery
DEV. TEAM
• Responsible for development
• Responsible for quality
• Responsible for delivering the useful increment in each Sprint
• Share progress & remaining work
• Self-organizing
• 3 - 9 Cross-functional, full-time team members
• Own the Sprint Backlog

Facilitate Scrum Team
SCRUM **M**ASTER
• Responsible for increasing productivity
• Responsible for using the Scrum framework
• Facilitate, serve and coach the Team, PO & Organisation
• Support to remove Impediments

Impediment Backlog

Use the 5-Whys rule for finding root cause
At least 3 items in each Sprint needed to work on in order to improve working condition for the Scrum Team and Organisation

Non-Scrum Roles
• Support the Scrum Team and the Product
• Can be anybody who is not part of Scrum Team: Customer, User, Sponsor, Vendor, Manager,...
Stakeholder

Pillars
• Transparency
• Inspection
• Adaption

Scrum Values
• Commitment
• Courage
• Focus
• Openness
• Respect

Scrum Approach
• Iterative, incremental delivery
• Self-organization
• Continuous Improvement
• Collaboration
• Value-based priority
• Time-box

Agile Approach
• Reduce complexity
• Handle changes
• Identify and handle risk
• Produce values early
• Feedback regularly
• Eliminate waste
• Avoid over-engineering
• Improve quality

Traditional methods
scope
scope drives the budget & schedule
cost   time

Agile methods
scope
scope is driven by the budget & schedule
cost   time

Meeting	Time Allocation (time-boxed)	Frequency	Attendance (2)
Release Planning (1)	As needed	As needed	
Product Backlog refinement (Backlog Grooming)	Max : 10% of the Capacity of the Dev. Team	During the Sprint as needed	
Sprint Planning Topic I (What)	Max : 2 hours (2-week Sprint)	At the beginning of the Sprint	
Sprint Planning Topic II (How)	Max : 2 hours (2-week Sprint)	At the beginning of the Sprint	
Daily Scrum (Stand-up)	Max : 15 minutes	Daily during the Sprint	
Sprint Review (should be with Stakeholders)	Max : 2 hours (2-week Sprint)	At the end of the Sprint	
Retrospective	Max : 1.5 hours (2-week Sprint)	At the end of the Sprint & after major events	

(1) Best Practice in offshore software development
(2) ■ Mandatory   ■ Mandatory facilitating   ■ Service to the Scrum Team
(4) Agile Manifesto 2001, www.agilemanifesto.org

TWO - WEEK SPRINT TIMELINE ACTIVITY

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What	Planning Topic 1 (What)	Planning Topic 2 (How)	Sprint forecast	Sprint Goal communication	Backlog Ordering	Sprint Review
Strategic Planning	Product Owner (Explain the Product Vision)	Dev-Team	Dev-Team	Product Owner	Product Owner	Product Owner
Tactical Planning	Dev-Team (Scrum Master facilitates)	Dev-Team (Scrum Master facilitates)	Dev-Team	Dev-Team	Product Owner	Dev-Team (Scrum Master facilitates)
When	Sprint Start	Sprint Start	Sprint Start	Sprint Start	Middle of the second week	Sprint End
Time Box	Max : 2 hours	Max : 2 hours		Define the Sprint Goal before and share the updates after planning	Around 1-3 hours	Max : 2 hours
Leading role	Dev-Team, Scrum Master, Product Owner	Dev-Team, Scrum Master	Dev-Team, Scrum Master, Product Owner	Product Owner, Stakeholder	Product Owner, Stakeholder	Product Owner, Stakeholder, Dev-Team, Scrum Master
Actions	Product Owner will present the maintained Product Backlog. The Dev-Team can get the size of the Stories (L, M, S), they can get the order based on risk and customer value. Team members will ask to clarify Requirements.	Create initial tasks, estimation (maybe with Planning Poker) Discussion about design and architecture	Based on the velocity, the Development Team will prepare the forecast	Product Owner communicates the forecast to Stakeholder	The Product Owner reviews the updated Product Backlog with the Priority e.g.: with MoSCoW based on the Customer need and value	The Dev-Team will show the work that they could finish at the real environment. Changes may come out of this meeting and will be added to the Product Backlog. The Product Owner will define which stories are finally DONE (based on acceptance criteria and DoD).
Output	Backlog Items e.g. User Stories, Selected potential Product Backlog Items, Acceptance Criteria	Final Sprint Backlog: all initial Tasks for the upcoming Sprint that need to be done	Forecast: the Team's commitment for the Sprint Backlog	Product Vision	Revised Product Backlog and Release Plan	Product Owner will accept or reject the presented and showed features

Last Sprint | MON | TUE | WED | THU | FRI | MON | TUE | WED | THU | FRI | Next Sprint

2 - Week Sprint

Current Sprint

Preparation for next Sprint

What	Start Workshop	Product Backlog refinement	Pair work	Sprint Retrospective
Strategic Planning	Product Owner	Product Owner	Dev-Team	Dev -Team (SM facilitates), Product Owner
Tactical Planning	Product Owner	Product Owner	Dev-Team	Dev-Team (SM facilitates), Product Owner
When	Once at the beginning of the Project	Second week, before Review	During the Sprint	Sprint End
Time Box	Depends on the project	max 10% capacity of the Development Team	Depends on the Dev-Team	Max : 1.5 hours
Leading role	Product Owner, Stakeholder	Product Owner, Stakeholder, Dev-Team	Dev-Team	Dev-Team, Scrum Master, Product Owner
Actions	The Product Owner will work together with the Stakeholder to prepare the Backlog Items e.g. User Stories. Product Owner and Stakeholder review the Product Backlog. They add, update, modify the new and available stories. They may use the Story mapping approach.	The Product Owner also should spend his time with the Dev-Team and review the updated Product Backlog. Dev-Team can update the estimation with Points. Everybody in the Scrum Team has to understand the Customer needs.	The Dev-Team can work with Pair programming. Other Dev-Team members can verify which available solution is the best fit for customer needs.	The Dev-Team will identify what was working well and what was not working during the last Sprint. This is basic for the continuous improvement and increasing the productivity and quality (for the Scrum Team, Organisation and Product). The Product Owner also should be involved.
Output	Story based on clarifications at the Product Backlog, Update Priority (MoSCoW). Based on the customer needs.	Updated Product Backlog, estimation of the whole Product Backlog to keep it up to date.	To increase the quality, productivity and get knowledge exchange.	At least 3 impediments should be selected, which will be solved in the next Sprint.