

## Scrum - Rituals Workbook

### Iterative Time-box Activities

Analyze
Design
Construct
Integrate
Test

### Quality of an Iteration

Quality of an iteration depends on how well the iterative tasks in the project are completed.

### Quality of Outcome Determination

It depends on how well the product increment has been achieved during a sprint

### Sprint definition

It is a time box or duration in which activities are performed to create an increment product

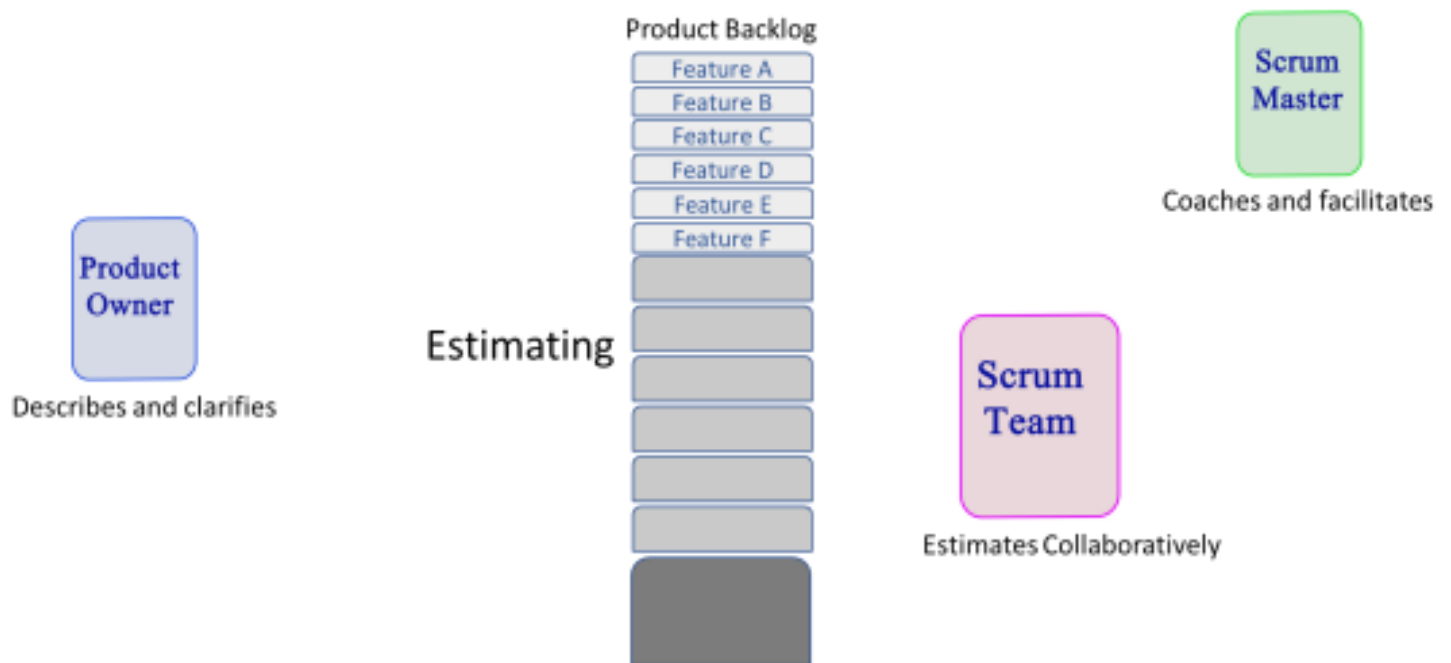
Determination of length of sprint.

### Sprint Rituals

Sprint Planning Meeting	Sprint planning sets sprint in motion by taking in account inputs like product backlog, definition of done, retrospective comments, and development team velocity and capacity. And using these inputs we create a sprint backlog which will be worked at in the sprint.
Estimation	Estimation is the process of sizing the stories and further giving them points and trying to quantify work to be done during the sprint

3 types of estimation	When this occurs	Unit of measure
Product Backlog	Product Backlog grooming	Size of stories
Portfolio Backlog	Portfolio planning	Story points/Ideal days
Sprint Backlog Tasks	Sprint Planning	Ideal hours/Effort hours

## Scrum Roles Involved in Estimation



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### Planning Poker

### Triangulation

Using planning poker we are able to determine amount of work each product backlog item requires. It uses Fibonacci sequence to draw cards and come to consensus for story points.

Triangulation is the process of estimating as precisely as possible with consensus among team members. Planning poker is one example.

### Ideal day / Ideal hour

These are the units of product backlog items and sprint backlog items. Product backlog grooming will estimate the points based on ideal days required to complete it. Whereas sprint backlog items will take ideal hours as required units to complete the sprint backlog tasks.

### Problems with Ideal estimation

It assumes ideal situation while in real life it is hard to adhere to it, there may be uncertain events in the team, that may take up any hours.

## Daily Standup

### Purpose

It's purpose is to let team members know about daily progress being made in the story that you are working and if there is any support you need from the team.

### 3 Questions

What did you do since last meeting?

What are you planning to achieve until next meeting?

Are there any obstacles and do you need any support?

## Rules

Rules are set by the team to ensure that everybody adheres to them for accountability and better productivity.

## Pair Programming

Pair programming allows all the programmers to be on the same page. Also, there will be a healthy code base because of this activity. Two people will be asked to complete a task. Every once in a while, it is essential

## Sprint Review Meeting

### Purpose

Sprint review meetings contain demos and foster collaboration among team members, also it is the way of recapitulating the work done and the past journey.

### Participants

Product owner, Scrum team, Scrum master, management team, customers

### Timing

4 hours max

Location
Townhall kind of meeting where all the stakeholders are allowed
Expected Outcomes
Sprint demos based on key work completed.

### Sprint Retrospective Meeting

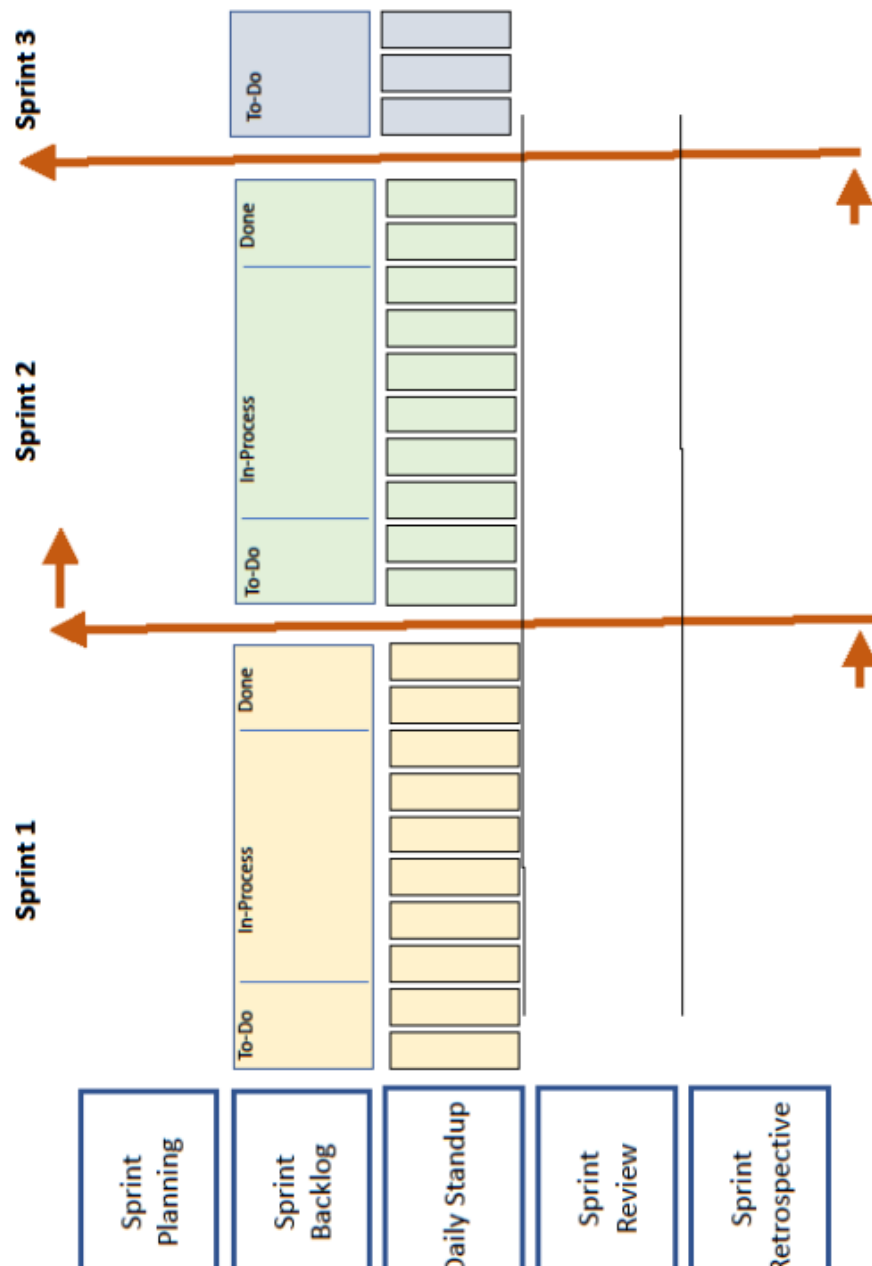
This is the last activity in the sprint.
3 hrs maximum.
Reflect on sprint
Improvements of process for future
Review definition of done

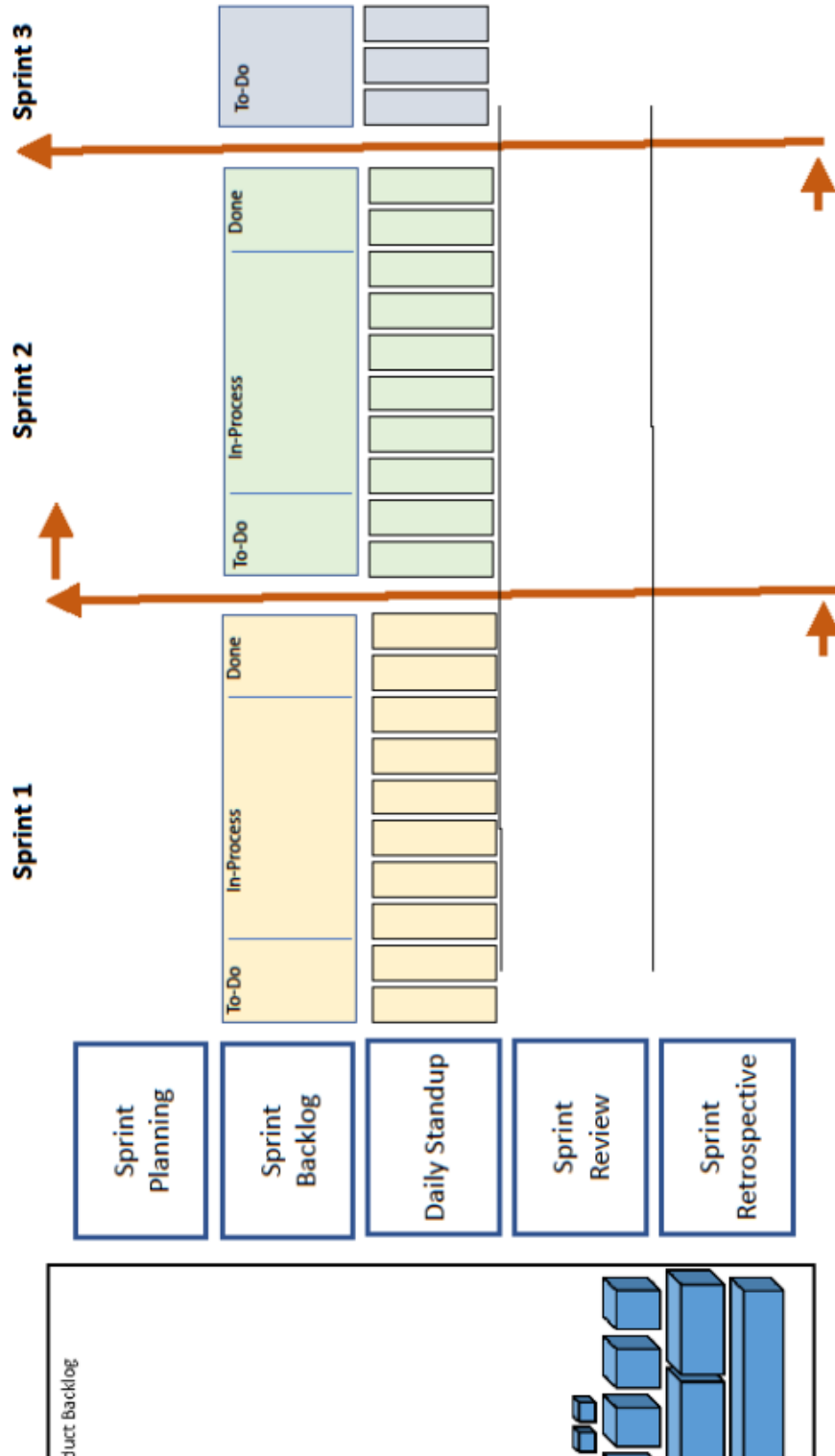
### Ritual Timing

Sprint Duration	1 month
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Daily Stand-up	15 minutes
Sprint Planning	8 hrs
Sprint Review	4 hrs
Sprint Retrospective	3 hrs







## Scrum Process Cheat Sheet

### Scrum Roles

**Scrum Team**

**Product Owner**

**Scrum Master**

### Key Artifacts

#### Product Backlog

- Requirements – user stories
- Desired work
- Prioritized by Product Owner
- Anybody can add to it

#### Sprint Goal

- Summary of work focus in Sprint
- Declared by Product Owner
- Accepted by team

#### Sprint Backlog

- Team member chooses work – work never assigned
- Owned/managed by team
- Estimated work remaining updated daily.

#### Block List

- List of blocks or unmade decisions.
- Owned by Scrum Master
- Updated Daily.

#### Burndown Chart

- Shows effort spent over period.
- Stories/features complete

### Ceremonies

#### Sprint Planning

- Hosted by Scrum Master.
- Highest priority items from Product Backlog become Sprint Backlog.
- Estimate Sprint Backlog by effort.
- Work Breakdown.
- Declare Sprint Goal.

#### Daily Standup/Daily Scrum

- Hosted by Scrum Master
  - 15 mins – same time each day.
  - Not for problem solving.
- Questions*
- 1) What did you do?
  - 2) What will you do?
  - 3) What's in your way?
  - Team updates sprint backlog.

#### Sprint Review

- Hosted by Scrum Master 2-4 Hours
- Accomplishments.
- Entire team participates.
- Features demoed for feedback

#### Sprint Retrospective

- Hosted by Scrum Master 15-30 mins
- Discussions on What to "start doing", "continue doing", "stop doing"