SCRUM MASTER RESPONSIBILITIES

by Maksym Romov

Scrum Master and Software Engineer
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Co-founder of Smart_Improve IT school
Implementation of personal certified course for preparation to PSM 1 certification is my goal at this school.

Scrum Lecturer and Trainer

Hobbies
Travelling, Skateboarding, Walking, Psychology.

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AGENDA

What is Scrum and who is Scrum Master?

Scum Master services for team, product owner and company.

Scrum Master services on Scrum events.

Scrum Master services with regard to Scrum artifacts.
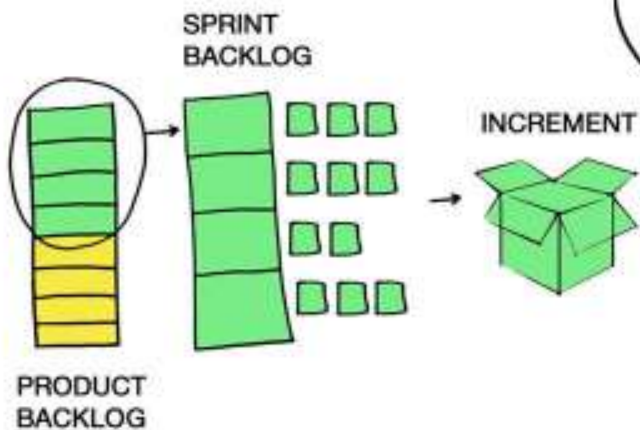
Scrum Master career development path.

WHAT IS SCRUM AND WHO IS SCRUM MASTER?

SCRUM

ARTIFACTS
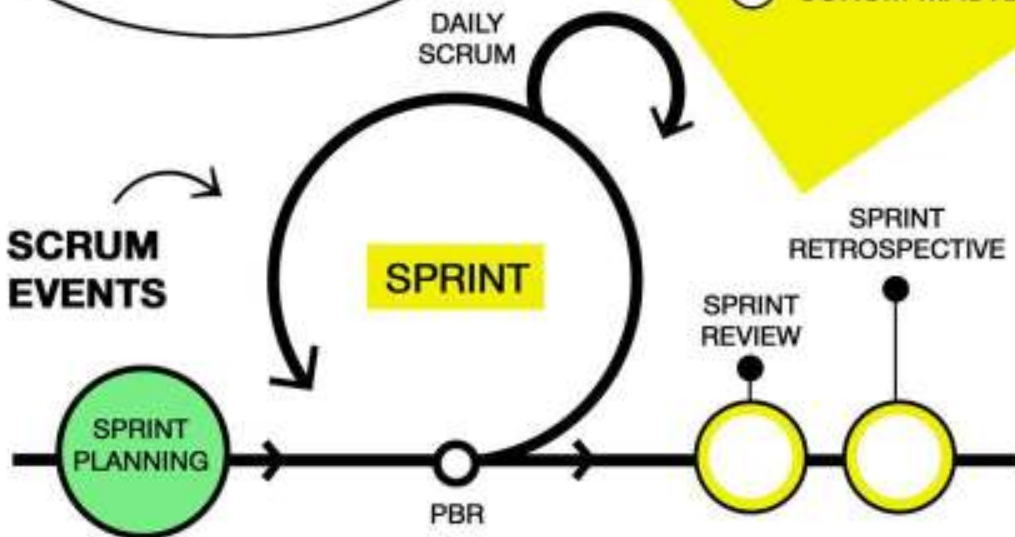
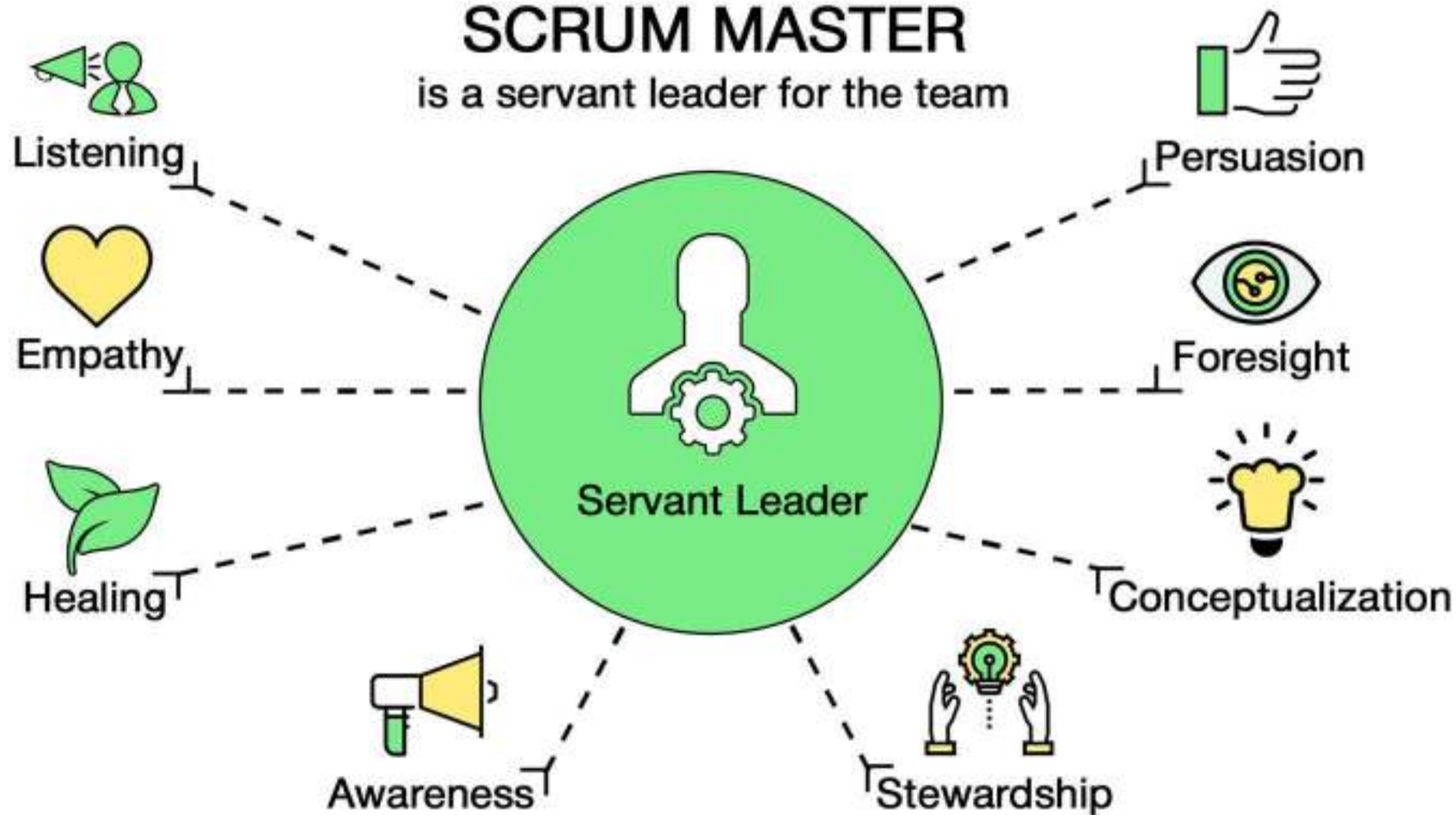is a framework for developing and sustaining complex products.

ROLES

- PRODUCT OWNER
- DEVELOPMENT TEAM
- SCRUM MASTER

SPRINT BACKLOG

INCREMENT

PRODUCT BACKLOG

SCRUM EVENTS

DAILY SCRUM

SPRINT

SPRINT PLANNING

PBR

SPRINT RETROSPECTIVE

SPRINT REVIEW

SCRUM MASTER
is a servant leader for the team

Listening

Empathy

Healing

Awareness

Persuasion

Foresight

Conceptualization

Stewardship

Servant Leader

SCUM MASTER SERVICES TO DEVELOPMENT TEAM, PRODUCT OWNER AND COMPANY

THE SCRUM MASTER SERVES THE PRODUCT OWNER:

Finding techniques for effective Product Backlog management

Ensuring the Product Owner knows how to arrange the Product Backlog to maximize value

Helping the Scrum Team understand the need for clear and concise Product Backlog items

Understanding and practicing agility

Understanding product planning in an empirical environment

Facilitating Scrum events as requested or needed

THE SCRUM MASTER SERVES DEVELOPMENT TEAM:

Coaching the development team in self-organization and cross-functionality.

Helping the development team to create high-value products.

Removing impediments of the Development Team's progress.

Facilitating Scrum events as requested or needed.

Coaching the development team in organizational environments in which Scrum is not yet fully adopted and understood.

SCRUM MASTER SERVICES TO ORGANIZATION:

Leading and coaching the organization in its Scrum adoption.

Helping employees and stakeholders understand and enact Scrum and empirical product development.

Planning Scrum implementations within the organization.

Causing change that increases the productivity of the Scrum Team.

Working with other Scrum Masters to increase the effectiveness of the application of Scrum in the organization.
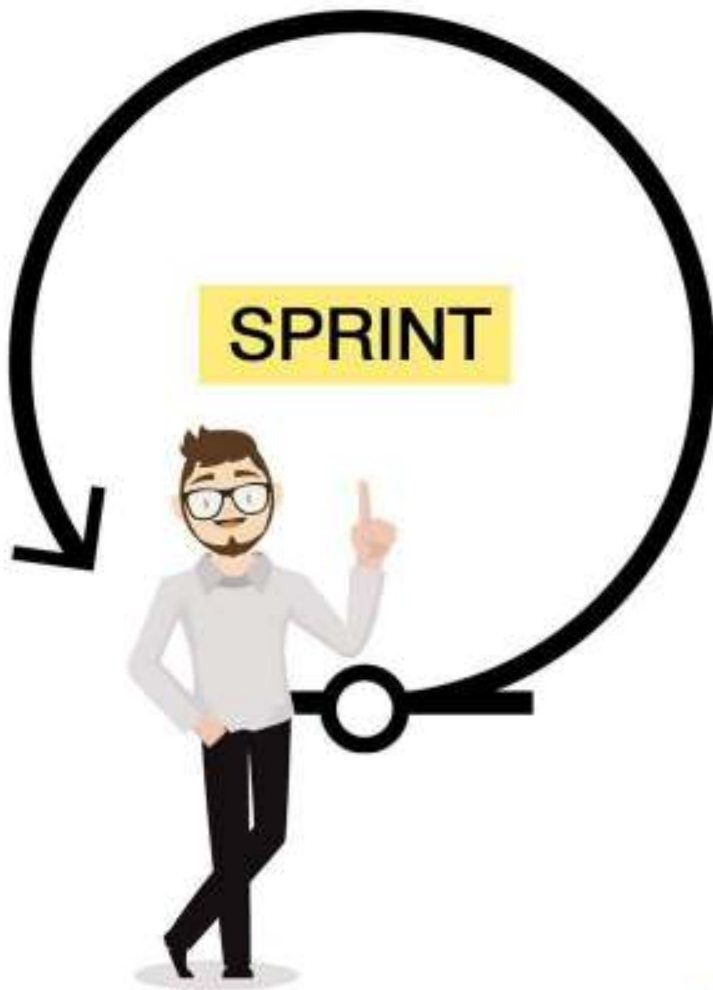
SCRUM MASTER AND SCRUM EVENTS

Send invites for team events for two sprint ahead.

Define basing on Scrum rules and team experience appropriate time-box for team meetings.

Ensure that required participants will present on meetings.

Interested in self-education: trainings, conferences, webinars, books.

SPRINT

Conduct workshops for a team on useful Agile practices.

Coach the team, answer team questions, provide examples.

Prepare environment for team meetings.

Check relevance of data in time and task-tracking systems; gather metrics.

Suggest team-building activities.

SPRINT PLANNING

⭐ Bring metrics for accurate planning (e.g. capacity и velocity).

⭐ Suggest facilitation techniques for tasks evaluation (e.g. affinity estimation, estimation net).

⭐ Teach how to do task brake-down (e.g. basing on user story splitting patterns).

⭐ Know approaches for tasks prioritization (e.g. critical path).

⭐ Define tasks that a ready for planning meeting before the planning meeting.

⭐ Notify team when sprint backlog to less or more then capacity.

⭐ Take care of Sprint backlog finalization and sharing to all interested

⭐ Helps Product Owner and the team to formulate Sprint goal.

⭐ Encourage Product Owner to share reasons of possible or happened Sprint cancellation.

PRODUCT BACKLOG REFINEMENT

- Check that questions from the previous PBR are answered.

- Ensure that PO is ready for PBR.

- Bring DoD and DoR documents to PBR.

- Track event time-box.

- Write down questions.

- SM or PO overviews meeting agenda, features to discuss on the event.

- Suggest techniques for requirements discussion, analysis, estimation, decision-making (call back, optimistic vs pessimist, constellation, etc.).

- Scrum Master or Product Owner share follow-up to all interested parties.

- Ensures that assignees are going to answer the assigned questions.

- Check progress of technical investigation or prototypes done by development team.

DAILY SCRUM

Check relevance of data in time/task tracking system.

Ensure that the team conducted a daily standup.

Update burn-down chart.

Shares or ask to share results of the syncup with interested parties.
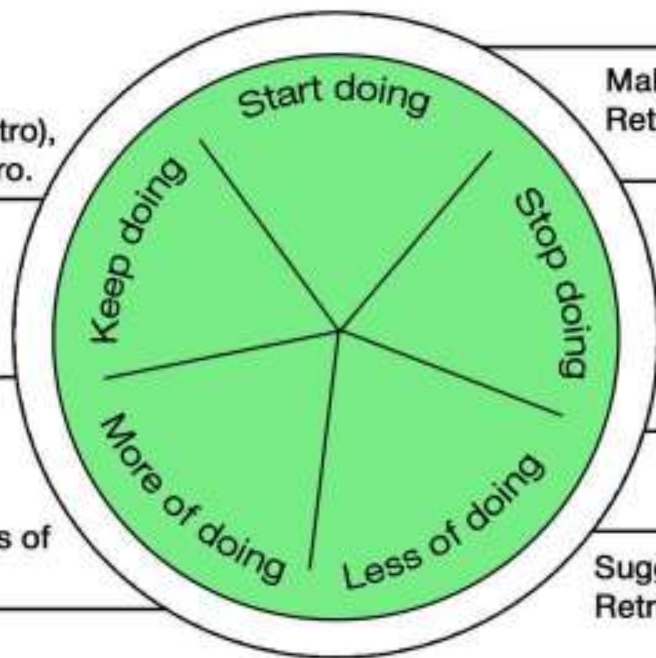
Suggest new formats of standup.

SPRINT REVIEW

- Support early demo practice.

- Teach the team how to make Review, help in agenda preparation.

- Check readiness of required environments and test data.

- Ensure that the team is ready to answer questions on ready features and can explain why some functionality was not developed.

- Remind PO about necessity to review and update product backlog.

- Suggest assistance in product roadmap.

- Have a vision on product scope comparing to sprint scope.

SPRINT RETROSPECTIVE

Conduct Retro Surgery (Retro on Retro), when team don't want to attend Retro.

Bring DoD and DoR docs for review and update.

Bring metrics to explore reasons for quality or performance degradation. Together with the team look for areas of improvement.

Start doing

Keep doing

Stop doing

More of doing

Less of doing

Make sure the points from previous Retros are fulfilled.

Gather team ideas about improvements during Sprint (wish box).
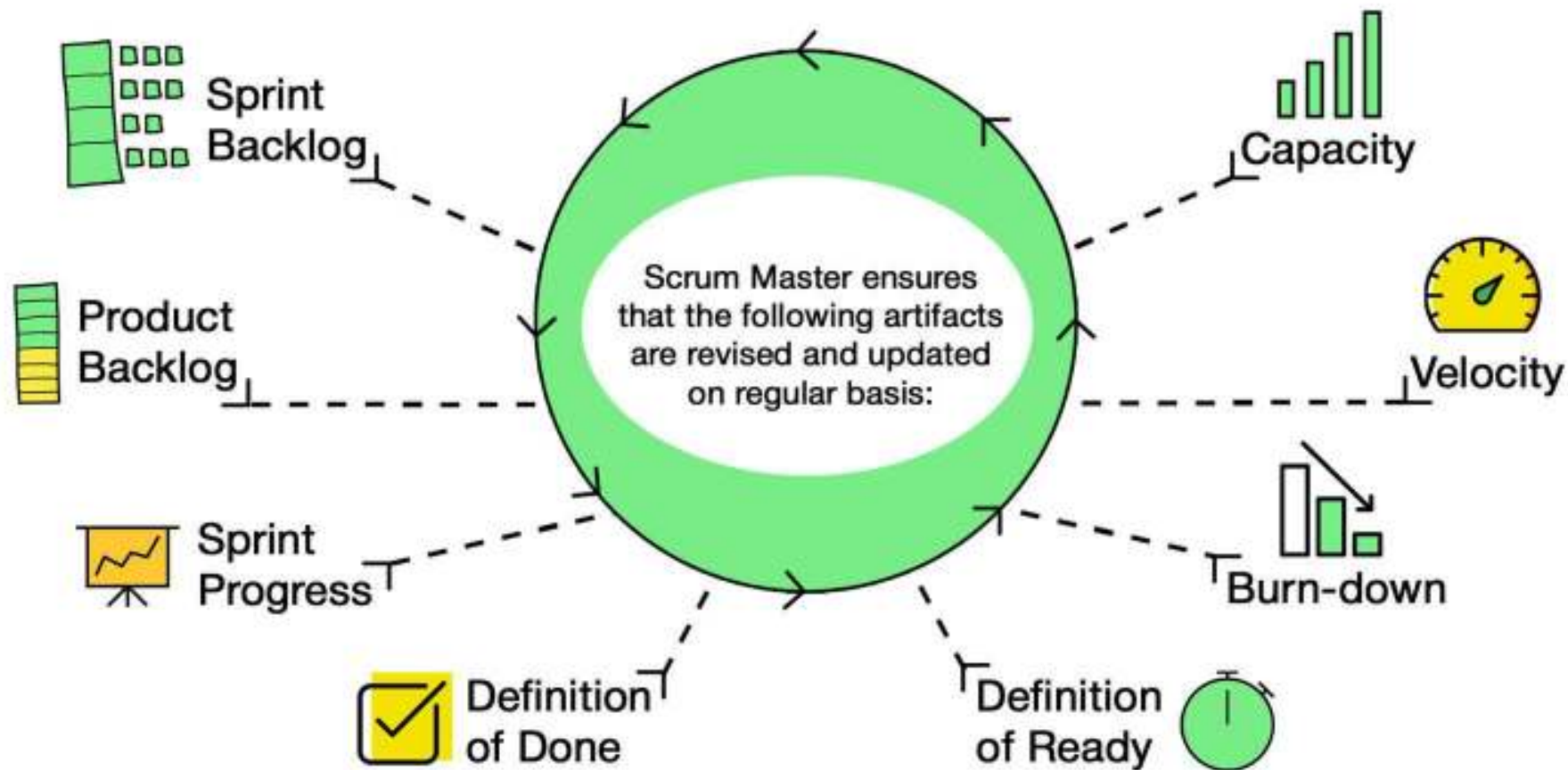
Suggest work cases for discussion.

Remind of team/project ground rules.

Suggest new interesting formats of Retro.

SCRUM MASTER AND SCRUM ARTIFACTS

SCRUM MASTER AND SCRUM ARTIFACTS

Sprint Backlog

Product Backlog

Sprint Progress

Definition of Done

Scrum Master ensures that the following artifacts are revised and updated on regular basis:

Capacity

Velocity

Burn-down

Definition of Ready

WAY FORWARD – SCRUM GUIDE

The Scrum Guide is the official Scrum Body of Knowledge. It was written by Ken Schwaber and Jeff Sutherland, co-creators of Scrum.

Scrum Guide   http://www.scrumguides.org/scrum-guide.html

Read the official Scrum Guide online
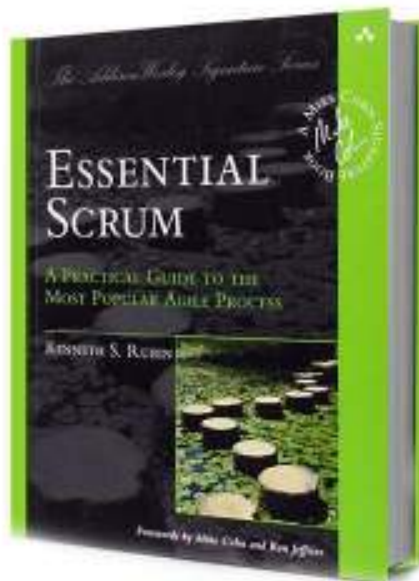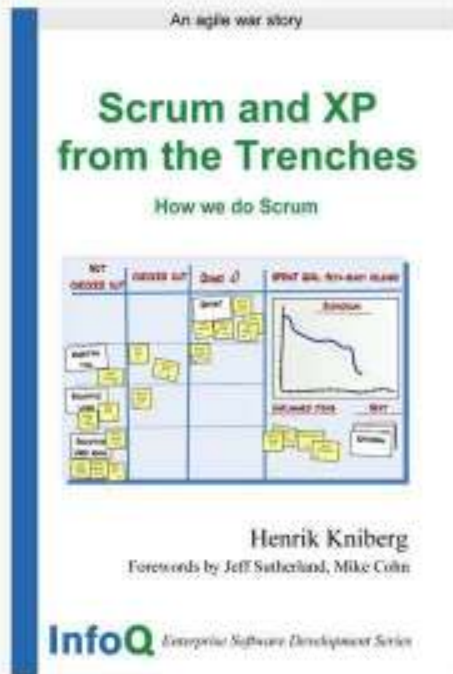
Download the official Scrum Guide PDF in English

Download the official Scrum Guide in over 30 different languages

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TO READ

An agile war story

**Scrum and XP
from the Trenches**

How we do Scrum

Henrik Kniberg

Forewords by Jeff Sutherland, Mike Cohn

InfoQ Enterprise Software Development Series

**ESSENTIAL
SCRUM**

A PRACTICAL GUIDE TO THE
MOST POPULAR AGILE PROCESS

KENNETH S. RUBIN

Forewords by Mike Cohn and Ron Jeffries

TRAININGS FOR SCRUM MASTER

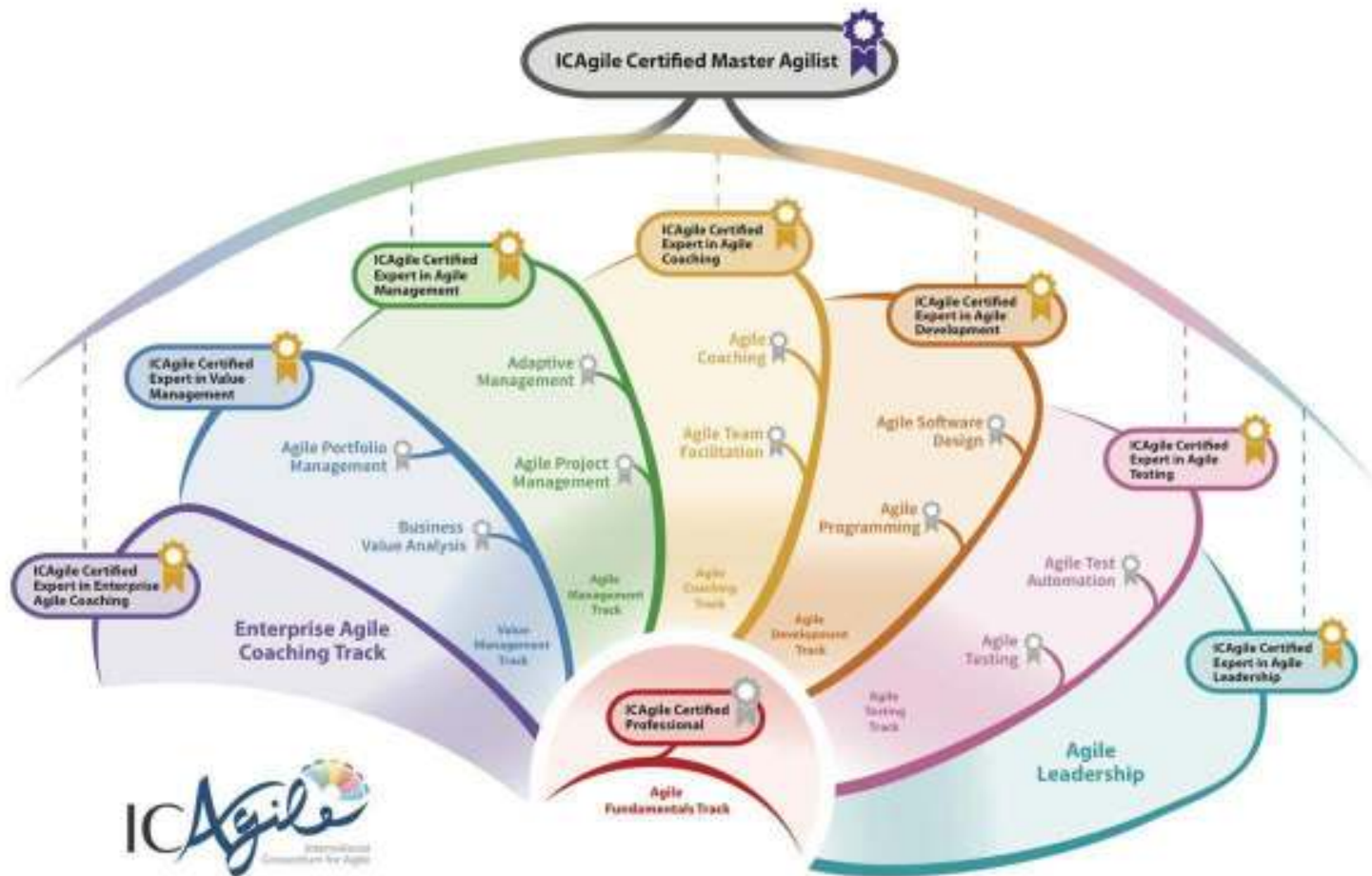![Scrum.org logo — Improving the Profession of Software Development](logo)

Certification Assessments

PSM — PROFESSIONAL SCRUM MASTER

PSPO — PROFESSIONAL SCRUM PRODUCT OWNER

PSD — PROFESSIONAL SCRUM DEVELOPER

SPS — SCALED PROFESSIONAL SCRUM