

# Scrum in a Nutshell

## Product Owner

- Owns the **Product Backlog** as he/she has to maximize the ROI of the Product.
- Is responsible to define the content and prioritize the value.
- Decides Release date and content.
- Discusses and agrees with the Stakeholder what to do, and why.
- Discusses and agrees with the Development Team how to represent in the backlog what needs to be done.
- Accepts or Rejects the results of a Sprint.



## Development Team

- Is a cross-functional team, meaning every skill needed to create a potentially shippable product increment must be in the team. It is normally sized around  $7 \pm 2$  members.
- Is responsible for the Product Quality.
- Defines how to implement the functionalities into the Product.
- Prepares the Sprint Review meeting and performs Sprint Retrospectives to improve efficiency.

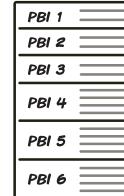


## ScrumMaster

- Owns the Scrum Framework and coaches every participant in the correct usage of the Scrum Ceremonies, Artefacts, as well as the role responsibilities.
- Helps the Product Owner in preparing the Sprint Planning meeting.
- Helps the Development Team in preparing the Sprint Review meeting.
- Prepares and facilitates the Daily Scrum.
- Protects the Development Team from interferences during a sprint, and coaches them to become more effective.



- The **Product Backlog** is an ordered list of items (e.g: MMF, user stories...).
- The items in the Product Backlog include features that deliver the Product Vision.
- The highest prioritized items need to be better detailed and specified - the team needs to be able to estimate and test these items.
- The list of items is constantly evolving, changing and updating, the Product Owner is responsible to make sure the Product Backlog reflects these changes.



- The **Sprint Backlog** is a list of items which are committed to be accomplished during the sprint
- The items for the Sprint Backlog are taken out of the Product Backlog.
- The items in the Sprint Backlog are broken down into tasks by the team members.
- Every team member can modify the Sprint Backlog.
- Work is never assigned, but pulled out of the backlog by the individuals.
- Items not completed in a sprint are not moved to the next sprint, but are returned into the Product Backlog instead.

PBI	TASK TO DO	
1	1a	1b
2	2a	2b
3	3a	3b

- The **Burndown Chart** is an Information radiator, it visualizes the estimated work remaining within the Sprint. The remaining effort can be estimated in ideal days/hours, or in story points.
- The quality of the Burndown increases if the effort is burned down when a task or a story is completed.
- Gathering point for the Daily Scrum.
- Updated any time during day and night, not only during Daily Scrum.



- The SM facilitates the **Sprint Planning Meeting**
- The PO presents the Product Backlog to the team, in order of priority.
- Backlog items are often written as user stories
- The team together with the PO clarifies all questions around the user-stories, as needed.
- The development team estimates the effort needed per user-story and decides which stories can be committed for the next sprint.
- This meeting is time-boxed to a maximum of the 5% of the sprint length.  
(e.g.: 1/2 day for a 2 weeks sprint)

- The team meets daily for the **Daily Scrum**, or daily stand-up meeting, where they coordinate their work and communicate impediments to the Scrum Master.
- Each team member talk to the three questions:
  - What did you do (achieve) yesterday?
  - What impediments got on your way?
  - What are you going to do today?
- The Daily Scrum is also called Daily Standup, as people stand rather than sitting to keep the focus, it is time-boxed to 15-20 mins.

- The SM moderates the **Sprint Review Meeting**.
- The Development Team presents the working software they built to the Product Owner and any other stakeholders.
- The PO accepts or rejects work based on the Acceptance Criteria that was agreed formerly in the Sprint Planning Meeting.

- The purpose of the **Retrospective** is to continuously improve the way of working.
- The Scrum Master facilitates the meeting.
- The Development Team can decide if it is helpful or not for the Product Owner to attend the retrospective.

