**The Product Owner:** In our case BA/On site person who is continuously in touch with client

The Product Owner is the sole person responsible for managing the Product Backlog. Product Backlog management includes:

* Clearly expressing Product Backlog items;
* Ordering the items in the Product Backlog to best achieve goals and missions;
* Optimizing the value of the work the Development Team performs;
* Ensuring that the Product Backlog is visible, transparent, and clear to all, and shows what the Scrum Team will work on next; and,
* Ensuring the Development Team understands items in the Product Backlog to the level needed.

**The Development Team:**

They are self-organizing. No one (not even the Scrum Master) tells the Development Team how to turn Product Backlog into Increments of potentially releasable functionality;

* Development Teams are cross-functional, with all of the skills as a team necessary to create a product Increment;
* Development Team Size: 5-7
* The Scrum Master: Ensures Scrum Team adheres to Scrum theory, practices, and rules
* Ensuring the Product Owner knows how to arrange the Product Backlog to maximize value;
* minimize the need for meetings

All events are time-boxed events

**The Sprint:**

* The heart of Scrum is a Sprint, a time-box of one month or less during which a “Done”, useable, and potentially releasable product Increment is created
* Sprints contain and consist of the Sprint Planning, Daily Scrums, the development work, the Sprint Review, and the Sprint Retrospective.
* Each Sprint may be considered a project with no more than a one-month horizon. Like projects, Sprints are used to accomplish something. Each Sprint has a definition of what is to be built, a design and flexible plan that will guide building it, the work, and the resultant product.
* Sprints are limited to one calendar month

**Sprint Planning:**

This plan is created by the collaborative work of the entire Scrum Team.

Sprint Planning is time-boxed to a maximum of eight hours for a one-month Sprint.

Sprint Planning answers the following:

* What can be delivered in the Increment resulting from the upcoming Sprint?
* How will the work needed to deliver the Increment be achieved?

**During Sprint:**

* Project owner manages/organiges,prioritizes product backlog.
* The number of items selected from the Product Backlog for the Sprint is solely up to the Development Team. Only the Development Team can assess what it can accomplish over the upcoming Sprint.
* Development Team is decomposed by the end of this meeting, often to units of one day or less. The Development Team self-organizes to undertake the work in the Sprint Backlog, both during Sprint Planning and as needed throughout the Sprint.

**Sprint Goal:**

The Sprint Goal is an objective set for the Sprint that can be met through the implementation of Product Backlog.

Daily Scrum:

The Daily Scrum is a 15-minute time-boxed event for the Development Team to synchronize activities and create a plan for the next 24 hours. This is done by inspecting the work since the last Daily Scrum and forecasting the work that could be done before the next one.

* During the meeting, the Development Team members explain:
* 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 (issues) that prevents me or the Development Team from meeting the Sprint Goal?

**Sprint Review:**

A Sprint Review is held at the end of the Sprint to inspect the Increment and adapt the Product Backlog if needed.

Scrum Team and stakeholders collaborate about what was done in the Sprint. Based on that and any changes to the Product Backlog during the Sprint, attendees collaborate on the next things that could be done to optimize value.

* This is a four-hour time-boxed meeting for one-month Sprints. For shorter Sprints, the event is usually shorter.
* The Development Team discusses what went well during the Sprint, what problems it ran into, and how those problems were solved;
* The Development Team demonstrates the work that it has “Done” and answers questions about the Increment;
* The entire group collaborates on what to do next, so that the Sprint Review provides valuable input to subsequent Sprint Planning;
* Review of the timeline, budget, potential capabilities, and marketplace for the next anticipated release of the product.

-The result of the Sprint Review is a revised Product Backlog that defines the probable Product Backlog items for the next Sprint.

**Sprint Retrospective:**

The Sprint Retrospective is an opportunity for the Scrum Team to inspect itself and create a plan for improvements to be enacted during the next Sprint.

The Sprint Retrospective occurs after the Sprint Review and prior to the next Sprint Planning. This is a three-hour time-boxed meeting for one-month Sprints.

**Product Backlog:**

The Product Backlog is an ordered list of everything that might be needed in the product and is the single source of requirements for any changes to be made to the product. The Product Owner is responsible for the Product Backlog, including its content, availability, and ordering.

The Product Backlog lists all features, functions, requirements, enhancements, and fixes that constitute the changes to be made to the product in future releases.

**Sprint Backlog:**

The Sprint Backlog is the set of Product Backlog items selected for the Sprint, plus a plan for delivering the product Increment and realizing the Sprint Goal.

The Sprint Backlog is a plan with enough detail that changes in progress can be understood in the Daily Scrum. The Development Team modifies the Sprint Backlog throughout the Sprint, and the Sprint Backlog emerges during the Sprint. This emergence occurs as the Development Team works through the plan and learns more about the work needed to achieve the Sprint Goal.

**Tracking current status:**

The Sprint Backlog is a highly visible, real-time picture of the work that the Development Team plans to accomplish during the Sprint, and it belongs solely to the Development Team.