ePATH USA
Premier IT Services

Sprint Management Procedure

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Revision History

Version	Date	Prepared by / Modified by	Change Summary	Approved By	Approved On
1.0	May 03, 2017	Sridhar	First Draft Made	Anitha T G	May 18, 2017

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1. Purpose

The purpose of the document is to define the activities to ensure that the planned functionality or features are delivered within the agreed time boxes and without any quality issues.

2. Scope

This process is applicable for the projects that are executed in ePathUSA.

3. Entry and Inputs

3.1. Entry Criteria

This process will start as soon as the project planning is completed.

3.2. Inputs

- Project Management Plan
- Contract
- Statement of Work
- Product Backlog if exists

4. Activities

4.1. Sprint Planning Meeting

- Conduct a sprint planning meeting with product owner, Scrum Master and Team. This meeting will typically take around 2 hours to identify the scope of the sprint.
- Identify the sprint goal in line with release plan and product backlog and get the commitment from product owner and team
- Scrum Master should explain the team on the goals, timelines and user stories to be developed during the sprint
- Scrum Master should identify the dependencies, issues or risks with respect to the sprint and update any potential risks in the risk tracker document
- Team will go through the user stories to understand the estimated story points for each user story
- Team will agree on the user stories to be developed based on the velocity.
- Discuss with the product owner in case of any issues or clarifications required.
- Scrum Master should put forward any learning's/issues from the previous retrospectives

- Define and agree on the Definition of Done (DoD) for the user stories and the sprint
- Identify the associated tasks for each user story based on the requirements and update the tasks in the sprint backlog with the responsible person.
- Estimate the hours required for each task and roll it up to sprint level.

4.2. Sprint Execution

- Perform the tasks as identified in the sprint backlog and update the status against each task.
- Update the actual effort spent for each task
- Attend daily stand up meeting, which takes not more than 15 minutes, to provide the update on previous days accomplishments, tasks for today and any impediments to be addressed
- Scrum Master should track the status through burn-down charts to understand the status and any risk in accomplishing the sprint timelines/ release timelines.
- Update the details in weekly status report and share it with the team including leadership who are not part of the daily stand-up meetings.
- Scrum Master should ensure that for all the meetings the team should create and circulate the minutes of meeting. Some of the instances of MOM as mentioned below
    - Sprint Planning
    - Sprint Review with Other stakeholders
    - Any other technical / critical meetings with product owner
    - Product Demo
    - Sprint Retrospective

4.3. Story Board

- Team should update the tasks status regularly in the sprint backlog using the following tags
    - To do
    - In Progress
    - Tested
    - Done
    - Removed
- Scrum Master should ensure that the Story Board (In Sprint Backlog) will be updated before the weekly review with the team and include same details in the status report.
- Scrum Master along with the team should go through the status of user stories and tasks.
- Scrum Master will go through the burn-down charts to understand how much completed, how much work is left and is there any risk in completing the stories as agreed in the sprint timeline.
- Scrum Master should send the MOM after the meeting including any action items came out during the meeting.

4.4. Sprint Review / Demo

- At the end of each sprint a demo is planned by the scrum master with the product owner and team to show the working software that was completed during the sprint.
- Product owner will review the features and match with the user stories definition of done / acceptance criteria to check the requirements were met as planned during the sprint.
- The team should verify the status of tasks as well as sprint against the definition of done and sprint goals as defined in the sprint planning before the Demo.
- Product owner should review the user stories completed with the team and provide the feedback
- Log and track any issues reported by the product owner and close them as appropriate
- Update the sprint backlog/product backlog with any changes suggested and update the status of user stories.

4.5. Sprint Retrospective

- Plan for sprint retrospective meeting after the Sprint Review from product owner. Stakeholders who should be part of the meeting includes DM (Optional), Scrum Master and the Team. Include any other stakeholders from other functions as appropriate.
- Scrum Master should take the inputs from the team on the learning/mistakes from the sprint that was completed.
- Scrum master should update the sprint retrospective workbook including the metrics and present during the sprint retrospective meeting
- Conduct the sprint retrospective meeting
- Identify the improvement, actions required in the upcoming sprints for more effective delivery
- Publish the retrospective report and action items with the team, track the action items to closure

5. Exit Criteria and Outputs

5.1. Exit Criteria

An exit criterion for this process is when the sprint / release delivered to the customer.

5.2. Outputs

- Sprint Backlog
- Metrics Analysis
- Project Workbook
- Minutes of Meeting
- Status Report

- Burn-down Charts.

6. References

- Templates
  - Sprint Workbook
  - Metrics Analysis Report
  - Project Management Plan
  - Minutes of Meeting
  - Status Report
- Guidelines
  - Agile Methodology Guidelines
  - Project Planning Guidelines
  - Project Monitoring Guidelines
- Procedures
  - Sprint Development Procedure
  - Sprint Management Procedure
  - ePathUSA_Policy