Agile and Scrum Cheat Sheet

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Who is The ScrumMaster?

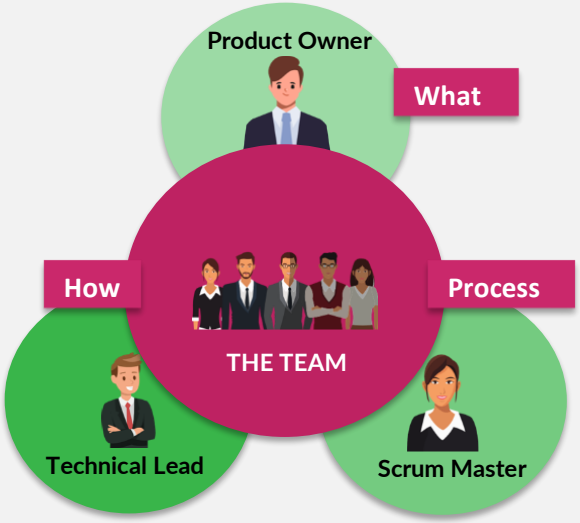
- Accountable for the **Process**
- Builds **empowered self organizing** teams
- Is a **Servant Leader**
- Removes **impediments**
- Creates **visibility**, **measurement**, **accountability** and fun
- Strong **facilitator**
- Encourages **collaboration and** open **communication**

Who is The Product Owner?

- One Person , accountable for **Backlog** and **Scope**
- **Prioritizes** the backlog
- Communicates the **Vision** of the product
- Defines **conditions of satisfaction**
- **Accepts/rejects** stories
- **Accountable** for project success
- Accountable for **ROI**
- Helps define **'Done'**
- Solicits **Customer** and

Who is The Team?

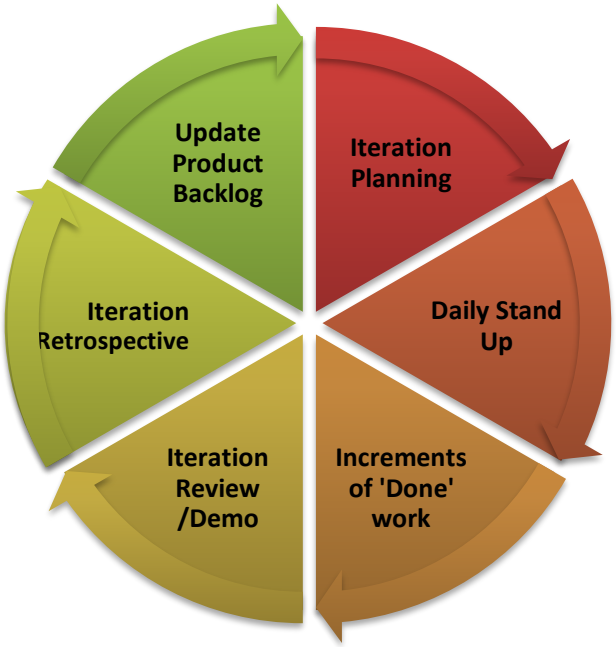
- Cross-functional team accountable for **delivering business value** iteratively
- **Engaged**, **Motivated**, **Self Organizing**, **Collaborative**
- **Commits** to work
- **Inspects** & **Adapts**
- **Plans** and **re-plans**
- Delivers **'Done'** stories each iteration
- Uses TDD, Automation and Best Practices



Glossary

BACKLOG: one list containing all stories
RELEASE PLAN: rough schedule of iterations
RELEASE: Moving 'Done' stories to production
BURN UP CHART: demonstrates visually how many points the team got 'Done'
VELOCITY: how many points the team got 'Done' in an iteration.
STORY: a description of a small valuable customer requirement
FEATURE/THEME: grouping of related stories
TASKBOARD: where the team tracks their tasks visibly.
SCRUM MASTER: owns the process, leads the team by empowering them, removes impediments, tracks progress.
TEAM: cross-functional group working together to get a story 'Done'.
STORY POINTS: a relative measure of complexity for a story.

The Iteration/Sprint Cycle

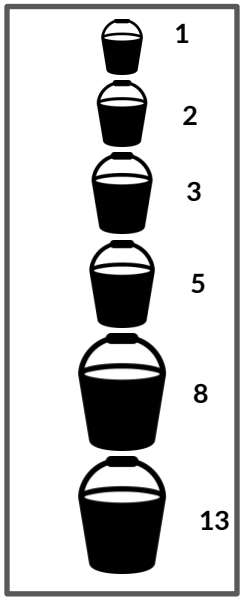


Story Format: 'As a <role> I want to <action> so that

A Story Should Be:

- Understandable
- Independent
- Negotiable
- Valuable
- Estimatable
- Small
- Testable

Story Points



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