

AGILE PROJECT MANAGEMENT

CEREMONIES

Ceremonies are events derived from the practice of Scrum which is an iterative, time-boxed approach to implementing agile

Ceremonies are focused on Sprints (a time-boxed period)

"**Sprint**" is a scrum-specific term

Other forms of agile use the more generic term "**iteration**" to indicate a time-boxed period of development

The most common Ceremonies are:

Sprint Grooming

The product owner is responsible of this event

The goal is to translate the product vision in the product development with constant reference to the market and with the customer

The list of sprint is during this event organized using feedback from users and the development team to define priorities and keep the list clean and ready to be worked on at any given time

The most common Ceremonies are:

Sprint Grooming

Sprint Planning

The work for the current sprint is planned during this event

The responsibility is of the entire development team

This meeting is led by the scrum master and is where the team decides on the sprint goal
Specific use stories are then added to the sprint from the product backlog

These stories always align with the goal and are also agreed upon by the scrum team to be feasible to implement during the sprint

The most common Ceremonies are:

Sprint Grooming

Sprint Planning

Daily Stand-up

This is a daily meeting which should be:

- Very short (15 minutes would be the best practice)
- To happen at the same time (usually mornings) and place
- To be kept simple
- The goal is for everyone on the team to be on the same page, aligned with the sprint goal, and to get a plan out for the next 24 hours

The most common Ceremonies are:

Sprint Grooming

Sprint Planning

Daily Stand-up

Iteration review

This is also called Sprint review

It has to be conducted at the end of each sprint

The team gets together for an informal session to view a demo of the deliverable and do some considerations

A feedback is requested to the stakeholders for the items/requirements/features/backlogs that have been marked as 'Done'

After consensus the product owner decides to release the increment

This review meeting is also scheduled when the product owner reworks the product backlog based on the current sprint, which can feed into the next sprint planning session

For a one-month sprint, consider time-boxing your sprint review to a maximum of four hours

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Retrospective

The retrospective is where the team comes together to document and discuss what worked and what didn't work in a sprint, a project, people or relationships, tools, or even for certain ceremonies. The idea is to create a place where the team can focus on what went well and what needs to be improved for the next time, and less about what went wrong.