

# DMAR/PoCRI SCRUM

Rules for how we team work

## Goals:

- Decrease Distractions
- Control Work-in-Progress
- Promote Teamwork
- Improve Efficiency and Throughput
- Decrease Bottlenecks



## 2-week SPRINT Cycle

### Team Meetings

- Sprint Planning Meeting
  - Celebration of Work
  - Retrospective
  - Story point calculations
  - Release of cards into the next sprint
- Daily Stand-Up Huddle
- Discovery Meeting
  - Requirements gathering for incoming work
  - Introduce - Discuss - Develop
- Blameless Post-mortem
  - Assessment of unplanned work cards
  - How can this work be prevented in the future?
  - How can we improve our monitoring?

### Card Requirements for Release

- Single Owner assigned
- Story points
- Labels
- Dates for planned release and completion deadline
- Description with Definition of Done
- To-do list with tasks assigned to individual people

### Types of Work

- **User Story** for new features
- **Change** for small changes to existing features
- **Internal Work** for refactors
- **Unplanned** for work released outside of the sprint planning meeting

### Speciality Labels:

- **SWARM** for urgent UNPLANNED cards
- **DISCOVERY** for additional learning and research
- **EXTERNAL DEPENDENCY** for dependencies beyond our control
- **PoCRI/PROM** from PoCRI Learning Meeting/Modification

### The Three Ways: The Principles Underpinning DevOps

- The First Way: Flow/Systems Thinking
- The Second Way: Amplify Feedback Loops
- The Third Way: Culture of Continual Experimentation and Learning

### Story Point Calculations

Sprint start date	Sprint end date	Total points released into this Sprint	Total unplanned work introduced this sprint	Sprint End Date
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2/8/21 to 2/22/22: SP: Planned: X, Unplanned: X (T), X (A)  
Completed: X, X (L.O.) to next Sprint

Total points completed (including unplanned)

Points left over at the end of sprint (target is 0SP)

Monday

**Daily Stand-Up Huddle**  
**Post-Mortem**  
**Discovery Block**

PoCRI PROM Governance I  
Data Engineer Workshop

Tuesday

**Sprint Planning Meeting**  
**Mid-sprint: Daily Stand-Up Huddle**

PoCRI PROM Governance II

Wednesday

**Daily Stand-Up Huddle**

Thursday

**Daily Stand-Up Huddle**

Friday

**Daily Stand-Up Huddle**  
**Discovery Block**

PoCRI PROM Feedback Review