Agile Process_202_Sprint Review Procedure

Last Updated: 02/05/2016

Audience:
CWDS Service Delivery Teams

Frequency:
Each sprint, following sprint planning

After reading this procedure, the audience will be able to understand the procedure for conducting a sprint review, which is an informal meeting with the entire service delivery team to review and demonstrate user stories completed by the development team during the sprint. The purpose of the Sprint Review session is to validate that the user story adds value and to elicit feedback and foster collaboration.

The Sprint Review takes place at the end of the Sprint Execution and is designed to gather actionable feedback on what the service team has completed. At the end of each sprint, a sprint review meeting is held. During this meeting, the service team/development team shows what they accomplished during the sprint.

- Digital Service Teams: Each sprint is required to deliver a potentially shippable product increment. This means that at the end of each sprint, the team has produced a coded, tested and usable piece of software. During this meeting, the Development Team shows what they accomplished during the sprint. Typically this involves reviewing the new features. The goal of a sprint review is not to simply give a demonstration; rather, the goal of the sprint review is to inspect and adapt the product that is being built. The point is not to show that your software works but that it is useful and valuable.

- Non-Digital Service Teams: Each sprint is required to deliver a series of related user stories for a service, process, procedure, standard, etc. At the end of the sprint, the sprint review is meant to validate that the team met their goals and completed the user stories. It may involve a demonstration or training on new processes, procedures, services or standards by the Core Team.

During the sprint review, the team assesses the outcome against the sprint goal determined during the sprint planning meeting. Ideally, the team has completed each product backlog item brought into the sprint, but it's more important that they achieve the overall goal of the sprint.

The sprint review meeting is valuable as it provides an opportunity for the team to show its work directly and inspect the overall roadmap for the product being delivered. It also enables the team to get recognition and enables stakeholders to see immediate progress and provide feedback. The meeting contributes to team morale, keeping the team motivated to try and produce and increase quality work.

The entire team, including both the Scrum Master and the Product Owner, should participate in a sprint review as well as internal and external stakeholders.

Preparation for a sprint review meeting should not take more than a few minutes. The sprint review focuses on demonstrating what the team has done. Knowing the completed user stories and being ready to demonstrate those stories' prepares you to confidently start the sprint review meeting. Although the review may include a demonstration, the focus should be on the conversation, eliciting feedback and collaborating on next steps.

Preparing for the sprint review meeting involves the Product Owner and the team members. The product owner needs to know which user stories the team completed during the sprint. The team members need to be ready to demonstrate what was completed.

- Digital Service Teams: demonstrate a working product, including functionality/features. To demonstrate functionality of the product in the sprint review, it must be complete according to the definition of "done":
    - Developed
    - Tested
    - Integrated
    - Documented
- Non-Digital Service Teams: demonstrate the outcome of the user stories (process, procedure, service, standard, plan, etc.)

The actual sprint review should be brief and informal. It should not include a formal PowerPoint slide deck. The sprint review is not a presentation but a demonstration of what was accomplished in the backlog, what remains and the overall project progress. It should last no longer than an hour for a one (1) week sprint. You can schedule two (2) hours for a 2-week sprint, and so forth.

Sprint Life Cycle Workflow:

IN order to understand the Sprint Review process, it is important to understand where in the life cycle the Sprint Review process is impacted. The Sprint life cycle workflow is listed below and separated into three different components (each of which is governed by a separate procedure):
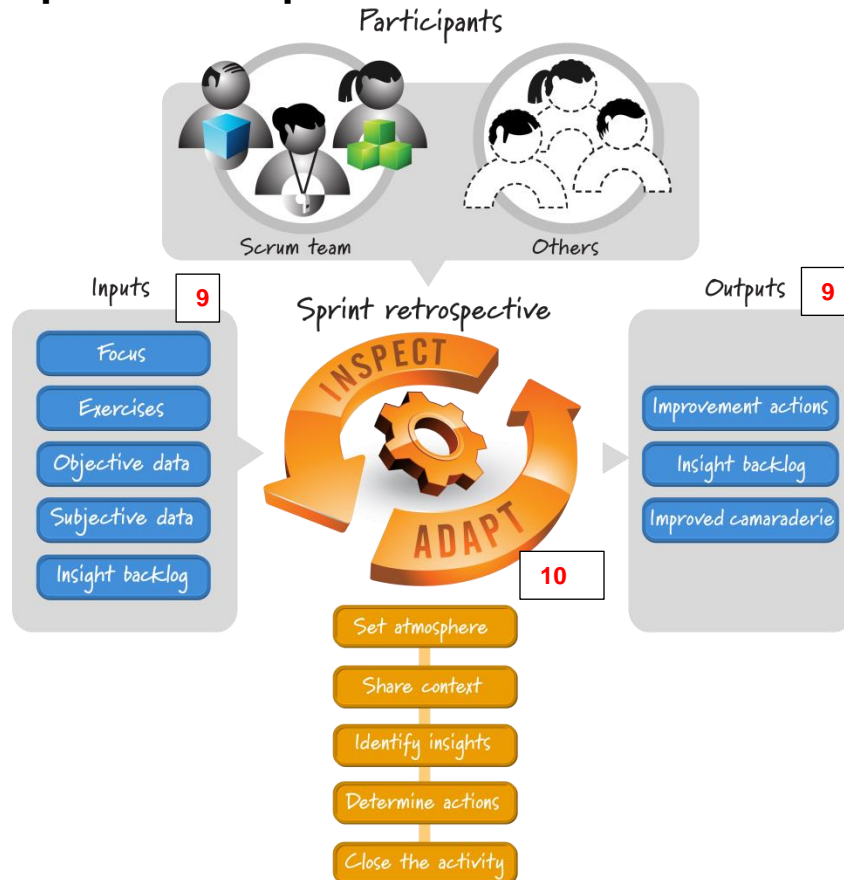
Sprint Review Workflow

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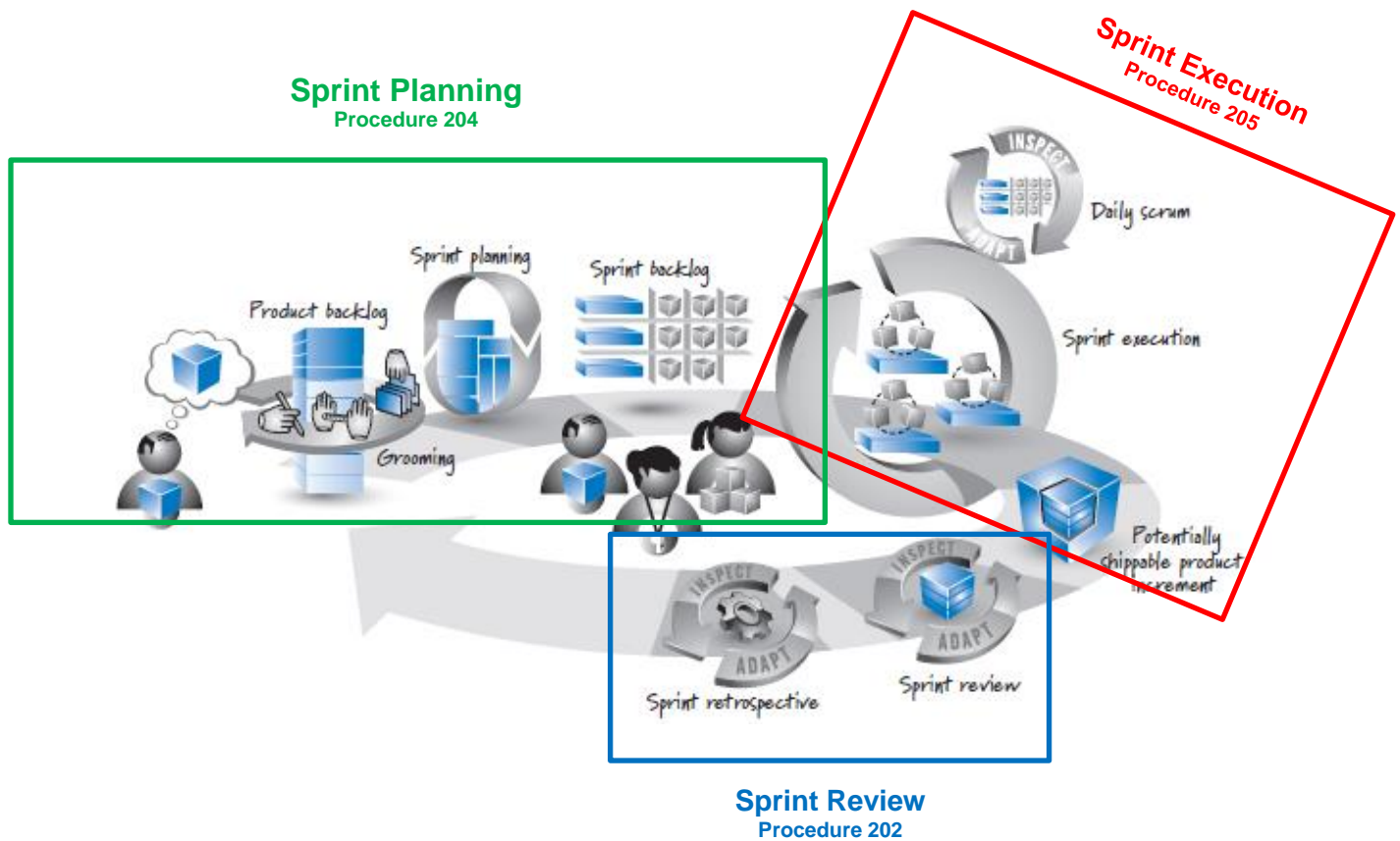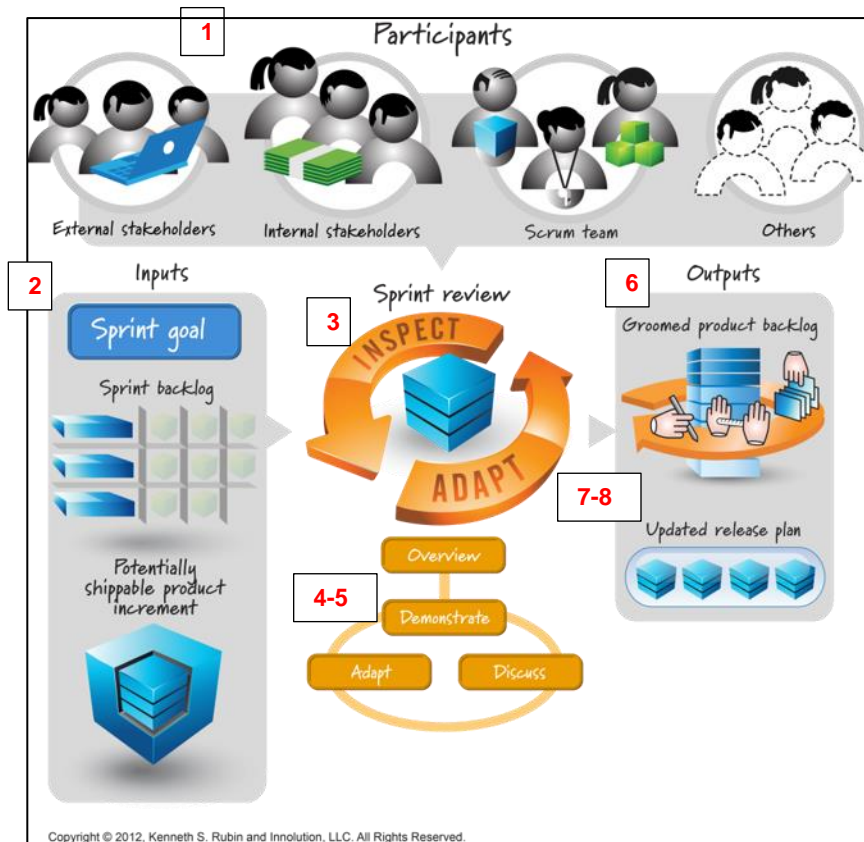
Sprint Review Workflow Steps

Step	Description
1.	After a sprint is completed, a sprint review is scheduled and an invite should be sent to key stakeholders invited by the Scrum Master. The Scrum Master prepares an Agenda (see below)
2.	The inputs to the Sprint Review are the sprint goal and the sprint backlog, which collectively define what the team planned to do this sprint. The Potentially shippable product increment is what the team actually completed.
3.	The Scrum Master facilitates the Sprint Review, but the Product Owner, acting as the true owner of the product, presents the results to the stakeholders and Inspects what has been Done and what has not been Done, Adapting as necessary.

Step	Description
	• What is Done shows completed for the current iteration • What is not Done needs to be moved to the next sprint and may need to be re-evaluated for story point estimation
4.	For Digital Service Teams, the development team demonstrates the work accomplished and any completed features, and answers any questions from the stakeholders.
5.	For Digital Service Teams, the conversation may include how the potential use of the product might have changed and what is the most valuable thing to do next as well as review the timeline, budget, and potential capabilities for the next anticipated release of the product.
6.	The Product Owner discusses the Product Backlog as it stands and then forecasts estimated completion dates based on progress to date. As needed, the Scrum Master grooms and refines the backlog based on this discussion. Any feedback that results in changes to be implemented is a new Product Backlog item – add new features or enhancement requests to the backlog
7.	The entire group collaborates on what to do next, so that the Sprint Review provides valuable input to subsequent Sprint Planning Meetings.
8.	The Backlog is revised with items for the next Sprint, but also may include new items identified to be added to the Backlog
	End of Sprint Review Procedure

Sprint Retrospective Workflow

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Sprint Retrospective Workflow Steps

Step	Description
9.	The last step in the Sprint Review is to conduct a retrospective on the sprint – a sort of lessons learned – that allows you to identify areas of improvement for future sprints. • Inputs can include: objective or subjective data, insight into the backlog, etc. • Outputs can include: improvement actions, insight into the backlog, improved morale, corrective actions, etc.
10.	As the last part of the Sprint Review, the Scrum Master lads the team in a Sprint Retrospective to discuss what went well during the Sprint, what problems it ran

into, and how those problems were solved as part of the Inspect and Adapt cycle. The Scrum Master schedules the Sprint Retrospective – see **Agile Process_100_Retrospective Procedure** for more detail
End of Procedure

Sample Sprint Review Agenda

Goals:

1. Informal Meeting – make it entertaining!
2. Present the work just completed (demonstration)
3. Collaborate and get feedback on work just completed, especially from stakeholders
4. Use work completed and current state of the Product Backlog to collaborate about what to do in the next sprint

Logistics:

1. Time box the meeting to 1 hour per week of sprint length
2. Invite the entire scrum team plus the stakeholders

Agenda:

1. The Scrum Master opens the review and reiterates the purpose

   - Show what the team has built during the last sprint

   - Engage with the audience

   - Collect feedback

2. The Product Owner presents what he wanted to get out of the sprint

   - Describe the sprint goal and why you chose it

   - Explain why it is important for the project and for the company as a whole

   - Give people context about where we're at in the greater scale of things

3. The Scrum Master and/or Development Team presents the sprint

- Tell the story of the sprint: How did it go? Did you have level 3 support incidents? (We handle those in a support work time box) Was anyone sick? New team members? Anything else important?

- Give a status of the sprint and an overview of which stories were finished and which ones weren't

4. The Product Owner discusses current snapshot of the Product Backlog

- Forecast likely completion dates based on assumptions

- Identify what is in the current backlog

- Team provides vital input into the impending sprint planning meeting.