

Scrum - Artifacts Workbook

Definition of Done

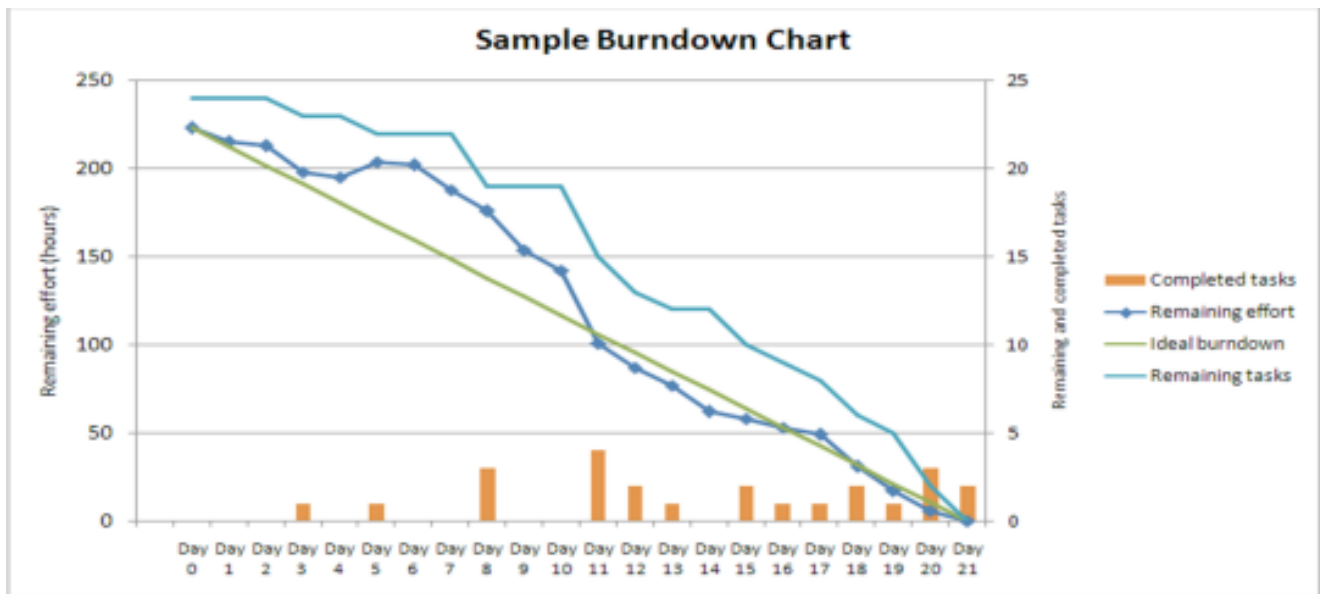
Definition	A well-understood and clearly documented definition of items that must be established to mark a story (or project) to be complete.
Purpose	Getting a story to a completed state per the definition of done should be the goal of a team and should be used as the basis for planning.

Product Backlog

Definition	The Product Backlog is used to document the wants and needs for “stuff.”
Purpose	to represent a specific requirement or unit of work, prioritize it, and track its progress in Agile software development.
Ordering	By prioritizing value to the business, non-value add or less-value add items are eliminated or moved to the bottom of the list
Product Backlog Grooming	Product Backlog is constantly re-evaluated and re-ordered, and items added or removed in a process
Large Items	Large PBI's are called <i>Epics</i> - they are broken down into smaller digestible chunks before being considered for work being done
PBIs	Product backlog item - an entry to the backlog

Sprint Backlog

Definition	<p>An ordered list of requirements that the development team must address during the next sprint.</p> <p>It is pulled from the product backlog and chosen by the development team by the highest priority value.</p>
Purpose	<p>Prioritize the work items based on their importance and value to the project.</p> <p>The development team understands the tasks they need to do with a prioritized plan for accomplishment.</p>
Source of items	Primarily come from the product backlog.
How are items chosen?	<p>Usually arranged according to priority.</p> <p>Chosen by the development team and from the highest priority value.</p> <p>Only choose items in the sprint backlog the amount of work that the team believes they can reasonably accomplish</p> <p>Once chosen, the Sprint backlog list is frozen until the list is completed.</p>
What does value orientation vs. results orientation mean?	<p>Value orientation refers to the mindset or approach where an individual prioritizes principles ethics over tangible results. Results orientation refers to a mindset where achieving specific outcomes or goals takes precedence over the considerations.</p>
Task Board	Sprint backlog is listed on the Task Board
Sprint Backlog Item	Ordered list of requirements



Burndown Chart

Purpose	Shows remaining work in Sprint Backlog.
How is it updated?	Simple view of Sprint progress (daily).
How often is it used?	Assessed daily.
Significance?	Displayed in the common work area.

User Stories

<p>User Story Title</p> <p>As a <user role> I want to <goal> so that <benefit>.</p> <p>Template</p>	<p>Find Reviews Near Address</p> <p>As a typical user I want to see unbiased reviews of a restaurant near an address so that I can decide where to go for dinner.</p>
---	---

Definition	Describes what the user needs to do in the job function.
Purpose	<ul style="list-style-type: none"> -Used as the basis for defining the function of the business system. -Used as a basis for requirements gathering. -Explain the “who”, “what”, and “why” of a requirement.
Format	<p>Often written on small note cards.</p> <ul style="list-style-type: none"> -name -brief narrative -acceptance criteria -any defined conditions
Source	Who: customers / users / backlogs
<p>Attributes for completeness:</p> <p>Should include everything needed for all items of this increment release, including user acceptance testing.</p> <ul style="list-style-type: none"> - Name - Brief narrative - Acceptance criteria - Any defined conditions 	<p>What is the definition of done:</p> <p>Well understood and clearly documented definition of items that must be established to mark a story to be complete. Getting a story to completed state per definition of done should be a goal of a team and should be used as basis for planning</p>

Estimation

Story Points	<p>Choosing enough work to fill up a full sprint:</p> <ul style="list-style-type: none"> • Based on relative effort. • Show only the relative size of the item - not the time to complete. • Teams pick a simple, agreed-upon basis. <p>Used for Estimation Activities.</p>
Planning Poker	<p>Based on the Fibonacci Sequence:</p> <p>Each numbered card represents the amount of work the team member believes this item represents</p> <p>Each development team member is issued one set of cards</p> <p>If when hands are shown, there is not a clear agreement on the amount of work involved, high and low bidders will explain why they chose that bid</p> <p>The team will re-vote until they reach a consensus.</p>
Fibonacci Sequence	<p>The Fibonacci sequence is a type series where each number is the sum of the two that precede it.</p>