SCRUM ON A PAGE

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> **Individuals and interactions** over processes and tools
> **Working software** over comprehensive documentation
> **Customer collaboration** over contract negotiation
> **Responding to change** over following a plan ***

That is, while there is value in the items on the right, we value the items on the left more ***

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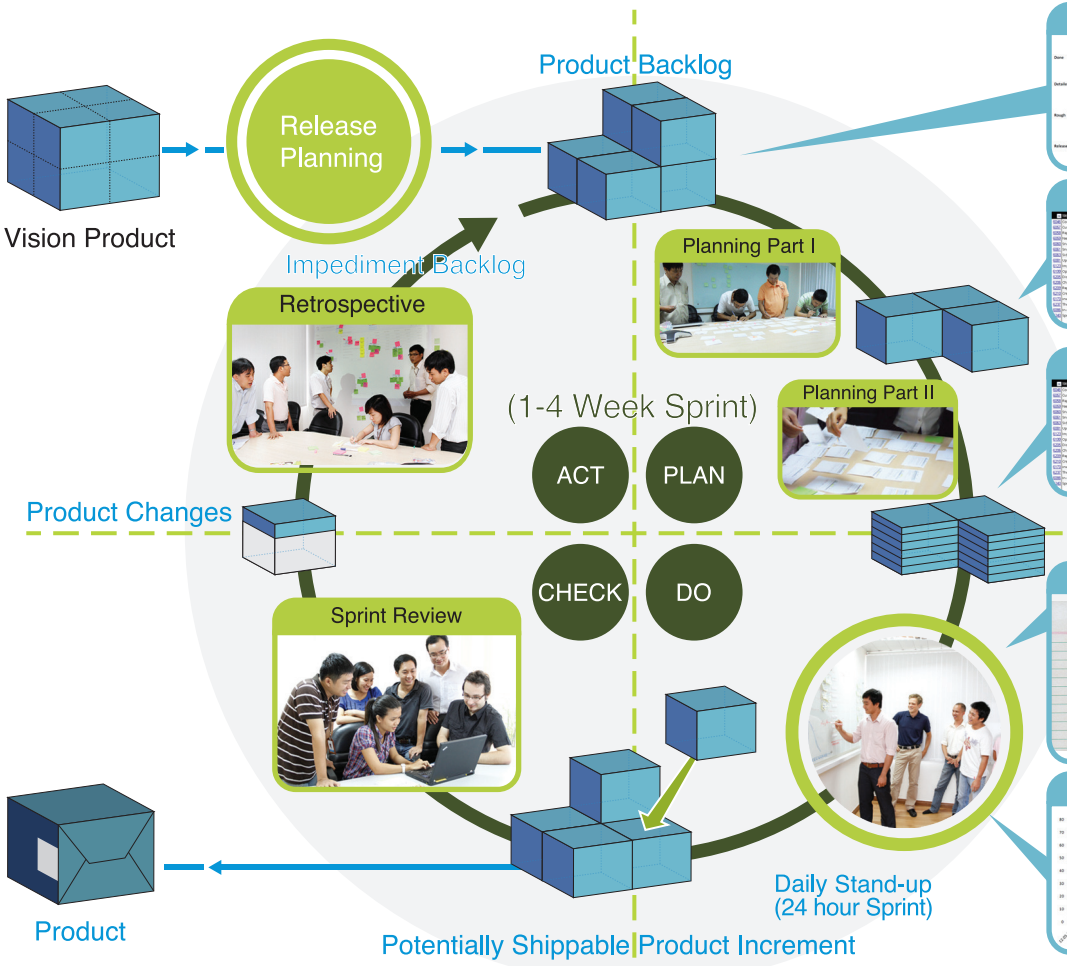
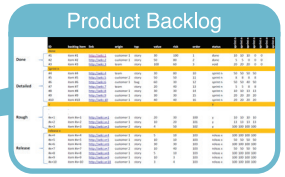
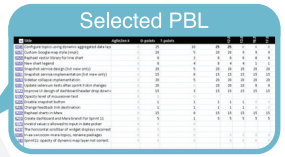
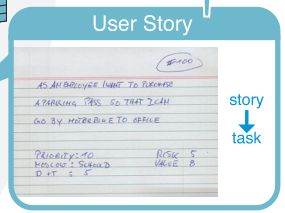
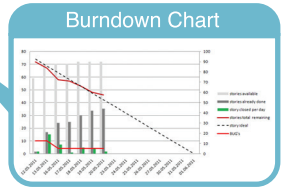
Focusing on your agility











Scrum team

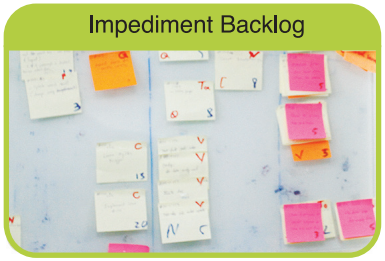
Roles

Product Owner
Product success
- Responsible for the ROI
- Responsible for the product
- Own the Product Backlog

The Team
Feature delivery / report
- Responsible for delivering the potentially shippable product of each Sprint
- Reporting progress base on remaining time
- Organize work
- Own the Sprint Backlog

Scrum Master
Facilitate Scrum Team
- Responsible for increasing productivity
- Responsible for using the Scrum framework
- Own the Impediment Backlog

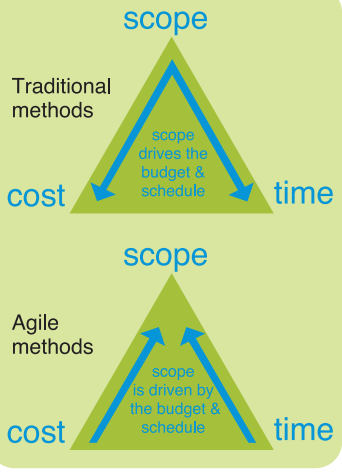
Stakeholder
Observe, advise, support
Can be anybody who is not part of the Scrum Team



Legs
- Transparency
- Inspection
- Adaptation

Values
- Openness
- Courage
- Respect
- Focus
- Commitment

Philosophy
- Deliver early and regularly
- Transparency and honesty
- Time boxed
- Iterative development
- Self management



Meeting	Time Allocation (time boxed)	Frequency	Attendance *
Release Planning	as needed	as needed	
Backlog Grooming	as needed	during the Sprint as needed	
Sprint Planning Part I (what)	max: 2 hours (2 week Sprint)	at the beginning of the Sprint	
Sprint Planning Part II (how)	max: 2 hours (2 week Sprint)	at the beginning of the Sprint	
Daily Stand-up	max: 15 minutes	daily during the Sprint **	
Sprint Review	max: 2 hours (2 week Sprint)	at the end of the Sprint	
Retrospective	max: 2 hours (2 week Sprint)	at the end of the Sprint / after major events	

* Mandatory Mandatory facilitating As needed or service to the Scrum Team ** as needed also twice a day as a Scrum of Scrum together with Stakeholder, Product Owner *** Agile Manifesto 2001. www.agilemanifesto.org

V1.0.2-1

TWO WEEKS SPRINT TIMELINE ACTIVITY

We are uncovering better ways of developing software by doing it and helping others do it. Through this work we have come to value. ***

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What	Planning Meeting 1	Planning Meeting 2	Commitment	Setting the forecast	Backlog Prioritisation	Review Meeting
Strategy Planning	Product Owner	Team (Scrum Master Facilitates)	Team	Product Owner	Product Owner	Team (Scrum Master Facilitates)
Tactical Planning	Team (Scrum Master Facilitates)	Team (Scrum Master Facilitates)	Team	Team (Scrum Master Facilitates)	Product Owner	Team (Scrum Master Facilitates)
When	Sprint Start	Sprint Start	Sprint Start	Sprint Start	Middle of 2nd week	Sprint End
Time Box	2 hours	2 hours	10 minutes	After meeting (by email or personal)	Around 1-3 hours	2 hours
Involved	Team, Scrum Master, Product Owner	Team, Scrum Master	Team, Scrum Master, Product Owner	Product Owner, Stakeholder	Product Owner, Stakeholder	Product Owner, Stakeholder, Team, Scrum Master
Actions	Product Owner will present the maintained Product Backlog. Team get the size of the Stories (L, M, S), get order based on Risk and Customer Value available. Team members will ask clarified Questions	Create initial tasks, make the final Estimation (Planning poker)	Check the velocity with the commitment of Sprint Backlog	Product Owner communicates commitment to Stakeholder	The Product Owner reviews the updated Product Backlog with the Stakeholder. Review the Priority based on MoSCoW	The team will make a live demonstration of all finished features of this Sprint Changes may come out of this meeting and will be added to the Product Backlog. The Product Owner will define which story is finally DONE (based on acceptance criteria and the DoD)
Output	User Stories, Selected potential Product Backlog Items, Acceptance Criteria	Final Sprint Backlog, all initialized Tasks for the upcoming Sprint	Commitment of the Sprint Backlog	Vision	Revise Product Backlog and Release Plan	Customer will accept or reject the presented and demonstrated features

2 WEEKS PERIOD

MON TUE WED THU FRI MON TUE WED THU FRI

Time Line

Current Sprint

Future Sprint

What	Start Workshop	Grooming	Testing, Verifying	Retrospective Meeting
Strategy Planning	Product Owner	Product Owner	Team (Scrum Master Facilitates)	Team (Scrum Master Facilitates)
Tactical Planning	Product Owner	Product Owner	Team (Scrum Master Facilitates)	Team (Scrum Master Facilitates)
When	First week	Second week, before Review	Before Review	Sprint End
Time Box	Depends on the project	Around 1-6 hours (5-15%)	1 Day	1.5 hours
Involved	Product Owner, Stakeholder	Product Owner, Stakeholder, Team	Team (Scrum Master Facilitates)	Team, Scrum Master
Actions	The Product Owner will work together with the Stakeholder to prepare the User Stories. Product Owner and Stakeholder review Product Backlog. They: add, update, modify the new and available stories	The Product Owner should spend 5 to 15% of his time with the Team for review the updated Product Backlog. Team will update the estimation with Points	Team will make a Cross Team Test of all Stories. Another Team member will verify that the Stories finished so far	The Team will identify what was working well and what was not working during the last Sprint. This is the basic for the continuous improvement and increasing the productivity and quality
Output	Story based Clarification at the Product Backlog, Update Priority (MoSCoW)	Update the Product Backlog, get estimation of the whole Product Backlog up to date	A whole tested System, Knowledge exchange	At least 3 impediments will be solved during the next Sprint