

Scrum Checklist

The Bottom Line

If you achieve these you can ignore the rest of the checklist. Your process is fine.

- ☐ Delivering working, tested software every 4 weeks or less
- ☐ Delivering what the business needs most
- ☐ Process is continuously improving

- ☐ Clearly defined product owner (PO)
 - ☐ PO is empowered to prioritize
 - ☐ PO has knowledge to prioritize
 - ☐ PO has direct contact with team
 - ☐ PO has direct contact with stakeholders
 - ☐ PO speaks with one voice (in case PO is a team)
- ☐ Team has a sprint backlog
 - ☐ Highly visible
 - ☐ Updated daily
 - ☐ Owned exclusively by the team
- ☐ Daily Scrum happens
 - ☐ Whole team participates
 - ☐ Problems & impediments are surfaced
- ☐ Demo happens after every sprint
 - ☐ Shows working, tested software
 - ☐ Feedback received from stakeholders & PO
- ☐ Have Definition of Done (DoD)
 - ☐ DoD achievable within each iteration
 - ☐ Team respects DoD

Core Scrum

These are central to Scrum. Without these you probably shouldn't call it Scrum.

- ☐ Retrospective happens after every sprint
 - ☐ Results in concrete improvement proposals
 - ☐ Some proposals actually get implemented
 - ☐ Whole team + PO participates
- ☐ PO has a product backlog (PBL)
 - ☐ Top items are prioritized by business value
 - ☐ Top items are estimated
 - ☐ Estimates written by the team
 - ☐ Top items in PBL small enough to fit in a sprint
 - ☐ PO understands purpose of all backlog items
- ☐ Have sprint planning meetings
 - ☐ PO participates
 - ☐ PO brings up-to-date PBL
 - ☐ Whole team participates
 - ☐ Results in a sprint plan
 - ☐ Whole team believes plan is achievable
 - ☐ PO satisfied with priorities
- ☐ Timeboxed iterations
 - ☐ Iteration length 4 weeks or less
 - ☐ Always end on time
 - ☐ Team not disrupted or controlled by outsiders
 - ☐ Team usually delivers what they committed to
- ☐ Team members sit together
 - ☐ Max 9 people per team

Recommended

Most of these will usually be needed, but not always all of them. Experiment!

- ☐ Team has all skills needed to bring backlog items to Done
- ☐ Team members not locked into specific roles
- ☐ Iterations that are doomed to fail are terminated early
- ☐ PO has product vision that is in sync with PBL
- ☐ PBL and product vision is highly visible
- ☐ Everyone on the team participates in estimating
- ☐ PO available when team is estimating
- ☐ Estimate relative size (story points) rather than time
- ☐ Whole team knows top 1-3 impediments
 - ☐ SM has strategy for how to fix top impediment
 - ☐ SM focusing on removing impediments
 - ☐ Escalated to management when team can't solve
- ☐ Team has a Scrum Master (SM)
 - ☐ SM sits with the team

- ☐ PBL items are broken into tasks within a sprint
 - ☐ Sprint tasks are estimated
 - ☐ Estimates for ongoing tasks are updated daily
- ☐ Velocity is measured
 - ☐ All items in sprint plan have an estimate
 - ☐ PO uses velocity for release planning
 - ☐ Velocity only includes items that are Done
- ☐ Team has a sprint burndown chart
 - ☐ Highly visible
 - ☐ Updated daily
- ☐ Daily Scrum is every day, same time & place
 - ☐ PO participates at least a few times per week
 - ☐ Max 15 minutes
 - ☐ Each team member knows what the others are doing

Scaling

These are pretty fundamental to any Scrum scaling effort.

- ☐ You have a Chief Product Owner (if many POs)
- ☐ Dependent teams do Scrum of Scrums
- ☐ Dependent teams integrate within each sprint

Positive Indicators

Leading indicators of a good Scrum implementation.

- ☐ Having fun! High energy level.
- ☐ Overtime work is rare and happens voluntarily
- ☐ Discussing, criticizing, and experimenting with the process

PO = Product owner SM = Scrum Master PBL = Product Backlog DoD = Definition of Done