Scrum - Rituals Workbook

Iterative Time-box Activities

Analyze
Design
Construct
Integrate
Test

Quality of an Iteration

Iteration 1..2..3…()

Quality of Outcome Determination

Increment (Product)

Sprint definition
Heart of scrum , one month or less, time box for creating an increment, and the team determines the length based upon their belief of what would work best to enhance team productivity.

Determination of length of sprint.

2-4 weeks short and consistent duration, goal should not be altered after sprint begins. Attempts to reach the end of state specified by Definition of Done. Recurring timeframe could be changed only for a very good reason.

Sprint Rituals

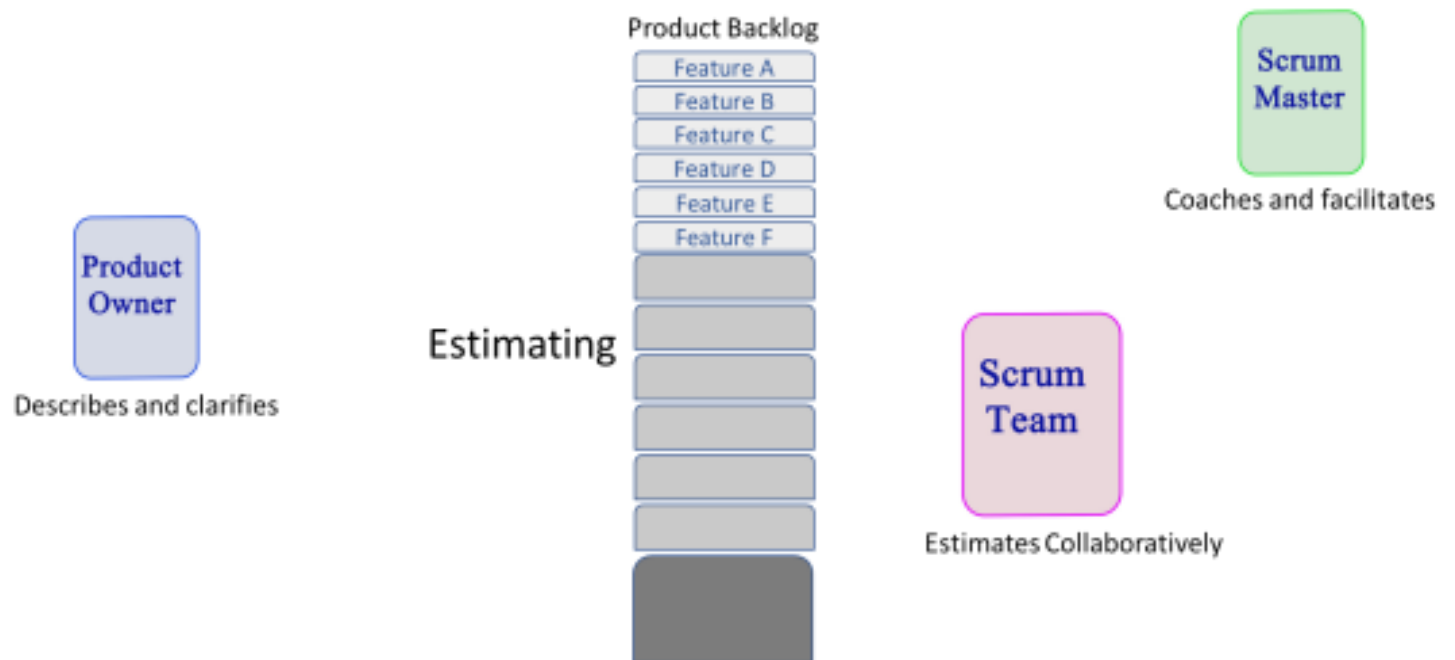|	
• Sprint Planning Meeting • Daily Stand ups • Development work • Sprint Review • Sprint Retrospective	• Beginning of every sprint • Designated time every day • Team members perform work day to move sprint forward towards achieving the sprint goal • Schedules meeting where the completed increment is demonstrated to stakeholders and feedback about increment viability is received by the team • Final meeting of a sprint where team evaluate how well they performed as a team in this point. The goal of this meeting is to look for ways that the team can improve their productivity and increase their velocity.
Estimation	Act of determining the size of something In scrum estimating helps set expectations as to amount of work that can be performed or the length of time until something is finished.

3 types of estimation	When this occurs	Unit of measure

Relative Estimates	Consensus	Precision
Portfolio Backlog	Product Backlog	Sprint backlog

Scrum Roles Involved in Estimation

Product Backlog
Feature A
Feature B
Feature C
Feature D
Feature E
Feature F

Estimating

Product Owner
Describes and clarifies

Scrum Master
Coaches and facilitates

Scrum Team
Estimates Collaboratively

Planning Poker   Triangulation

Ideal day / Ideal hour

focus on task; no interruptions.

Constantly able to focus; No interruptions.

Problems with Ideal estimation

There is not a clear agreement on amount of work involved, then high and low bidders will explain why they chose that bid.

Daily Standup

Purpose

to gather information and plan time and conflict resolve from previous meeting

3 Questions

What did you do since last meeting ?

What are you planning to do before the next meeting?

Do you experience any obstacles?

Rules

Adapt the plan for the next 24 hours to ensure that we move forward toward a successful increment.

Pair Programming

- Collective Code Ownership
  - All team members understand the code
- Two team members; one task.
  - Driver and navigator
- Constant Reflection
- Reduction of noise

Sprint Review Meeting

- Informal; no PowerPoints
- Demo meeting
- 4 hours max
- Elicit feedback
- Foster collaboration
- Story of the journey

Participants
Scrum team, product owner, scrum master

Timing
4 hours

Location
coffee shop, zoom meeting. Next to scrum objectives

Expected Outcomes
Recognize sprint options and have a fleshed outcome of the daily sprint

Sprint Retrospective Meeting
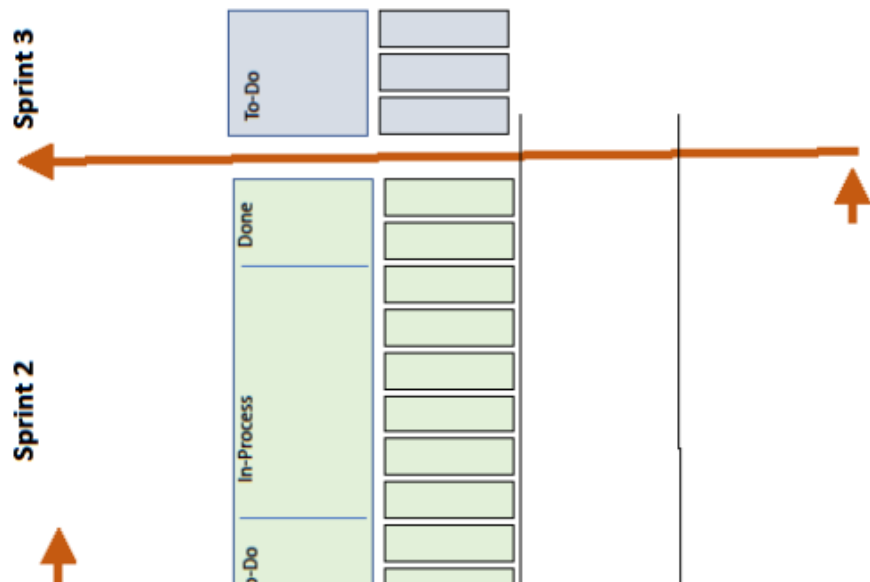
Last activity of sprint
3 hours max

Reflect on sprint
Improvements of process for future
Review definition of done

Ritual Timing

Sprint Duration	1 month
Daily Stand-up	15 minutes
Spring Planning	8 hours
Spring Review	4 hours
Sprint Retrospective	3 hours

Sprint 3

To-Do

Done

In-Process

Sprint 2

Do

Scrum Process Cheat Sheet

Scrum Roles

Scrum Team

Product

Key Artifacts

Product Backlog
- Requirements – user stories
- Desired work
- Prioritized by Product Owner
- Anybody can add to it

Sprint Goal
- Summary of work focus in Sprint
- Declared by Product Owner
- Accepted by team

Sprint Backlog

Ceremonies

Sprint Planning
- Hosted by Scrum Master.
- Highest priority items from Product Backlog become Sprint Backlog.
- Estimate Sprint Backlog by effort.
- Work Breakdown.
- Declare Sprint Goal.

Daily Standup/Daily Scrum
- Hosted by Scrum Master
- 15 mins – same time each day.
- Not for problem solving.
  - 1) What did you do?