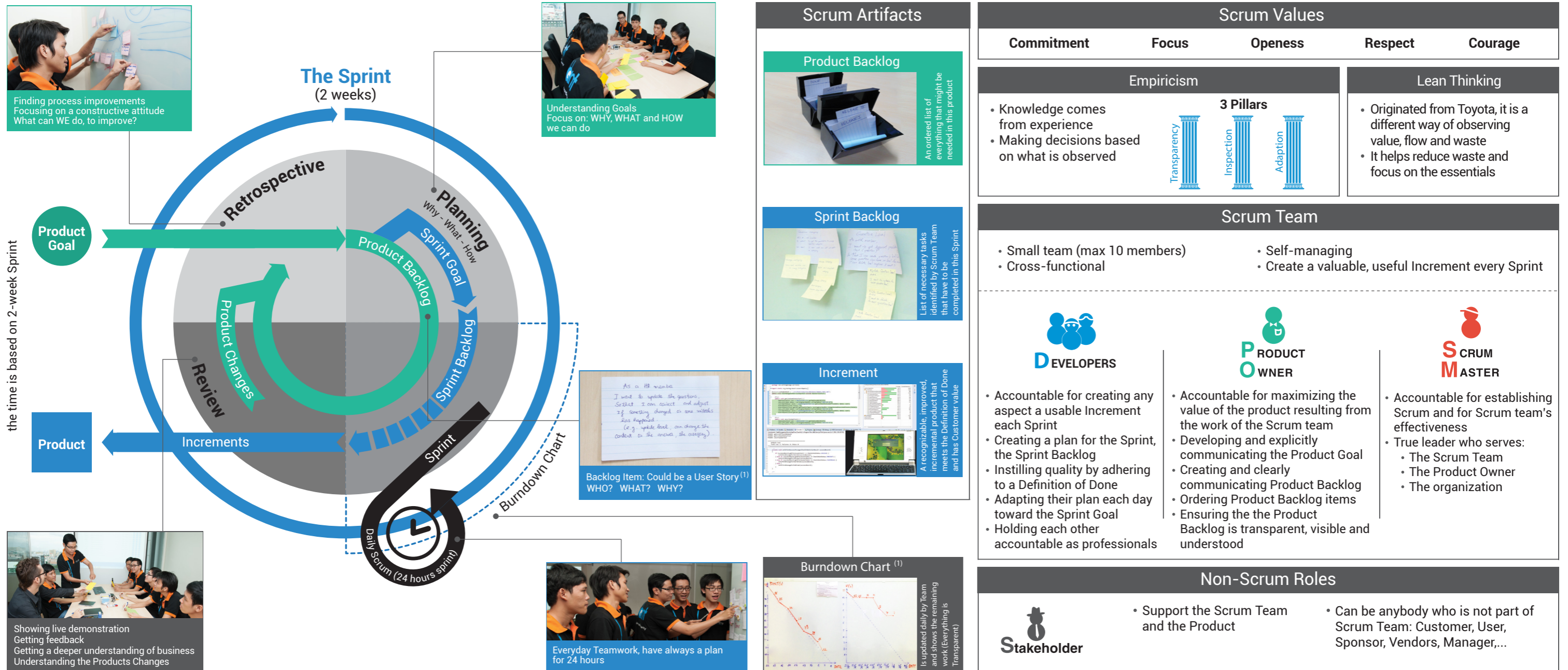


# SCRUM ON A PAGE



Scrum Events	Time Box	Participation
Sprint Planning (Why - What - How)	4 hours	Developers, Product Owner, Scrum Master
Daily Scrum	15 minutes	Developers
Sprint Review (should be with Stakeholders)	2 hours	Developers, Product Owner, Scrum Master, Stakeholders
Sprint Retrospective	1.5 hours	Developers, Product Owner, Scrum Master

<sup>(1)</sup> Good practices, not part of Scrum

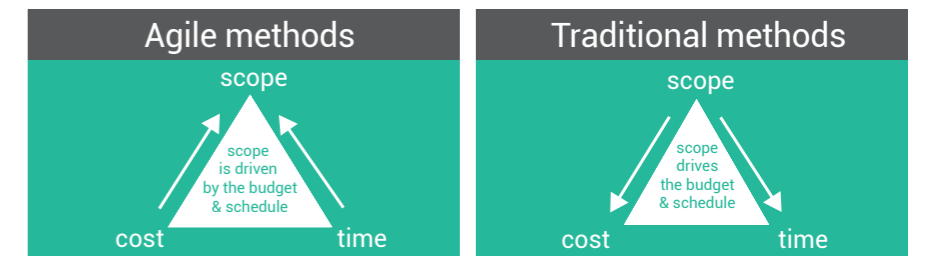
“ We are uncovering better ways of developing software by doing it and helping others do it. Through this work we have come to value:

- 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. ”

Agile Manifesto 2001, www.agilemanifesto.org

- ### Agile Approach
- Value focus
  - Respect people
  - Improve quality
  - Empirical approach for complex work
  - Interactive & incremental delivery
  - Fast feedback loops
  - Avoid over-engineering
  - Continuous improvement
  - Iterative, incremental delivery
  - Time-box



# TWO-WEEK SPRINT TIMELINE ACTIVITY

	Sprint Planning	Daily Scrum	Sprint Review	Sprint Retrospective
What				
When	Sprint start	Every day	Sprint end	Sprint end
Time Box	4 hours	15 minutes	2 hours	1.5 hours
Purpose	Plan for the Sprint	Re-plan Sprint's work	Inspect the outcome of the Sprint and determine adaptations	Plan ways to increase quality and effectiveness
Actions	<p>Address 3 topics:</p> <ul style="list-style-type: none"> <li>Why is this Sprint valuable? Define Sprint Goal</li> <li>What can be Done this Sprint? Select items from Product Backlog. Forecast based on past performance, upcoming capacity, Definition of Done</li> <li>How will the chosen work get done? Plan the work necessary, often done by decomposing Product Backlog items into smaller work items of one day or less</li> </ul>	<ul style="list-style-type: none"> <li>Inspect progress toward Sprint Goal</li> <li>Adapt the upcoming planned work (including impediment removal)</li> </ul>	<ul style="list-style-type: none"> <li>Present the results of their work to key stakeholders</li> <li>Discuss progress toward Product Goal</li> <li>Collaborate on what to do next</li> </ul>	<ul style="list-style-type: none"> <li>Inspect how last Sprint went with regards to individuals, interactions, processes, tools and their Definition of Done</li> <li>Discuss what went well, what problems encountered and how they were solved</li> <li>Identify the most helpful changes to improve team's effectiveness</li> </ul>
Output	<p>Sprint Backlog:</p> <ul style="list-style-type: none"> <li>Sprint Goal</li> <li>Product Backlog items selected for the Sprint</li> <li>The plan for delivery (often small work items of one day or less)</li> </ul>	Adapted Sprint Backlog	Adjusted Product Backlog	Most impactful improvements are addressed or added to the Sprint Backlog for the next Sprint



**2**  
- Week  
Sprint

**Current Sprint**  
**Preparation for next Sprint**

SCROOL: Scrum Tool

Available on the App Store

	Kick-off Workshop <sup>(1)</sup>	Product Backlog Refinement	Pair work <sup>(1)</sup>
What			
When	Once at the beginning of the Product development	During the Sprint - ongoing activity	During the Sprint
Time Box	Depends on the product		Depends on the team
Purpose	Build up initial Product Backlog	Get Product Backlog items ready for selection in a Sprint Planning event	Increase software quality, team flow and have knowledge sharing
Actions	Product Owner works with stakeholders to define Product Vision, strategy and create Product Backlog. Product vision board, user story mapping can be used for this purpose	Break down and further define Product Backlog items into smaller more precise items e.g. adding details such as description, order, size	<p>Driver-navigator style:</p> <ul style="list-style-type: none"> <li>One person is doing and explaining the work (driver)</li> <li>One person is observing and reviewing the work on-the-go (navigator)</li> <li>Switch role regularly</li> </ul>
Output	Initial Product Backlog		

<sup>(1)</sup> Good practices, not part of Scrum