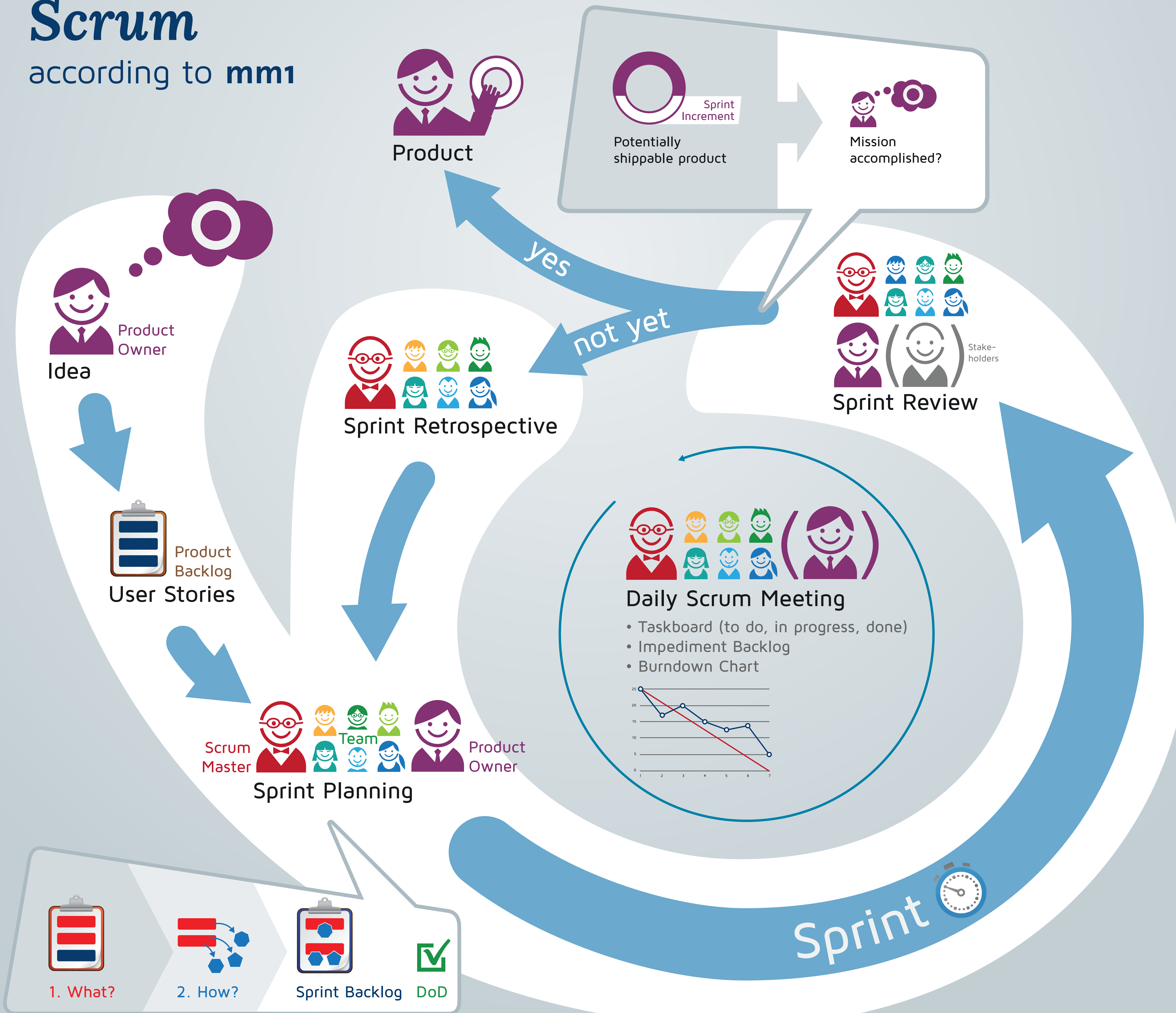


# Scrum

according to mm1



## Roles

- Product owner:** the person responsible for maintaining the product backlog by representing the interests of the stakeholders, ensuring the value of the work the development team does.
- Scrum master:** the person responsible for the scrum process, making sure it is used correctly and maximizing its benefits. Although the designation of a scrum master and its presence in scrum meetings is generally advisable, development teams with a lot of scrum experience may also work without this role.
- Development team:** a cross-functional group of people responsible for delivering potentially shippable increments of the product at the end of every sprint.
- Stakeholders:** the people enabling the project. They are only directly involved in the process during the reviews. Aside from that, they may solely influence the team by discussing their needs with the product owner. Typically, the main stakeholders are managers, customers and users.

## Artifacts

- Product backlog:** an ordered list of requirements that the team maintains for a product. In Scrum, one should document requirements in 'user story' format. Anyone can edit the backlog, but the product owner is ultimately responsible for ordering the user stories. Stories in the product backlog contain rough estimates of both business value and development effort.
- Sprint backlog:** a list of work the development team must address during the next sprint. The list is created by selecting user stories from the top of the product backlog until the development team feels it has enough work to fill the sprint, keeping in mind the velocity of its previous sprints. The stories/ features are broken down into tasks by the development team. Often an accompanying task board is used to see and change the state of the tasks of the current sprint, like "to do", "in progress" and "done".
- User story:** a description of a certain product feature or behavior, written strictly from the user's point of view. Usually, the product owner writes the user stories.
- Task:** a unit of work, which should be feasible within one working day or less. To implement a user story, you must accomplish all associated tasks.
- Burn down charts:** are publicly displayed charts showing invested and remaining work. The team uses sprint burn down charts to visualize the progress within a sprint. Release burn down charts show the amount of work left to complete the target commitment for a product release.
- Impediment backlog:** a list of current impediments maintained by the scrum master.
- Definition of done:** a checklist of activities required to declare the implementation of a story to be completed. The definition is determined at the beginning of the project but the team can change it at any time.

## Meetings

- Sprint planning 1:** (60 min per sprint week) is held to select the work to be done for the next sprint (the "what"). The product owner explains the stories of the product backlog to the team and answers their question. After the planning, the team should have understood the requirements and its commits the scope for the sprint.
- Sprint planning 2:** (60 min per sprint week) the designing phase for the selected backlog (the "how"). The team discusses a solution for the selected stories and creates according task for each story.
- Daily scrum:** (ca. 15 min) short, time boxed meeting, every day at the same time. Every team member answers three questions:
  - 1) What have I done since yesterday?
  - 2) What am I planning to do today?
  - 3) What are my impediments?
- Sprint review:** (ca. 60 min per sprint week) used to present and review the work that was completed and not completed during a sprint. It should include a demonstration of the realized product increment.
- Sprint retrospective:** (ca. 45 min per sprint week) a reflection on the past sprint used to make continuous process improvements. Two main questions are asked in the sprint retrospective:
  - 1) What went well during the sprint?
  - 2) What could be improved in the next sprint?
- Backlog Refinement:** (max. 60 min) used to introduce and estimate new backlog items and to refine existing estimations as well as acceptance criteria. It is also used to break large stories into smaller ones.

1. What?

2. How?

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