

Scrum Process Mechanics

Roles



Product Owner:
Set priorities



ScrumMaster:
Manage process,
remove blocks

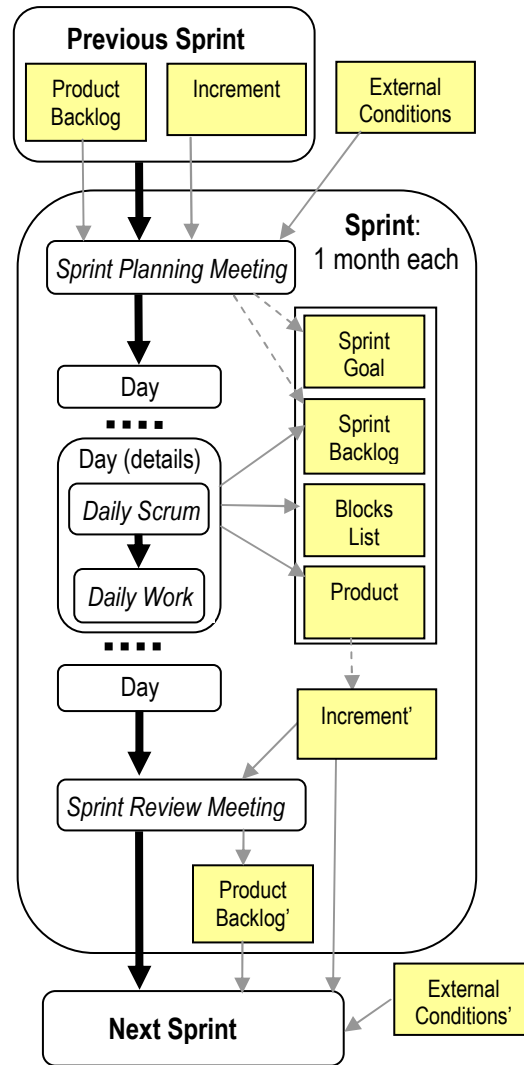


Team Members:
Develop product



Stakeholders:
observe & advise

Sprint Process



Key Meetings

Sprint Review Meeting

- ScrumMaster hosts; all attend. ½ day
- Informal, informational
- Agenda:
 1. Demo and discuss Increment
 2. Hold retrospective
 3. Announce next Sprint Review Meeting

Sprint Planning Meeting

- ScrumMaster hosts; all attend. ½ day
- In: Product Backlog, latest Increment, business and technology conditions
- Creates: Sprint Goal, Sprint Backlog
- Agenda:
 1. Product Owner presents candidate items
 2. Team estimates items and budget
 3. Team selects highest priority items from Product Backlog
 4. Product Owner declares Sprint Goal
 5. Team turns items into new Sprint Backlog

Daily Scrum

- Hosted by ScrumMaster; all attend; Stakeholders observe
- 15 minutes; same time every day
- Each speaker answers:
 1. What did you do yesterday?
 2. What will you do today?
 3. What's in your way?
- Team updates Sprint Backlog; ScrumMaster updates Blocks List

Sprint Cancellation (rare)

ScrumMaster calls, if they feel team cannot meet Sprint Goal.
Ex.: drastic change in environment; inability to address impediments; severe mis-estimation.

Key Artifacts

Product Backlog

- List of requirements & issues
- Owned by Product Owner
- Anybody can add to it
- Only Product Owner prioritizes

Sprint Goal

- One-sentence summary
- Declared by Product Owner
- Mutually acceptable to team and Product Owner
- Creative solutions are welcome

Sprint Backlog

- List of tasks
- Owned by team
- Only team modifies it

Blocks List

- Impediments, blocks, and pending decisions
- Owned by ScrumMaster
- Updated daily

Increment

- Version of the product
- Shippable functionality (tested, documented, etc.)

Visual Feedback

- "Information radiators"
- Ex.: Burndown chart, architecture diagram

