# **Example of running a Sprint** (2 weeks duration)

Week 1 Week 1

F/M/Tu/W/Th/F

Monday Week 2 Use to plan the work for the day ahead. In doing so you may need to check what's been achieved, but this isn't there for a status update from each Developer.

# Sprint Planning

## Good practice

- For a 2-week Sprint, aim for half a day.
- Establishing a Sprint Goal is key – why are you doing this Sprint?
- Form the start of a plan with the developers collectively owning the tasks.

#### Common mistakes

- Sprint Goal being a list of to-do items (that's what, not why).
- Product Owner (or Scrum Master) being seen as the boss and dictating work.
- Developers acting as individuals and not working as a team.

## Creating Increment(s)

# **Daily Scrum**

## The entire point of a Sprint is to create a valuable increment of the Product.

- Think of a Sprint as a vessel to turn an idea into an outcome.
- Multiple increments during the Sprint is great; you don't have to wait until the end of the Sprint to release.
- Finish the work (get it done i.e. meets the Definition of Done no steps are outstanding).
- If you can't get it done in the Sprint, look for the route cause and improve as you go (inspect & adapt).
- Only ever cancel a Sprint if the reason you are doing it becomes obsolete (it's rare) the Product Owner should make this call.

#### Common mistakes

Good practice

- Kidding ourselves that steps in the process are increments (e.g. a design, a plan, a specification) this is just work that is required to get to the useful thing (increment).
- Accepting we can't get work fully done in the Sprint ("that's just how it is in our organisation") learn and improve.
- Thinking Definition of Done defines Scope it's actually a checklist that defines quality standards.

# Refining the Product Backlog

## Good practice

 Ensure time is allocated to refine the Product Backlog items to a point where the team are ok to take them into a Sprint.

### Common mistakes

- There is no "Definition of Ready in Scrum" whether something is ready to be taken into a Sprint should be a judgement, not a process.
- Over analysing as part of Product Backlog Refinement.

# Sprint Review

## Good practice

- Stakeholders present and giving feedback on the increment.
- Collaborate: discuss plans, strategy, ideas etc.
- Include
   Stakeholders who
   understand the
   Product and it's
   usage.

### Common mistakes

- Using the event to show Stakeholders how hard the team are working.
- Stakeholders not present or are there in name only.

# Sprint Retro

Tuesday

Week 2

Sprint Retrospective to give its full title!

## Good practice

- Full team attend including Scrum Master & Product Owner.
- Approach with a mindset of improvement.

## Common mistakes

- Finding excuses for problems.
- Looking for who is at fault.
- Accepting "that's how it is around here".



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