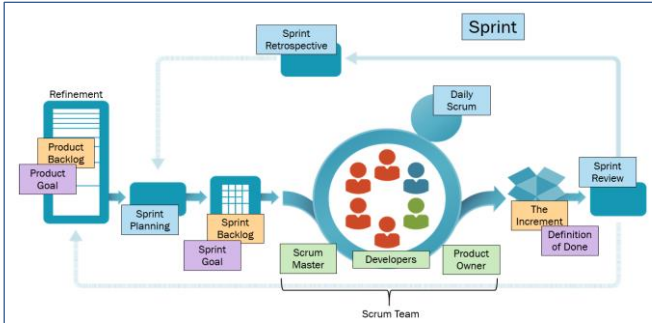


SCRUM SUMMARY



THE SPRINT

A consistent timebox of one month or less. Work on items until “Done” & create a valuable and useful product increment.

During Sprint:

- No changes made to the Sprint Goal
- Endeavour to keep the team stable
- Quality standards (definition of done) not reduced
- The team (PO & Developers) may negotiate the scope
- Only PO can cancel the Sprint
- Next Sprint starts as soon and current one concludes

Event	Timebox	Who	Purpose
Sprint Planning	8 hrs for 1 month sprint, for shorter sprints it's usually shorter	Scrum team	Agree why we are doing the sprint (Sprint Goal) what will be done (items) and how this will be achieved (plan) = Sprint Backlog.
Daily Scrum	15 minutes	Developers	Daily check on progress towards Sprint Goal. e.g. use 3 q's; what did we do yesterday, what will we do today, any impediments?
Sprint Review	4 hours one month, fssius	Scrum team & Stakeholders	Inspect the “Done” increment, current market conditions and release schedule etc. Update the Product Backlog.
Sprint Retrospective	3 hours one month, fssius	Scrum Team	Inspect how the team worked (relationships, processes, tools etc.) Team agrees experiments to try in next Sprint.

+ **Product Backlog Refinement:** PO & Developers spend 10% of Sprint capacity on this to ensure upcoming items are understood & sized.

PRODUCT OWNER

Establishes the Vision
Owns the return on investment
Trusted to make product decisions



SCRUM MASTER

Exposes & removes impediments
Trusted to be fully transparent
Coaches in framework & agility



DEVELOPERS

Deliver outcomes
Own the development work
Trusted as the delivery experts



Scrum Team
(self managing)

PRODUCT BACKLOG

Ordered list of valuable items (PBIs)
1 PO : 1 PB : 1 or more Scrum Teams

SPRINT BACKLOG

The plan to deliver the Sprint Goal
Will change throughout the Sprint

THE INCREMENT

Something that works
The reason we Sprint

PRODUCT GOAL

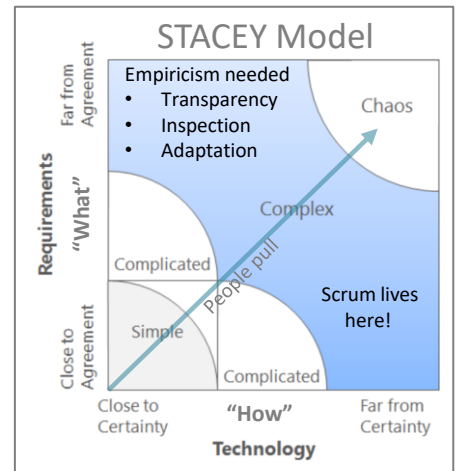
The long term objective for the team
Fulfil or abandon, before taking on the next one

SPRINT GOAL

The objective for the Sprint
Gives purpose, focus and is sacrosanct

DEFINITION OF DONE

Agreed quality standard, look to improve
Reflects releasable and ready to review



Scrum Values

Focus | Respect | Openness | Courage | Commitment

The Manifesto
for Agile
Software
Development



Supported by
12 principles

- 01 Our highest priority is to satisfy the customer through early and continuous delivery of valuable software.
- 02 Welcome changing requirements, even late in development. Agile processes harness change for the customer's competitive advantage.
- 03 Deliver working software frequently, from a couple of weeks to a couple of months, with a preference to the shorter timescale.
- 04 Business people and developers must work together daily throughout the project.
- 05 Build projects around motivated individuals. Give them the environment and support they need, and trust them to get the job done.
- 06 Agile processes promote sustainable development. The sponsors, developers, and users should be able to maintain a constant pace indefinitely.
- 07 Working software is the primary measure of progress.
- 08 The most efficient and effective method of conveying information to and within a development team is face-to-face conversation.
- 09 Continuous attention to technical excellence and good design enhances agility.
- 10 Simplicity – the art of maximizing the amount of work not done – is essential.
- 11 The best architectures, requirements, and designs emerge from self-organizing teams.
- 12 At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behavior accordingly.