Scrum Cheat Sheet

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Product Owner
Owns the Product Backlog

The Product Owner represents the interests of everyone with a stake in the project (Stakeholder) and he is responsible for the final product.

• elicit product requirements
• manage the Product Backlog
• manage the release plan
• manage the Return on Investment

Sprint Planning
Commit the deliverable(s) to the PO

Two part meeting. First, the PO presents the User Stories. Second, when the Team thinks they have enough Stories to start the Sprint, they begin breaking it down in Tasks to fill the Sprint Backlog.

Timebox: 4 hours
Owner: Product Owner
Participants: Team, Scrum Master

Product Backlog
Dynamic prioritized list of requirements

The requirements for the product are listed in the Product Backlog. It is an always changing, dynamically prioritized list of requirements ordered by Business Value. Requirements are broken down into User Stories by the PO.

Prioritize the requirements by playing the Business Value game.

Buy these at www.agile42.com

Scrum Master
Owns the Scrum process

The Scrum Master is responsible for the Scrum process.He ensures everybody plays by the rules. He also removes impediments for the Team. The Scrum Master is not part of the Team.

• manage the Scrum process
• remove impediments
• facilitate communication

Daily Scrum
Inspect and Adapt the progress

In this standup meeting the Team daily inspects their progress in relation to the Planning by using the Burndown Chart, and makes adjustments as necessary.

Timebox: 15 minutes
Owner: Scrum Master
Participants: Team, all interested parties may silently attend.

Burndown Chart
Estimated remaining time of the Sprint

The Burndown chart shows the amount of work remaining per Sprint. It is a very useful way of visualizing the correlation between work remaining at any point in time and the progress of the Team(s).

Use a tool such as Agilo to automatically create the Burndown Chart.

Learn more at www.agile42.com

Team Member
Owns the software

The team figures out how to turn the Product Backlog into an increment of functionality within a Sprint. Each team member is jointly responsible for the success of each iteration and of the project as a whole.

• software quality
• technical implimentation of User Stories
• delivery of functional software increment
• to organize themselves

Retrospective
Maintain the good, get rid of the bad

At the end of a Sprint, the Team evaluates the finished Sprint. They capture positive ways as a best practice, identify challenges and develop strategies for improvements.

Timebox: 2 hours
Owner: Scrum Master
Participants: Team, Product Owner, optionally the PO can invite Stakeholders

Sprint Backlog
List of committed User Stories

The Sprint Backlog contains all the committed User Stories for the current Sprint broken down into Tasks by the Team. All items on the Sprint Backlog should be developed, tested, documented and integrated to fullfil the commitment.

Estimate Story complexity by playing Planning Poker.

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Requirements
Make SMART Requirements: Simple, Measurable, Achievable, Realistic, Traceable.

User Stories
INVEST in User Stores: Independant, Negotiable, Valuable, Estimatable, Small, Traceable.

Tasks
Make sure a Task is TECH. Time boxed, Everybody (can pick it up), Complete and Human-readable.