

Scrum Cheat Sheet

Roles	Meetings	Artifacts	Glossary
<p>Product Owner (PO): Responsible for the product success</p> <ul style="list-style-type: none"> Envisions the product Is the only one responsible for the Product Backlog (items and prioritization) Is responsible for the product's profitability (ROI) Decides on release date and content Accepts or rejects work results Collaborates with both the team and stakeholders 	<p>Sprint Planning Part I: Define "What" to do</p> <ul style="list-style-type: none"> PO presents top priority Product Backlog items Team selects the amount of Backlog for the upcoming Sprint Acceptance criteria are negotiated and clarified Sprint Goal is defined 	<p>Product Backlog: List of desired product features</p> <ul style="list-style-type: none"> Detailed, Emergent, Estimated, Prioritized (DEEP) More detail on higher priority backlog items Maintained by the Product Owner but anyone can contribute One list per product Needs to be groomed every Sprint 	<p>Timebox: A period of time of fixed length which cannot be exceeded.</p>
<p>Team: Responsible for delivering product functionalities</p> <ul style="list-style-type: none"> Self-organizing Cross-functional with no roles Seven plus or minus two Responsible for meeting their commitments Authority to do whatever is needed to meet commitments 	<p>Sprint Planning Part II: Define "How" to do</p> <ul style="list-style-type: none"> Team participates while PO's available Team breaks items into tasks to form the Sprint Backlog Involves detailed design Team makes commitment for the Sprint 	<p>Sprint Backlog: Tasks to turn Product Backlog items into working product functionality</p> <ul style="list-style-type: none"> Made and maintained by the team throughout the Sprint Any team member can add, delete or change the Sprint Backlog Team members sign up for tasks, they aren't assigned The size of a task should be less than 1 day Estimated work remaining is updated daily 	<p>Sprint Taskboard: A board containing the team's Sprint goals, Sprint Backlog and the Sprint Burndown chart. Physical white boards are recommended.</p>
<p>ScrumMaster: Responsible for the success of Scrum</p> <ul style="list-style-type: none"> Enforces the Scrum Rules Facilitates all the Scrum meetings Shields the team from external interference Leads the team to be self-organizing and to continuously improve Coaches the PO on his role Serves the team and PO Removes obstacles Is a change agent 	<p>Daily Scrum: Inspection and adaptation meeting for the Sprint</p> <ul style="list-style-type: none"> 15 minute Daily status meeting Same place and time every day Three questions for everyone What have you completed since last meeting? What will you complete before next meeting? What is in your way? Team updates the Sprint backlog and Sprint Burndown chart Open meeting for all, but only "pigs" can talk 	<p>Sprint Burndown chart: Shows remaining work in a Sprint</p> <ul style="list-style-type: none"> Calculated in hours, task number or story points Updated daily by the team 	<p>Definition of "Done" (DoD): List of development activities required to consider an increment of functionality as "Done".</p>
<p>Scrum flow:</p>	<p>Sprint Review: Inspection and adaptation meeting about the product</p> <ul style="list-style-type: none"> Team presents the "Done" work and "Undone" work Get feedback from the Product Owner and Stakeholders Update Product Backlog and release Burndown chart 	<p>Release Burndown Chart: Shows remaining work in a release</p> <ul style="list-style-type: none"> Calculated in story points Maintained by product owner Updated every Sprint 	<p>Velocity: The rate at which team converts items to "DONE" in a single Sprint – Usually calculated in Story Points.</p>
	<p>Sprint Retrospective: Inspection and adaptation meeting about the process</p> <ul style="list-style-type: none"> Team inspects the last sprint regarding people, relationships, processes and tools Team identifies possible improvements and agrees on the measures for next Sprint 	<p>The 3 pillars of Scrum:</p> <p style="text-align: center; font-size: 1.2em;"> Transparency Inspection Adaptation </p>	<p>User Stories: a short description of a behavior of the system in the point of view of the user. User Story template:</p> <ul style="list-style-type: none"> As a <User>, I want <function> so that <desired result>. In order to <desired result>, as a <user>, I want <function>.
			<p>Story Points: a relative measure of the size of the user stories. Can have different scales, typically Fibonacci sequence as in Planning Poker.</p>
			<p>The 5 Scrum values:</p> <p style="text-align: center; font-size: 1.2em;"> Commitment Focus Openness Respect Courage </p>