

SCRUM – IN SHORT



STAKEHOLDERS



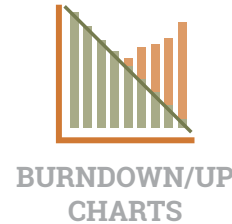
SCRUM MASTER



PRODUCT OWNER



TEAM



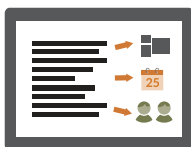
BURNDOWN/UP
CHARTS



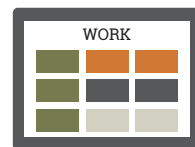
SPRINT REVIEW



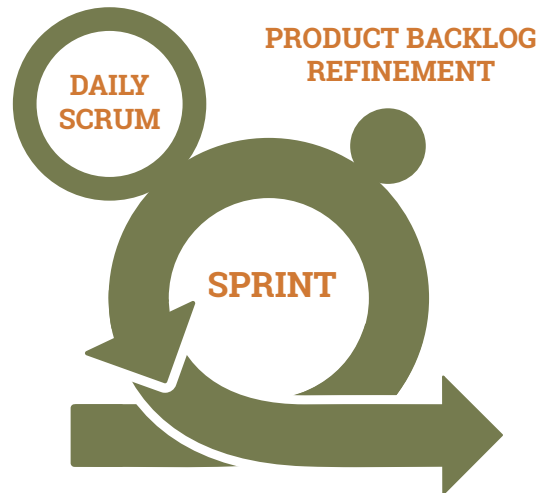
PRODUCT
BACKLOG



SPRINT PLANNING
part 1 and 2



SPRINT
BACKLOG



PRODUCT BACKLOG
REFINEMENT



POTENTIALLY
SHIPPABLE PRODUCT



SPRINT
RETROSPECTIVE

SCRUM

Scrum is an agile framework for managing projects. The Scrum method includes a specific and well-tested process setup, based on dialogue and understanding. Scrum is grounded on team effort and cooperation and has a short decision process when there is a need to react to changes, new challenges or newly discovered knowledge.

SCRUM VALUES

Focus: We focus on a few things at a time and deliver items of value early on in the process.

Courage: We are not alone, and we are able to engage in larger challenges.

Openness: We are aware that it is good and necessary to express whatever worries us, in order to be able to handle it.

Commitment: We are committed to create success because it will influence our own future.

Respect: We respect each other and we help each other deserve that respect.

ROLES

The Scrum Team consists of a Product Owner, a Development Team and a Scrum Master. Together they are responsible for delivering the functionality promised in each Sprint, with the agreed quality and at the agreed time.

PRODUCT OWNER

- The Product Owner is a part of the Scrum Team and acts as the voice of the customer and the users.
- Defines what should be produced and in what order.
- Is responsible to maximising the value of the product and ensures that it is a profitable investment for the company.
- Creates the Product Vision and owns the Product Backlog.



DEVELOPMENT TEAM

- The Development Team executes the practical development work (programmers, designer, testers etc.)
- Consists of all the resources needed to build the final product. Keep in mind that Scrum is the management framework and not the development tool used when developing.
- The Team is self-organised and cross-functional and should consist of 3 – 9 persons.



SCRUM MASTER

- The Scrum Master is responsible for helping the team work in the agile framework and executes the planned meetings (e.g. Sprint Planning and Sprint Review).
- Facilitates the Scrum processes and is responsible for removing obstacles for the Team, when it works to fulfill the demand for deliverables in each Sprint.
- Ensures that the relations in the Team are working well.



ARTEFACTS

Artefacts visualize status and progress. There are three main artefacts in Scrum: Product Backlog, Sprint Backlog and Burndown Chart.

PRODUCT BACKLOG

- The Product Backlog is a prioritized list of all the functionality of the final product. The Product Owner owns the Product Backlog.
- The items in the list can be listed as User Stories or be described in other formats.



SPRINT BACKLOG

- The Sprint Backlog is a list with the functionality that the Scrum Team has committed to deliver in the Sprint. The list is based on the Team's estimates of how much work it requires to produce the individual elements.
- The Development Team owns the Sprint Backlog, which is updated throughout the Sprint, so that it always provides a clear and visible picture of the ongoing work.
- The Development Team can decide to split the items in the Backlog into smaller tasks.



BURNDOWN CHART

- The Burndown Chart is a visual representation of how much work that still needs to be done (vertical axis), related to the time already spent in the project (horizontal axis).
- It can be either a Sprint Burndown Chart or a Product Burndown Chart. It is also possible to create a Burnup Chart, if the Team does not work towards a specific goal.



EVENTS

The Sprint is the heart of Scrum. The Sprint is a timeboxed period of 2 to 4 weeks, where a new Sprint starts immediately after the conclusion of the previous Sprint. During a Sprint a number of Events are held: Sprint Planning, Daily Scrum, Backlog Refinement, Sprint Review and Sprint Retrospective.

SPRINT PLANNING

- The meeting is held at the beginning of each Sprint. The goals and tasks for the Sprint are defined.
- The Team clarifies (together with the Product Owner), which tasks the Team will be working on. Afterwards, the Team plans how they will achieve the goal.



DAILY SCRUM

- The daily standup meeting (15 mins) ensures that everyone is aligned and that the Team is able to reach the goal of the Sprint.
- Each member of the Development Team answers the questions:
1. What did I do yesterday? **2.** What will I do today? **3.** Are there any obstacles?



BACKLOG REFINEMENT

- The Product Backlog is refined and elaborated upon, e.g. with changes of sequence, removal or addition of items, re-writings, re-estimations or splitting of existing items.
- The meeting ensures that the Product Backlog is up to date and relevant with regards to the needs of the customers. It must always contain enough tasks for the next Sprints.



SPRINT REVIEW

- The meeting takes place after each Sprint.
- The Development Team shows what they have achieved in the Sprint, e.g. with a demo. The products are assessed together with the Product Owner and the customer.



SPRINT RETROSPECTIVE

- This Event concludes the Sprint. The Scrum Team takes a joint view at the Sprint.
- The meeting aims to improve the effort and performance of the Team and also introduce new and better ways of working. It can be work processes, communication, internal relations, methods, tools etc.

