

# Roles

## Development Team

Cross-functional group of 3 to 9 people responsible for delivering a **potentially shippable increment** of the product at the end of every sprint.



## Product Owner

The person responsible for maintaining the product backlog by representing the interests of stakeholders, ensuring the **value** of the work the development team does.



## Scrum Master

Person responsible for the Scrum process, maximizing it's benefits by making sure the **framework** is used correctly. Attends events where needed.



## Stakeholders

People **enabling** the project. Directly involved during review and often involved during refinement. Aside from that only discussing their needs with the product owner. The main stakeholders are managers, customers and users.



## Backlog Refinement



During this ongoing process the product owner and development team collaborate to add **detail**, **estimates** and **order** to the items in the product backlog. Items are reviewed and revised. Stakeholders may attend when needed. Backlog refinement usually consumes no more than 10% of the development team's capacity.

# Events

 **Sprint Planning** 

**What:** Select work to be done for the next sprint. Make sure everyone fully understands the requirements.  
**How:** Make a **plan** to execute chosen work. Determine the sprint goal.

 **Sprint Retrospective** 

Time to **inspect** and **adapt** so next sprint will be more effective and enjoyable. Reflect on what went well, think of improvements and create a plan.

 **Sprint Review** 

Informal meeting to **foster collaboration** and get feedback. Review what has been done and talk about the next step to optimise product value. Based on this any change on the product backlog can be made.



## Daily Scrum

In max. 15 minutes we **inspect** yesterday's work, **plan** today's work and **identify** impediments. Every day, same place and time.



A time box is a maximum and relative to the sprint's duration. Except the daily scrum.

## Sprint



Max 4 weeks

# Artefacts

## Product Backlog

Ordered List of everything needed \*  
Single source of requirements \*  
Dynamic \*  
Visible \*  
PO's responsibility \*  
Clear to all involved \*

## Sprint Backlog

Selected for sprint \*  
Forecast \*  
Delivery plan \*  
Real time → To Do | In Progress | Done \*  
Belongs solely to Dev. Team \*

## Increment

Sum of all completed items \*  
Inspectable and 'done' \*  
Step towards a goal \*  
Can be released \*

# Attributes

## Sprint Goal

Objective formed and used by the development team as a guidance of what has to be met at the end of the sprint.

## Tasks

Unit of work, that can be performed a day or less.  
A user story consists of one or more tasks.

## Definition of Done

Shared understanding of activities required to declare the implementation of a user story completed.

## User story

Description of certain product feature or behaviour. Written from user's perspective. Usually written by the product owner.

## Burn down chart

Tool to measure progress towards the sprint goal. This chart displays remaining work vs capacity left.