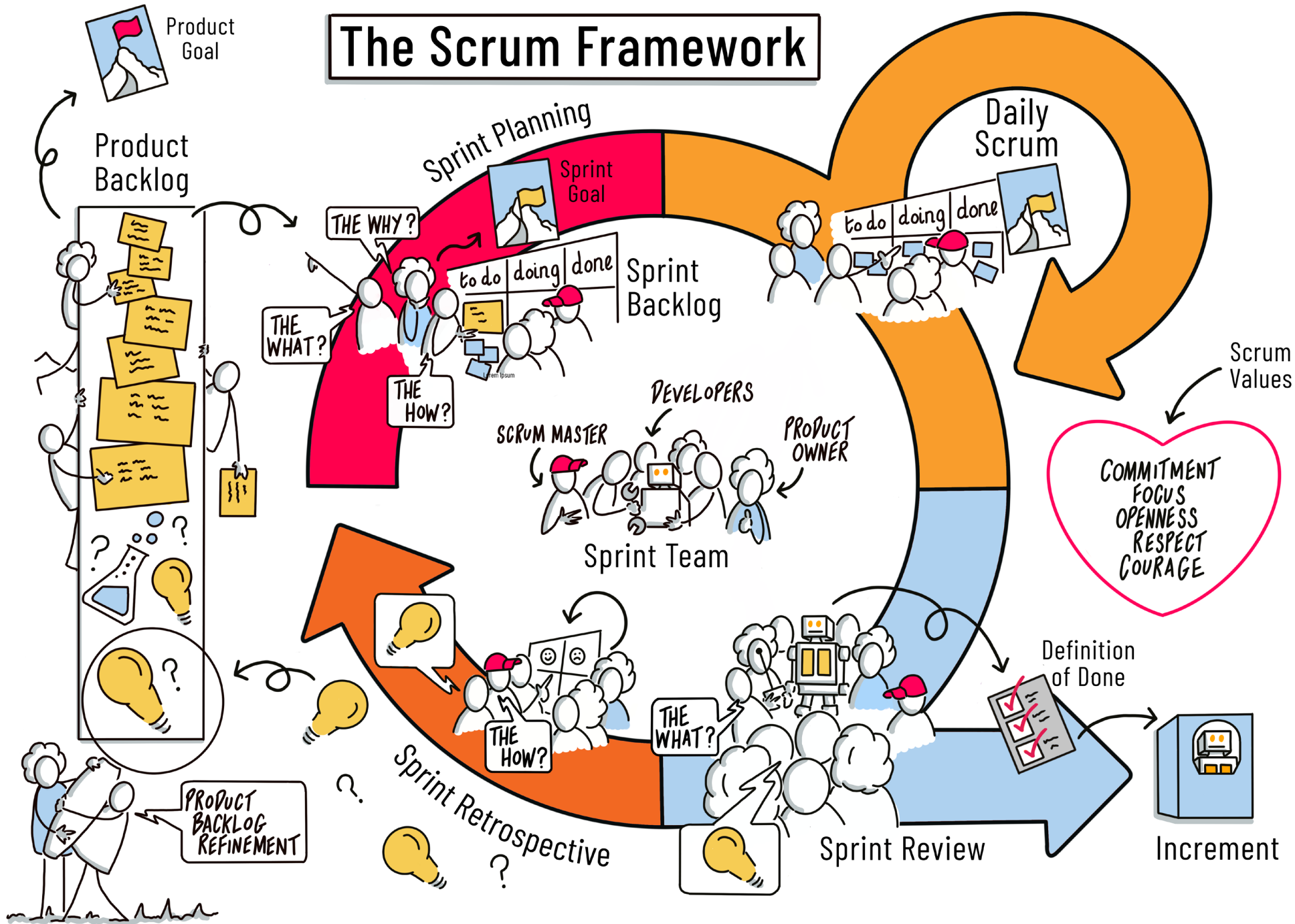


# The Scrum Framework



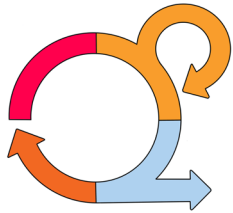
The 2020 Scrum Guide by Ken Schwaber & Jeff Sutherland

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**Scrum Events-** The Sprint itself is a container for the 4 key inspect and adapt events (Sprint Planning, Daily Scrum, Sprint Review and Sprint Retrospective). Sprints contain all of the work necessary to achieve the Product Goal including Product Backlog Refinement.

### The Sprint

1. Sprints are the heartbeat of Scrum, where ideas are turned into value.
2. Is a fixed length event of one month or less to create consistency.
3. Starts immediately after the conclusion of the previous Sprint.



### Sprint Planning

Addresses the following topics:

1. Why is this Sprint valuable?
  - Defining a Sprint Goal.
2. What can be done this Sprint?
  - Selecting items from the Product Backlog.
3. How will the chosen work get done?
  - The plan for delivering the selected items.
4. Timeboxed to a maximum of 8 hours for a 1 month Sprint.

### Daily Scrum

1. To Inspect progress towards the Sprint Goal & adapt the Sprint Backlog as necessary.
2. Improves communications, identify impediments, promote quick decision-making & eliminate the need for other meetings.
3. A 15-minute event for the Developers of the Scrum Team.

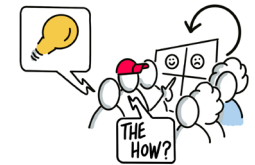


### Sprint Review

1. Review the outcome of the Sprint & determine future adaptations.
2. The Scrum Team presents the results of their work to key stakeholders.
3. The attendees collaborate on what to do next.
4. Timeboxed to a maximum of 4 hours for a 1 month Sprint.

### Sprint Retrospective

1. To plan ways to increase quality and effectiveness.
2. To inspect how the last Sprint went regarding individuals, interactions, processes, tools & their Definition of Done.
3. The team identifies the most helpful changes to improve their effectiveness.
4. Timeboxed to a maximum of 3 hours for a 1 month Sprint.



Sprint Retrospective

## Scrum Artefacts

### Product Backlog

1. It is an emergent, ordered list of what is needed to improve the product.
2. The single source of work undertaken by the Scrum Team.
3. Product Backlog items that can be Done by the Scrum Team within one Sprint are deemed ready.

Product Backlog refinement is the act of breaking down & further defining Product Backlog items into smaller more precise items. This is an ongoing activity to add details, such as a description, order, and size.

### Sprint Backlog

1. Composed of the Sprint Goal (why), a set of Product Backlog items (what) & a plan on delivering them (how).
2. A plan by and for the Developers.
3. Updated throughout the Sprint as more is learned.

### Increment

1. A concrete stepping stone toward the Product Goal.
2. In order to provide value, the increment must be usable.
3. Work cannot be considered part of an increment unless it meets the Definition of Done.

## Commitment

### Product Goal

The Product Goal describes a future state of the product which can serve as a target for the Scrum Team to plan against.



### Sprint Goal

The single objective for the Sprint, providing flexibility in terms of the exact work needed to achieve it.



### Definition of Done

A formal description of the state of the Increment when it meets the quality measures required for the product.

## Scrum Team

Scrum Teams are cross-functional, meaning the members have all the skills necessary to create value each Sprint. They are also self-managing, meaning they internally decide who does what, when, & how. The fundamental unit of Scrum is a small team of people, consisting of one Scrum Master, one Product Owner, & Developers.



### Developers

Committed to creating any aspect of a usable increment in each Sprint. They are accountable for:

1. Creating a plan for the Sprint & the Sprint Backlog.
2. Instilling quality by adhering to a Definition of Done.
3. Adapting their plan each day toward the Sprint.
4. Holding each other accountable as professionals.

### Product Owner

Accountable for maximizing the value of the product resulting from the work of the Scrum Team, including:

1. Developing & explicitly communicating the Product Goal.
2. Creating & clearly communicating Product Backlog items.
3. Ordering Product Backlog items.
4. Ensuring that the Product Backlog is transparent, visible & understood.

### Scrum Master

Accountable for establishing Scrum as defined in the Scrum Guide. They serve the Scrum Team by:

1. Coaching the team members in self-management & cross-functionality.
2. Helping the Scrum Team focus on creating high-value Increments that meet the Definition of Done.
3. Causing the removal of impediments to the Scrum Team's progress.
4. Ensuring that all Scrum events take place & are positive, productive, and kept within the timebox.