

## Scrum Cheat Sheet

Roles	Meetings	Artifacts	Glossary
<p><b>Product Owner (PO):</b> <i>Responsible for the product success</i></p> <ul style="list-style-type: none"> <li>Envisions the product</li> <li>Is the only one responsible for the Product Backlog (items and prioritization)</li> <li>Is responsible for the product 's profitability (ROI)</li> <li>Decides on release date and content</li> <li>Accepts or rejects work results</li> <li>Collaborates with both the team and stakeholders</li> </ul>	<p><b>Sprint Planning Part I:</b> <i>Define "What" to do</i></p> <ul style="list-style-type: none"> <li>PO presents top priority Product Backlog items</li> <li>Team selects the amount of Backlog for the upcoming Sprint</li> <li>Acceptance criteria are negotiated and clarified</li> <li>Sprint Goal is defined</li> </ul>	<p><b>Product Backlog:</b> <i>List of desired product features</i></p> <ul style="list-style-type: none"> <li>Detailed, Emergent, Estimated, Prioritized (DEEP)</li> <li>More detail on higher priority backlog items</li> <li>Maintained by the Product Owner but anyone can contribute</li> <li>One list per product</li> <li>Needs to be groomed every Sprint</li> </ul>	<p><b>Timebox:</b> A period of time of fixed length which cannot be exceeded.</p> <p><b>Chickens:</b> People that are not committed but just involved.</p> <p><b>Pigs:</b> People that are committed.</p>
<p><b>Team:</b> <i>Responsible for delivering product functionalities</i></p> <ul style="list-style-type: none"> <li>Self-organizing</li> <li>Cross-functional with no roles</li> <li>Seven plus or minus two</li> <li>Responsible for meeting their commitments</li> <li>Authority to do whatever is needed to meet commitments</li> </ul>	<p><b>Sprint Planning Part II:</b> <i>Define "How" to do</i></p> <ul style="list-style-type: none"> <li>Team participates while PO's available</li> <li>Team breaks items into tasks to form the Sprint Backlog</li> <li>Involves detailed design</li> <li>Team makes commitment for the Sprint</li> </ul>	<p><b>Sprint Backlog:</b> <i>Tasks to turn Product Backlog items into working product functionality</i></p> <ul style="list-style-type: none"> <li>Made and maintained by the team throughout the Sprint</li> <li>Any team member can add, delete or change the Sprint Backlog</li> <li>Team members sign up for tasks, they aren't assigned</li> <li>The size of a tasks should be less than 1 day</li> <li>Estimated work remaining is updated daily</li> </ul>	<p><b>Sprint Taskboard:</b> A board containing the team's Sprint goals, Sprint Backlog and the Sprint Burndown chart. Physical white boards are recommended.</p> <p><b>Definition of "Done" (DoD):</b> List of development activities required to consider an increment of functionality as "Done".</p>
<p><b>ScrumMaster:</b> <i>Responsible for the success of Scrum</i></p> <ul style="list-style-type: none"> <li>Enforces the Scrum Rules</li> <li>Facilitates all the Scrum meetings</li> <li>Shields the team from external interference</li> <li>Leads the team to be self-organizing and to continuously improve</li> <li>Coaches the PO on his role</li> <li>Serves the team and PO</li> <li>Removes obstacles</li> <li>Is a change agent</li> </ul>	<p><b>Daily Scrum:</b> <i>Inspection and adaptation meeting for the Sprint</i></p> <ul style="list-style-type: none"> <li>15 minute Daily status meeting</li> <li>Same place and time every day</li> <li>Three questions for everyone                             <ul style="list-style-type: none"> <li>What have you done since last meeting?</li> <li>What will you do before next meeting?</li> <li>What is in your way?</li> </ul> </li> <li>Team updates the Sprint backlog and Sprint Burndown chart</li> <li>Open meeting for all, but only "pigs" can talk</li> </ul>	<p><b>Sprint Burndown chart:</b> <i>Shows remaining work in a Sprint</i></p> <ul style="list-style-type: none"> <li>Calculated in hours, task number or story points</li> <li>Updated daily by the team</li> </ul>	<p><b>User Stories:</b> 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"> <li>As a &lt;User&gt;, I want &lt;function&gt; so that &lt;desired result&gt;.</li> <li>In order to &lt;desired result&gt;, as a &lt;user&gt;, I want &lt;function&gt;.</li> </ul>
<p><b>Scrum flow:</b></p>	<p><b>Sprint Review:</b> <i>Inspection and adaptation meeting about the product</i></p> <ul style="list-style-type: none"> <li>Team presents the "Done" work and "Undone" work</li> <li>Get feedback from the Product Owner and Stakeholders</li> <li>Update Product Backlog and release Burndown chart</li> </ul>	<p><b>Release Burndown Chart:</b> <i>Shows remaining work in a release</i></p> <ul style="list-style-type: none"> <li>Calculated in story points</li> <li>Maintained by product owner</li> <li>Updated every Sprint</li> </ul>	<p><b>Story Points:</b> a relative measure of the size of the user stories. Can have different scales, typically Fibonacci sequence as in Planning Poker.</p>
	<p><b>Sprint Retrospective:</b> <i>Inspection and adaptation meeting about the process</i></p> <ul style="list-style-type: none"> <li>Team inspects the last sprint regarding people, relationships, processes and tools</li> <li>Team identifies possible improvements and agrees on the measures for next Sprint</li> </ul>	<p><b>The 3 pillars of Scrum:</b></p> <p style="text-align: center; font-size: 2em;"><b>Transparency</b></p> <p style="text-align: center; font-size: 2em;"><b>Inspection</b></p> <p style="text-align: center; font-size: 2em;"><b>Adaptation</b></p>	<p><b>Velocity:</b> The rate at which team converts items to "DONE" in a single Sprint – Usually calculated in Story Points.</p>