

Scrum Events Overview



Event	Sprint Planning	Daily Scrum	Sprint Review	Sprint Retrospective
Purpose	<p>Why</p> <ul style="list-style-type: none"> <input type="checkbox"/> Product Owner proposes how the product could increase its value <input type="checkbox"/> Scrum Team defines Sprint Goal to communicate Sprint's value to Stakeholders <p>What</p> <ul style="list-style-type: none"> <input type="checkbox"/> Developers select items through discussion with Product Owner <input type="checkbox"/> Agreement on Acceptance Criteria & Definition of Done. May refine Items. <input type="checkbox"/> Include Past performance, upcoming capacity, Definition of Done <p>How</p> <ul style="list-style-type: none"> <input type="checkbox"/> Team determines tasks for the Product Backlog Items and estimates them 	<ul style="list-style-type: none"> <input type="checkbox"/> Focused on progress towards Sprint Goal; Plan the day; Daily Inspect and Adapt <input type="checkbox"/> Forecast upcoming Sprint work <input type="checkbox"/> Improve team's ability to meet Sprint Goal <input type="checkbox"/> Promotes self-management and quick decision making <input type="checkbox"/> Purpose is not to report progress to Scrum Master, Product Owner, or anyone else 	<ul style="list-style-type: none"> <input type="checkbox"/> Focus is Product Increment – Overview, demo <input type="checkbox"/> Working Session, not a Gate for release. Participants inspect the product increment and adapt Product Backlog. Any new product ideas may also be added. <input type="checkbox"/> Review current Product Backlog, Marketplace, timeline, budget and potential capabilities <input type="checkbox"/> Discuss Product Backlog, progress towards Product Goal and target delivery dates <input type="checkbox"/> It is a collaborative event. Everyone provides inputs <input type="checkbox"/> Stakeholders provide input and help 	<ul style="list-style-type: none"> <input type="checkbox"/> Inspect how the last Sprint went with regards to individuals, interactions, process, and tools <input type="checkbox"/> Identify and order the items that went well and potential improvements <input type="checkbox"/> Plan for implementing 1-2 improvements <input type="checkbox"/> Plan to increase product quality by adapting appropriate definition of done
Attendees	<ul style="list-style-type: none"> <input type="checkbox"/> Scrum Team – Product Owner, Scrum Master, Developers <input type="checkbox"/> Scrum Team may invite technical or domain advisors 	<ul style="list-style-type: none"> <input type="checkbox"/> Developers, Scrum Master. Product Owner may also attend 	<ul style="list-style-type: none"> <input type="checkbox"/> Scrum Team – Product Owner, Scrum Master, Developers <input type="checkbox"/> Stakeholders 	<ul style="list-style-type: none"> <input type="checkbox"/> Scrum Team – Product Owner, Scrum Master, Developers
When	<ul style="list-style-type: none"> <input type="checkbox"/> At the beginning of the Sprint 	<ul style="list-style-type: none"> <input type="checkbox"/> Every business day. At same place. At the same time 	<ul style="list-style-type: none"> <input type="checkbox"/> At the end of the Sprint 	<ul style="list-style-type: none"> <input type="checkbox"/> At the end of the Sprint, after the Sprint Review
Time Box	<ul style="list-style-type: none"> <input type="checkbox"/> 8 hours for one-month Sprint; lesser for shorter Sprints 	<ul style="list-style-type: none"> <input type="checkbox"/> 15 minutes 	<ul style="list-style-type: none"> <input type="checkbox"/> 4 hours for one-month Sprint; lesser for shorter Sprints 	<ul style="list-style-type: none"> <input type="checkbox"/> 3 hours for one-month Sprint; lesser for shorter Sprints
Input	<ul style="list-style-type: none"> <input type="checkbox"/> Product Backlog <input type="checkbox"/> Latest Product Increment <input type="checkbox"/> Projected Development Team Capacity <input type="checkbox"/> Past performance 	<ul style="list-style-type: none"> <input type="checkbox"/> Work since last Daily Scrum towards Sprint Goal <input type="checkbox"/> Impediments to meeting Sprint Goal 	<ul style="list-style-type: none"> <input type="checkbox"/> Product Backlog & Product Goal <input type="checkbox"/> Sprint Increment & Sprint Goal <input type="checkbox"/> Marketplace <input type="checkbox"/> Timeline and budget 	<ul style="list-style-type: none"> <input type="checkbox"/> Scrum team's feedback, observations and inputs on what is working and what is not working <input type="checkbox"/> Any other data points that can help generate insights for improvements
Outcome	<ul style="list-style-type: none"> <input type="checkbox"/> Sprint Backlog <ul style="list-style-type: none"> ○ Sprint Goal ○ A forecast of what will be completed ○ A plan on how it will be completed ○ Tasks (usually completable in 1day) 	<ul style="list-style-type: none"> <input type="checkbox"/> Plan till next Daily Scrum to maximize ability to meet Sprint Goal <input type="checkbox"/> List of Impediments and risks therein <input type="checkbox"/> Daily Inspect & Adapt 	<ul style="list-style-type: none"> <input type="checkbox"/> Updated budget, timeline, release dates, and sometimes even Product Goal <input type="checkbox"/> Updated Product Backlog, new Product Backlog Items may be added <input type="checkbox"/> Reviewed Product Increment 	<ul style="list-style-type: none"> <input type="checkbox"/> Plan for implementing 1-2 actionable improvements <input type="checkbox"/> Adapted definition of Done to increase product quality

Role	Sprint Planning	Daily Scrum	Sprint Review	Sprint Retrospective
Scrum Master (SM)	<p>Before:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Setup the event <input type="checkbox"/> Have an understanding of “Ready” PBIs <input type="checkbox"/> Coach PO to write clear PBIs & D to prepare for the event by reviewing Ready PBIs <p>During:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitate the event as necessary <input type="checkbox"/> Coach to create & agree on Sprint Goal, Sprint Backlog & Definition of Done <input type="checkbox"/> Ensure Scrum Core Values are enacted <input type="checkbox"/> Coach D to leave the event with a Task Board and Burndown chart <p>After:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow-up on any anti-patterns on Core Values, Event purpose, input & output 	<p>Before:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Progress/update on impediments from previous day(s) <p>During:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitate time-box. Move ownership to D <input type="checkbox"/> Share impediment updates and collect new impediments <input type="checkbox"/> Coach to focus on the purpose of the event & on update of Task board & Burndown <input type="checkbox"/> Ensure it remains a daily inspect & adapt event, & not become a status meeting <p>After:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow-up on any anti-patterns on Core Values, Event purpose, input & output <input type="checkbox"/> Follow-up on impediments 	<p>Before:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Setup the event. Invite all attendees <input type="checkbox"/> Knowledge of PBIs “Done” in the Sprint <input type="checkbox"/> Coach/mentor PO, D and Stakeholders on the expected outcome of the event, as well as the time-box <p>During:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitate the event as necessary <input type="checkbox"/> Ensure focus on event outcome & time-box; and enactment of Scrum Core Values <p>After:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow-up on any anti-patterns on Core Values, Event purpose, input & output <input type="checkbox"/> Coach/mentor PO in incorporating feedback into Product Backlog 	<p>Before:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Setup the event <input type="checkbox"/> Coach/mentor Scrum Team on purpose and structure of the event <p>During:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitate the event and make it fun and interesting <input type="checkbox"/> Ensure it does not become a finger-pointing event <input type="checkbox"/> Ensure Scrum Team leaves with 1-2 actionable items to work in next Sprint <p>After:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow-up on any anti-patterns on Core Values, Event purpose, input & output <input type="checkbox"/> Follow-up on action items as necessary
Product Owner (PO)	<p>Before:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure “Ready” PBIs are clear & visible <input type="checkbox"/> Ensure “Ready” PBIs align with proposed Sprint Value <p>During:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain Sprint Value & “Ready” PBIs <input type="checkbox"/> Discuss, clarify, negotiate PBIs with D to arrive at Sprint Goal, Sprint Backlog, Acceptance Criteria and Definition of Done <p>After:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be available to review & accept PBIs as they complete, and answer questions 	<p>Before:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure any assigned tasks are complete <p>During:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend and listen <input type="checkbox"/> Provide update relevant to daily planning <p>After:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be available to answer questions & discuss issues <input type="checkbox"/> Review & accept completed PBIs 	<p>Before:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify key stakeholders <input type="checkbox"/> Clearly know what was “Done” in the Sprint <p>During:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain what was “Done” in the Sprint & current state of Product Backlog <input type="checkbox"/> Collaborate on market place, product usage, timeline, budget, etc. <input type="checkbox"/> Incorporate feedback in Product Backlog <p>After:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cleanup & provide clarity on PBIs <input type="checkbox"/> Get PBIs “Ready” for next Sprint 	<p>Before:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Thoughts on what went well, and what can be done better <input type="checkbox"/> Necessary data to generate insights and make any decisions <p>During:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Active participation on understanding the issues, helping generate insights, and collaboratively arriving at actionable items <p>After:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow-up on action items
Developers (D)	<p>Before:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Understand “Ready” PBIs <input type="checkbox"/> Know past performance & current capacity <p>During:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss & clarify PBIs with PO <input type="checkbox"/> Decompose PBIs into tasks & estimate. Create Task board and Burndown chart <input type="checkbox"/> Create Sprint Goal & Sprint Backlog based on past performance & capacity with PO & SM <input type="checkbox"/> Ensure Definition of Done & Acceptance criteria are set & agreed upon <p>After:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Put up the Task Board visibly <input type="checkbox"/> Begin work on Sprint Backlog 	<p>Before:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Know the progress toward Sprint Goal and Impediments to Sprint Goal <p>During:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collaborate on work completed towards Sprint Goal, next steps and impediments <input type="checkbox"/> Update Task Board and Burndown chart <input type="checkbox"/> Stay within the time-box & not delve into problem resolution <p>After:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work through the daily plan <input type="checkbox"/> Collaborate with the team members on issues that need further discussion 	<p>Before:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure “Done” PBIs are demo-able <input type="checkbox"/> List of problems and their resolution <p>During:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss the problems that arose during the Sprint and how they were resolved <input type="checkbox"/> Demo the increment, clearly identifying PBIs that were “Done” <input type="checkbox"/> Answer questions related to the demo <input type="checkbox"/> Understand & obtain feedback on market place, timing, budget, etc. <p>After:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review “Ready” PBIs for next Sprint 	<p>Before:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Thoughts on what went well, and what can be done better <input type="checkbox"/> Necessary data to generate insights and make any decisions <p>During:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Active participation on understanding the issues, helping generate insights, and collaboratively arriving at actionable items <p>After:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow-up on action items