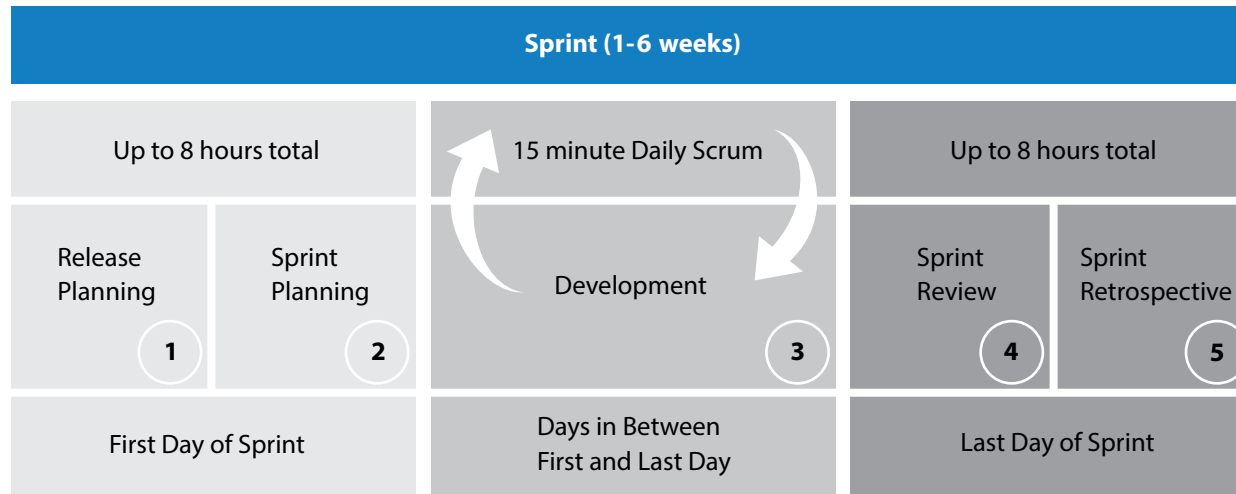


Scrum Reference Card

Timeline



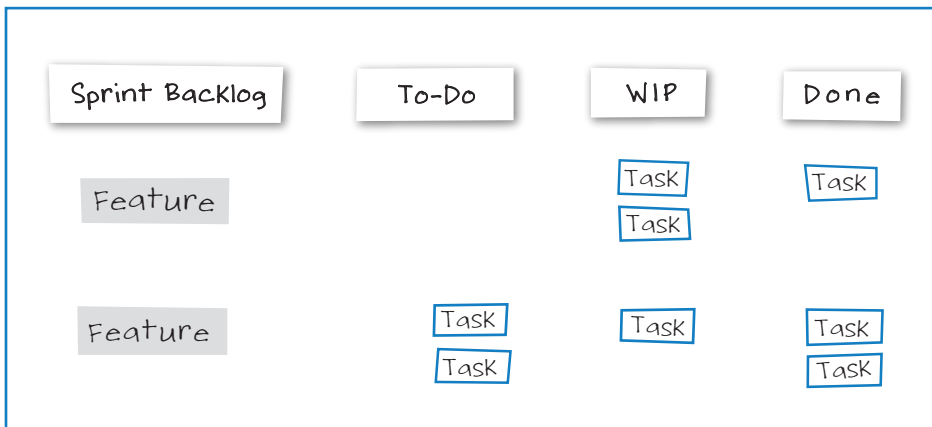
Activities

Step	Activity	Purpose
1	Release Planning	Product Owner defines release and sprint objectives. Development Team estimates the size of new features and then selects features for the current sprint backlog.
2	Sprint Planning	Development Team decomposes features from the current sprint backlog into tasks.
3	Daily Scrum / Development	Development consists of a full slice of activities, including design, coding, and testing. At the end of the sprint, a potentially releasable product increment is produced. During development, the team holds a daily scrum every 24 hours. This meeting should be face-to-face and last no longer than 15 minutes.
4	Sprint Review	The team shows what was delivered in the current sprint in working software. All stakeholders are invited to attend.
5	Sprint Retrospective	The team reflects on what happened in the current sprint and identifies actions for improvement going forward.

The Team (Average team size is five to nine people)

Role	Purpose
Product Owner	Responsible for making sure the development team is delivering the right product by updating the product backlog with features prioritized by business value. Is readily available to answer questions from other team members.
Development Team	Responsible for delivering the features they committed to in the sprint
Scrum Master	Responsible for keeping the development team focused by protecting them from outside influences and removing impediments. Ensures Scrum values are understood and maintained by all team members. Acts as a servant leader, not a traditional manager.

Basic Scrum Board



Basic Artifacts

Artifact	Purpose
Product Backlog	List of features prioritized by business value that could go into the product.
Sprint Backlog	List of features that will go into the product plus associated tasks. Each sprint has a sprint backlog that is planned on a sprint-by-sprint basis.
Burn down	At the project level, a reflection of work remaining in the project. At the sprint level, a reflection of task hours remaining in the sprint.

Questions to Ask

Daily Scrum	Sprint Retrospective
What have you done since the last daily scrum?	What worked well for us?
What will you do before the next daily scrum?	What did not work well for us?
What is blocking you?	What actions can we take to improve our process going forward?