

# Scrummikub

— The solution —



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## Solution

### Accountabilities

#### Scrum Team

- BASIC** Typically 10 people or fewer
- BASIC** Self-organizing and Self-managing
- BASIC** Consists of one Scrum Master, one Product Owner and Developers
- ADVANCED** Cross-functional
- ADVANCED** No sub-teams or hierarchies
- EXPERT** Accountable for creating a valuable, useful increment every Sprint
- EXPERT** Structured and empowered by the organization to manage their own work

#### Developers

- BASIC** Adapting the plan each day towards the Sprint Goal
- BASIC** Creating a plan for the Sprint, the Sprint Backlog
- ADVANCED** Estimating Sprint Backlog
- ADVANCED** Committed to creating any aspect of a usable Increment each Sprint
- EXPERT** Holding each other accountable as professionals
- EXPERT** Instilling quality by adhering to a Definition of Done

#### Product Owner

- BASIC** Business representative
- BASIC** Ordering Product Backlog items
- BASIC** One person, not a committee
- ADVANCED** Maximizing the value of the product
- ADVANCED** Accountable for the vision in the Product Backlog
- ADVANCED** Developing and explicitly communicating the Product Goal
- ADVANCED** Creating and clearly communicating the Product Backlog items
- EXPERT** Tracks ROI, progress and TCO
- EXPERT** Ensuring that the Product Backlog is transparent, visible and understood

## Scrum Master

- BASIC** Ensuring that all Scrum events take place and are positive, productive and kept within the timebox
- BASIC** Coach and guide in agility
- ADVANCED** Coaching the team members in self-management
- ADVANCED** Facilitates the process
- ADVANCED** True leader who serves the Scrum Team and the larger organization
- EXPERT** Causing the removal of impediments to the Scrum Team's progress
- EXPERT** Leading, training and coaching the organization in its Scrum adoption
- EXPERT** Fosters a learning environment

## Artifacts

### Product Backlog

- BASIC** Inventory of the requirements for one product
- BASIC** Ordered list of items
- ADVANCED** Single source of future work undertaken by the Scrum Team
- ADVANCED** Undergoes constant refinement on Product Backlog items
- EXPERT** Commitment, transparency and focus toward the progress through Product Goal
- EXPERT** Developers are responsible for sizing

### Sprint Backlog

- BASIC** Plan by and for the Developers
- BASIC** Committed work for the Sprint
- ADVANCED** Brings transparency and focus toward the progress of the Sprint
- ADVANCED** Composed of the Sprint Goal, the set of Product Backlog items selected for the Sprint and an actionable plan
- EXPERT** Commitment through Sprint Goal
- EXPERT** Sprint Burndown

## Increment

- BASIC** Delivered throughout the Sprint
- BASIC** Product Backlog item that is done
- ADVANCED** According to Definition of Done
- ADVANCED** Usable and therefore creates value for stakeholders
- EXPERT** Commitment through Definition of Done
- EXPERT** Multiple may be created within a Sprint
- EXPERT** Concrete stepping stone toward the Product Goal

## Events

### Refinement

- BASIC** Clearly define Product Backlog items
- BASIC** Increase understanding and confidence for upcoming work
- ADVANCED** Estimate stories for the next 1-2 Sprints
- ADVANCED** Not part of the Scrum Framework (but recommended)
- ADVANCED** Product Owner and Developers add details
- EXPERT** Slice stories for the next 1-2 Sprints
- EXPERT** Ongoing activity, not limited to a single event

### Sprint

- BASIC** 1-4 weeks
- BASIC** Fixed timeframe to deliver next Increment(s)
- BASIC** Focus on working towards the Sprint Goal
- ADVANCED** May be considered a short project
- ADVANCED** No changes are made that would endanger the Sprint Goal
- EXPERT** The heartbeat of Scrum
- EXPERT** Scope may be clarified and renegotiated with the Product Owner as more is learned
- EXPERT** Ideas are turned into value

## Sprint Planning

- BASIC** Team crafts Sprint Goal
- BASIC** Team decides on Sprint Backlog items
- BASIC** First event of the Sprint
- ADVANCED** Team pulls top ordered items from Product Backlog
- ADVANCED** The Product Owner proposes how the product could increase its value and utility in the current Sprint
- ADVANCED** Maximum 8 hours
- EXPERT** 3 topics “Why”, “What” and “How”
- EXPERT** The Scrum Team may invite other people to attend to provide advice
- EXPERT** Decomposing Product Backlog items into smaller work items, into Sprint Backlog items

## Daily Scrum

- BASIC** Maximum 15 minutes
- BASIC** It’s about sharing info, not a status meeting
- ADVANCED** What have I done to bring us closer to the Sprint Goal
- ADVANCED** What will I do until the next Daily Scrum to meet the Sprint Goal
- ADVANCED** Which impediments do I see that endanger the Sprint Goal
- EXPERT** Inspect progress towards the Sprint Goal
- EXPERT** For the Developers of the Scrum Team

## Sprint Review

- BASIC** Only present Done Increments
- BASIC** Result of work in Sprint is presented to stakeholders
- BASIC** Before the Sprint Retrospective
- ADVANCED** Collaborative working session with stakeholders
- ADVANCED** Maximum 4 hours
- ADVANCED** Inspect outcome of Sprint and future adaptations
- EXPERT** Scrum Team and stakeholders review what has changed in their environment
- EXPERT** The Product Backlog may be adjusted to meet new opportunities

## Sprint Retrospective

BASIC

Plan ways to increase quality and effectiveness

BASIC

At the end of the Sprint, after the Sprint Review

ADVANCED

Inspect how the last Sprint went with regards to individuals, interactions, processes, tools and Definition of Done

ADVANCED

Identify and order the major items that went well and potential improvements

ADVANCED

Maximum 3 hours

EXPERT

The most impactful improvements may even be added to the Sprint Backlog for the next Sprint

EXPERT

Assumptions that led the Scrum Team astray are identified and their origins explored