AGILE & SCRUM CHEAT SHEET

VITALITY CHICAGO

4 AGILE VALUES

We are uncovering better ways of developing software by doing it and helping others do it. Through this work we have come to value:

INDIVIDUALS & INTERACTIONS Over Processes and Tools.

WORKING SOFTWARE Over Comprehensive Documentation.

CUSTOMER COLLABORATION Over Contract Negotiation.

RESPONDING TO CHANGE Over Following a Plan.

That is, while there is value in the items on the right, we value the items on the left more.

12 AGILE PRINCIPLES

1. Our highest priority is to **SATISFY THE CUSTOMER** through early and continuous delivery of valuable solutions.

2. **WELCOME CHANGING REQUIREMENTS**, even late in development. Agile processes harness change for the customer's competitive advantage.

3. **DELIVER WORKING SOLUTIONS FREQUENTLY**, from a couple of weeks to a couple of months, with a preference to the shorter timescale.

4. Business people and developers must **WORK TOGETHER** daily throughout the project.

5. Build projects around motivated individuals. Give them the environment and **SUPPORT** they need, **AND TRUST** them to get the job done.

6. The most efficient and effective method of conveying information to and within a development team is **FACE-TO-FACE CONVERSATION.**

7. **WORKING SOLUTIONS** are the primary measure of progress.

8. Agile processes promote **SUSTAINABLE DEVELOPMENT.** The sponsors, developers, and users should be able to maintain a constant pace indefinitely.

9. Continuous attention to **TECHNICAL EXCELLENCE** and good design enhances agility.

10. **SIMPLICITY**--the art of maximizing the amount of work not done--is essential.

11. The best architectures, requirements, and designs emerge from **SELF-ORGANIZING TEAMS.**

12. At regular intervals, the team **REFLECTS** on how to become more effective, then tunes **AND ADJUSTS** its behavior accordingly.

4 SCRUM ROLES

SCRUM TEAM The Scrum Team is 10 or fewer people including one Product Owner, one Scrum Master and Developers.

PRODUCT OWNER A single decision-maker who is responsible for prioritizing the backlog and maximizing the value delivered by the Scrum Team.

DEVELOPERS Cross-functional team of 3-9 people who plan, adapt and hold each other accountable to deliver a usable increment each sprint.

SCRUM MASTER Servant Leader, coach & trainer who supports the Scrum Team, Product Owner and Org to adopt Scrum as defined in the Scrum Guide.

5 SCRUM EVENTS

THE SPRINT

PURPOSE — The sprint is a fixed length event up to a month in length where all the work is completed to turn ideas into value. Considered the heartbeat of Scrum.

1. Every Sprint should be the **SAME LENGTH**.

2. As soon as one Sprint ends, the **NEXT SPRINT BEGINS**.

3. The Sprint is a container for all the other **SCRUM EVENTS.**

SPRINT PLANNING

PURPOSE - Understand WHY the Sprint is valuable, WHAT prioritized items the team will work on and HOW the team will complete the work.

1. The **SCRUM TEAM IS RESPONSIBLE** for planning each backlog item and taking on a realistic amount of work based on their capacity and past performance.

2. The Scrum Team **PLANS THE WORK TOGETHER** with the goal of **COMPLETING the work TOGETHER.**

3. The Sprint Goal, selected Backlog Items and plan for delivering them is called the **SPRINT BACKLOG.**

DAILY SCRUM

PURPOSE — Inspect progress toward the sprint goal, coordinate efforts and adapt plans.

1. The Daily Scrum is for the **DEVELOPERS** to improve communication and decision-making.

2. The format can vary but the **FOCUS** is on hitting the **SPRINT GOALS**.

3. The meeting should last **LESS THAN 15 MINUTES** and be held at the same time and place every working day of the sprint.

SPRINT REVIEW

PURPOSE - Demonstrate progress, inspect the team results and get feedback for future adaptations.

1. The Scrum Team should show actual working **RESULTS FROM THE USER'S PERSPECTIVE**. Don't show lines of code or PowerPoint.

2. **GET ORGANIZED**, start on time and be succinct. Plan for 4-5 minutes per completed backlog item and leave time for engagement with stakeholders.

3. **EXPECT FEEDBACK** including new requests.

RETROSPECTIVE

PURPOSE - Allow the Scrum team to pause, reflect and play ways to improve team quality and effectiveness.

1. Retrospectives are **FOR THE SCRUM TEAM** and the team decides who should attend.

2. **NO BLAMING OR COMPLAINING.** Assume that everyone did the best they could under the circumstances.

3. Use **ROOT CAUSE ANALYSIS** to go beneath the surface. Select just one or two improvement actions each sprint.