

AGILE & SCRUM CHEAT SHEET

Quick reference for aspiring & new Scrum Masters · Based on the 2020 Scrum Guide



4 AGILE VALUES

We value the items on the TOP more than those below.

INDIVIDUALS & INTERACTIONS

Over Processes & Tools

WORKING SOFTWARE

Over Comprehensive Documentation

CUSTOMER COLLABORATION

Over Contract Negotiation

RESPONDING TO CHANGE

Over Following a Plan

While items on the bottom have value, we value items on the TOP more.

12 AGILE PRINCIPLES

SATISFY THE CUSTOMER

Our highest priority is early, continuous delivery of valuable software.

WELCOME CHANGE

Welcome changing requirements, even late in development - for customer advantage.

DELIVER FREQUENTLY

Deliver working software from a couple of weeks to a couple of months, shorter timescale preferred.

WORK TOGETHER

Business people and developers must work together daily throughout the project.

MOTIVATED INDIVIDUALS

Build projects around motivated people. Give them the environment, support, and trust they need.

FACE-TO-FACE

The most efficient and effective method of conveying information is face-to-face conversation.

WORKING SOFTWARE

Working software is the primary measure of progress.

SUSTAINABLE PACE

Agile processes promote sustainable development. Sponsors, developers, and users maintain a constant pace.

TECHNICAL EXCELLENCE

Continuous attention to technical excellence and good design enhances agility.

SIMPLICITY

The art of maximizing the amount of work NOT done is essential.

SELF-ORGANIZING TEAMS

The best architectures, requirements, and designs emerge from self-organizing teams.

REFLECT & ADJUST

At regular intervals, the team reflects on how to become more effective, then tunes its behavior.

THE 4 SCRUM ROLES

SCRUM TEAM

A small, cross-functional, self-managing team of 10 or fewer people. No sub-teams, no hierarchies. Contains: one Product Owner, one Scrum Master, and Developers.

PRODUCT OWNER

Single decision-maker accountable for maximizing product value. Manages and orders the Product Backlog. One person, not a committee. Their decisions are respected.

DEVELOPERS

Cross-functional members (3-9 people) who create each Sprint Increment. Self-managing - they decide how to do the work. Accountable for the Sprint Backlog.

SCRUM MASTER

True servant-leader. Serves the Developers, Product Owner, and the Organization. Coaches Scrum adoption, removes impediments, and facilitates events. NOT a project manager.

5 SCRUM EVENTS

THE SPRINT

PURPOSE -

A fixed-length event (1-4 weeks) where ideas are turned into value. The container for ALL other Scrum events.

- ▶ Every Sprint should be the SAME LENGTH.
- ▶ As soon as one Sprint ends, the NEXT SPRINT BEGINS.
- ▶ No changes that endanger the Sprint Goal; scope may be re-negotiated.
- ▶ A Sprint can be cancelled ONLY by the Product Owner.

SPRINT PLANNING

PURPOSE -

Initiates the Sprint. The whole Scrum Team collaborates to understand WHY, WHAT, and HOW.

- ▶ **TIMEBOX: Max 8 hours for a 1-month Sprint.**
- ▶ **Defines the SPRINT GOAL - the "why" of the Sprint.**
- ▶ Developers select PBIs and create the Sprint Backlog.
- ▶ Developers decide HOW work gets done - not the PO.

DAILY SCRUM

PURPOSE -

Daily 15-minute event for Developers to inspect progress toward the Sprint Goal and adapt.

- ▶ **TIMEBOX: 15 minutes. Same time, same place.**
- ▶ **FOR DEVELOPERS - the Scrum Master is not required.**
- ▶ FOCUS is on the Sprint Goal, not status reporting.
- ▶ Format is flexible - the team decides the structure.

SPRINT REVIEW

PURPOSE -

Inspect the Increment and adapt the Product Backlog. Stakeholders are invited.

- ▶ **TIMEBOX: Max 4 hours for a 1-month Sprint.**
- ▶ Scrum Team presents results to stakeholders.
- ▶ **NOT a demo - it's a working session for feedback.**
- ▶ Product Backlog may be adjusted based on new input.

RETROSPECTIVE

PURPOSE -

Inspect how the last Sprint went - people, processes, tools. Create a plan for improvement.

- ▶ **TIMEBOX: Max 3 hours for a 1-month Sprint.**
- ▶ Identifies what went well and what to improve.
- ▶ **NO BLAME - focus on systems, not individuals.**
- ▶ At least one improvement action selected for next Sprint.