

Priority

As ...

I want ...

Because ...

I'll be happy when ...

User card

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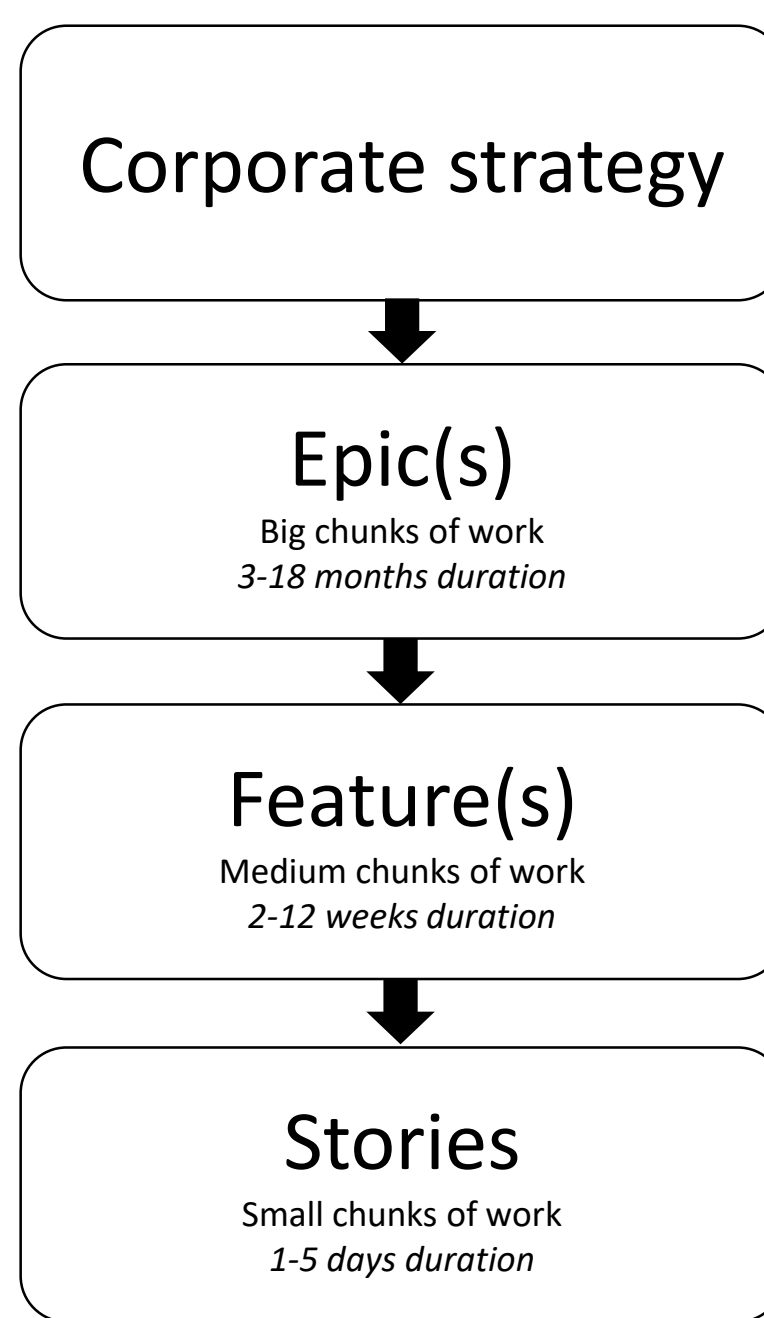
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Roles

Scrum Lead
The person responsible for leading the scrum team and making sure they do what they are meant to. Runs the daily stand-up, sprint planning and sprint retrospective

Scrum team
All the skills you need (stripy team) working together to deliver the stories within the sprint

Product Owner
The person representing the end user community (or business) who speaks authoritatively on their behalf and makes priority decisions for the scrum team during sprint planning

Sprint planning

Meet for an hour on the last day of each sprint and combine with the retrospective: 20 mins retrospective, 40 mins planning. Review what you completed in the last sprint and how many story points you completed. Put unfinished tasks in the backlog (if they are no longer important) or move them to the new sprint if they need to be completed. Review your backlog and choose your next set of stories according to the priority of your features. Estimate story points. Load up the sprint 'to do' column making sure your total story points is aligned to the average number of story points you have been delivering historically per sprint.

Running a retrospective

Use routinely to build a habit of continuous improvement. Put three post-it notes on the wall – a smiley face, a sad face and an upwards arrow. Ask people to write things that went well (smiley), things that didn't (sad) and what we could do differently (arrow) on separate post-its. Stick them to the wall then discuss through them. Use to look back over a meeting, the last week, month, 3 months etc.

Story point estimating

1 2 3 5 8 13 20 40

In your team, pick the smallest task in your backlog and assign this "1". Pick another task and vote how much effort it requires relative to your calibrated '1-pointer'. Don't over think it and only use the numbers above. In your sprint retrospective explore how effectively you estimated your team capacity. After a few sprints you will get the feel for how many story points your team can complete per sprint.

Kanban

To Do | In progress | Done

Backlog

Add to the backlog whenever you want – just don't open it until sprint planning!

Use "tell me about a time when you did / felt something" to get evidence from stakeholders to better understand their needs

6 sprints = one Programme Increment (PI)

plan	2 week sprint	retro	plan	2 week sprint	retro	plan	2 week sprint	retro	plan	2 week sprint	retro	plan	2 week sprint	retro	2 week PI planning & innovation sprint	retro
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During your "PI planning and innovation" sprint (the last sprint in each PI) you should reassess your Epic priorities (you may have new Epics to add or old ones to remove), review your backlog of features, and pick the features you want to focus on for the next PI. And start drafting the stories you will need to deliver to complete each feature.

Daily stand-up....

This will only work if you do it daily....it should only take 10 minutes when you have the hang of it. Ask 3 questions of each person.

- What did you do yesterday?
- What will you do today?
- What is blocking you?

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Story points

Do

DoD Definition of Done

.....

Task card

Put your 1 story point calibration task here

1

Task card

Questions to ask your stakeholders

Tell me about a time when you.....

Mon Tues Weds Thurs Fri

Mon Tues Weds Thurs Fri

Mon Tues Weds Thurs Fri