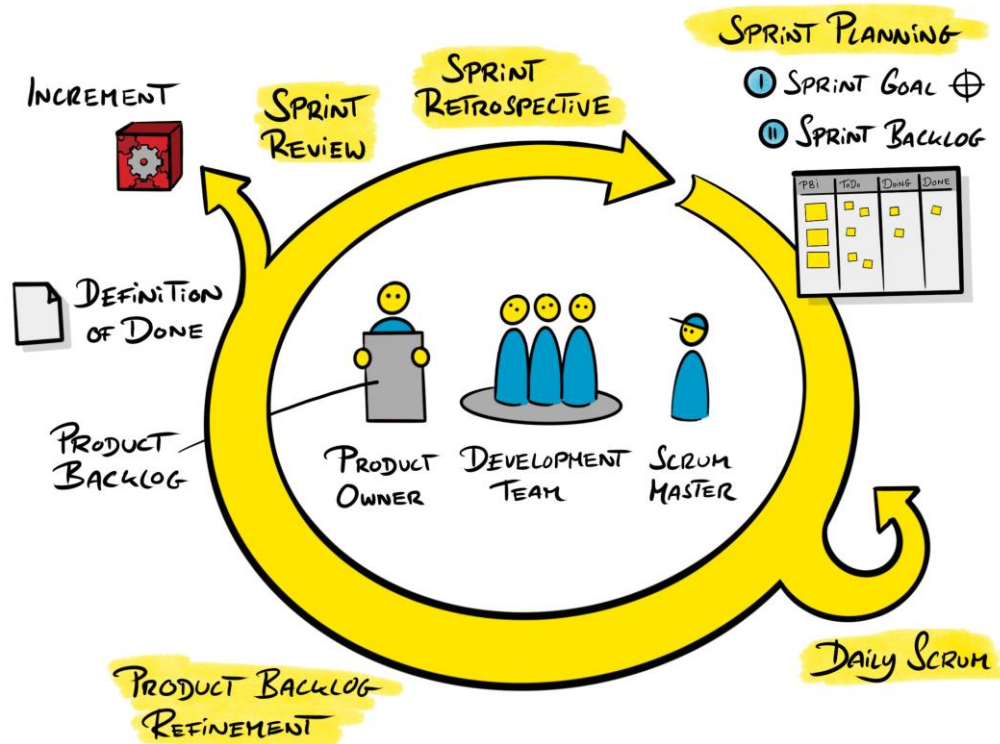


# Scrum Factsheet



## The Agile Manifesto

Individuals and interactions over processes and tools  
Working software over comprehensive documentation  
Customer collaboration over contract negotiation  
Responding to change over following a plan

Satisfy the customer through early and continuous delivery of valuable software.

Welcome changing requirements, even late in development.

Deliver working software frequently within a couple of weeks.

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

Build projects around motivated and trusted individuals.

Working software is the primary measure of progress.

The best method of conveying information is face-to-face conversation.

Maintain a constant and sustainable pace indefinitely.

Continuous attention to technical excellence and good design.

Simplicity – the art of maximizing the amount of work not done – is essential.

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

Teams reflect and adjust their behavior in regular intervals to become more effective.

# Roles

Role	Responsibility
Product Owner	1 Person, 100% if possible Responsible for the Business Value
Development Team	Self-organized, interdisciplinary, 3-9 persons Responsible for the delivery of Product Increments All team members are assigned to the Development Team with 100%
Scrum Master	1 Person, 100% if possible Responsible for ensuring the team follows the Scrum processes and practices Coaching, removing impediments

# Events

Event	Required	Timebox	Goal
Sprint	Scrum Team	2w-1m Fixed	Deliver a „Potentially Shippable Increment“
Sprint Planning	Scrum Team	8h*	Definition of the Sprint Goal Planning the work of a Sprint
Daily Scrum	Development Team	15min	Synchronisation and planning of the next 24h
Product Backlog Refinement	Product Owner & Development Team	10% DevTeam Capacity	Refinement, estimation, prioritization of Product Backlog Items
Sprint Review	Scrum Team & Stakeholder	4h*	Presentation of Sprint Increment Feedback & updates to the Product Backlog
Sprint Retrospective	Scrum Team	3h*	Agree on improvements for the next Sprint (at least one Sprint Backlog Item)

\* for 1-Month-Sprints

# Artefacts

Artefakt	Owner	Content
Product Backlog	Product Owner	Prioritized Product Requirements
Sprint Backlog	Development Team	Planning of the work during the Sprint
Definition of Done	Development Organisation	Minimal acceptance criteria for all Product Backlog Items (usually by the organization)
Increment	-	The sum of all finished (according to the Definition of Done) Product Backlog Items of the Sprint and all previous Sprints

