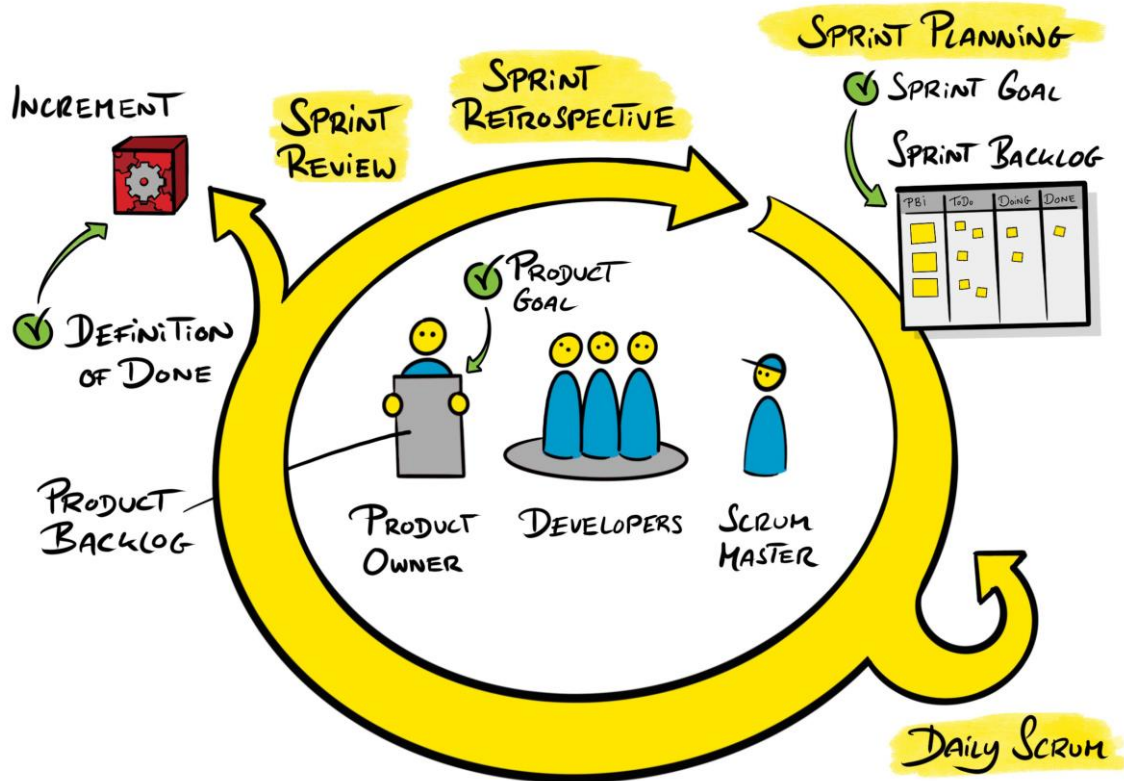


Scrum Factsheet



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 Maximizing the value of the work of the Scrum Team	The Scrum Team Typically ≤ 10 People
Developers	Self-Organized, Cross-Functional Committed to creating any aspect of a usable Increment each Sprint	
Scrum Master	1 Person, 100% if possible Establishing Scrum, Removing Impediments, Ensuring productive Scrum Events	

Events

* for 1-Month-Sprints

Event	Required	Timebox	Purpose
Sprint	Scrum Team	≤ 1 Month	Deliver a Useful and Valuable Increment
Sprint Planning	Scrum Team	8h*	Definition of the Sprint Goal (Why?) Selecting Product Backlog Items for the Sprint (What?) Planning the work to create an Increment (How?)
Daily Scrum	Development Team	15min	Inspect progress toward the Sprint Goal, plan next day of work and adapt the Sprint Backlog as necessary
Sprint Review	Scrum Team & Stakeholder	4h*	Presentation of Sprint Increment Feedback & updates to the Product Backlog
Sprint Retrospective	Scrum Team	3h*	Plan ways to increase quality and effectiveness and agree on improvements

Artefacts & Commitments

Artefakt	Owner	Content & Commitment
Product Backlog	Product Owner	Ordered list of what is needed to improve the product Single source of work undertaken by the Scrum Team. Commitment: Product Goal (Single valuable long-term objective for the Scrum Team)
Sprint Backlog	Developers	The set of Product Backlog items selected for the Sprint An actionable plan how to deliver the Increment Commitment: Sprint Goal (Single objective for the Sprint)
Increment	Development Organization or Scrum Team	The sum of all finished (according to the Definition of Done) Product Backlog Items of the Sprint and all previous Sprints Commitment: Definition of Done (Minimum set of quality criteria for every Increment to be released or presented at the Sprint Review)