all for you

Scrum in a Nutshell

Transformation Consulting

02.13.2020

Summary of Steps

1. Product Vision
2. Backlog
3. Agile
4. User Story
5. Create Team, Acceptance Criteria and Definition of Done
6. Sprints / Stories
7. Minimal Viable Product / Prototyping
8. Sprints
9. Planning Poker
10. Prototype / Test
11. Stories / Roadmap
12. Retrospective

What is Scrum?

scrum

[skrəm]

NOUN

1. *rugby*
   an ordered formation of players, used to restart play, in which the forwards of a team form up with arms interlocked and heads down, and push forward against a similar group from the opposing side. The ball is thrown into the scrum and the players try to gain possession of it by kicking it backward toward their own side.

2. *BRITISH*
   a disorderly crowd of people or things.
   "there was quite a scrum of people at the bar"
   synonyms: brawl · fracas · melee · row · rumpus · confrontation · skirmish · [more]

3. a set of practices used in agile project management that emphasize daily communication and the flexible reassessment of plans that are carried out in short, iterative phases of work.

Product Vision

You are faced with a challenge, or you have an idea. *NEW KITCHEN REMODEL!*
You need to create a Product Vision. *WHAT DO I WANT IN MY NEW KITCHEN?*

Example: To create a cooking and entertaining space that serves as a hub to the house, as well as, a functional space for dining.

Backlog

Backlog = tasks that are not done in your first sprint, or on hold due to questions.

For our purposes today, we will start with Tasks ➔ that become a BACKLOG LIST.

Backlog (continued)

Often items are placed on the Backlog because the team has questions about a specific task.

The Product Owner is responsible for finding answers to questions that come out of this session.

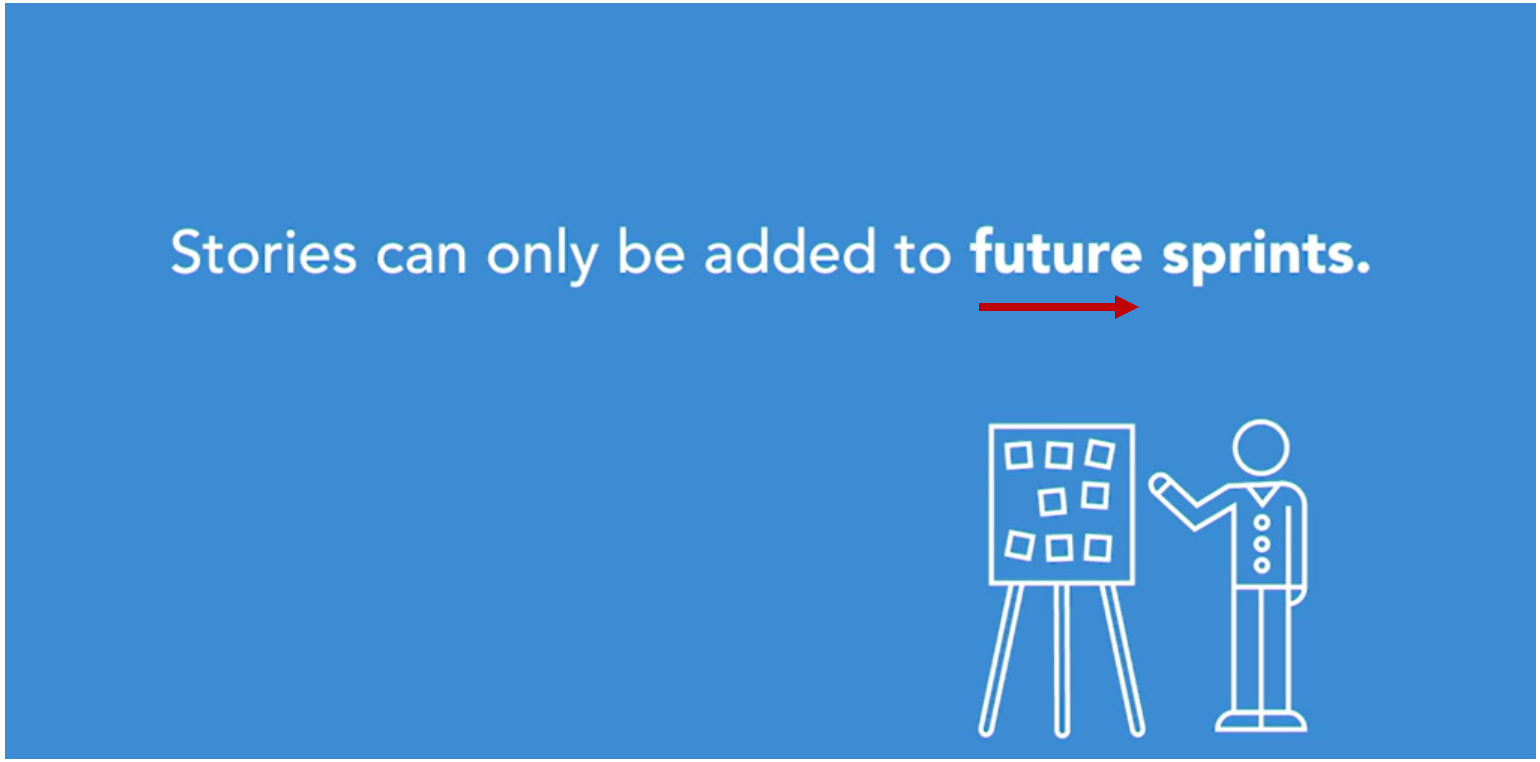
Backlog Grooming Session

Lasts 30–60 minutes

Occurs at the sprint's midpoint

Backlog (continued)

You do NOT add tasks or stories to current *Sprint* work.

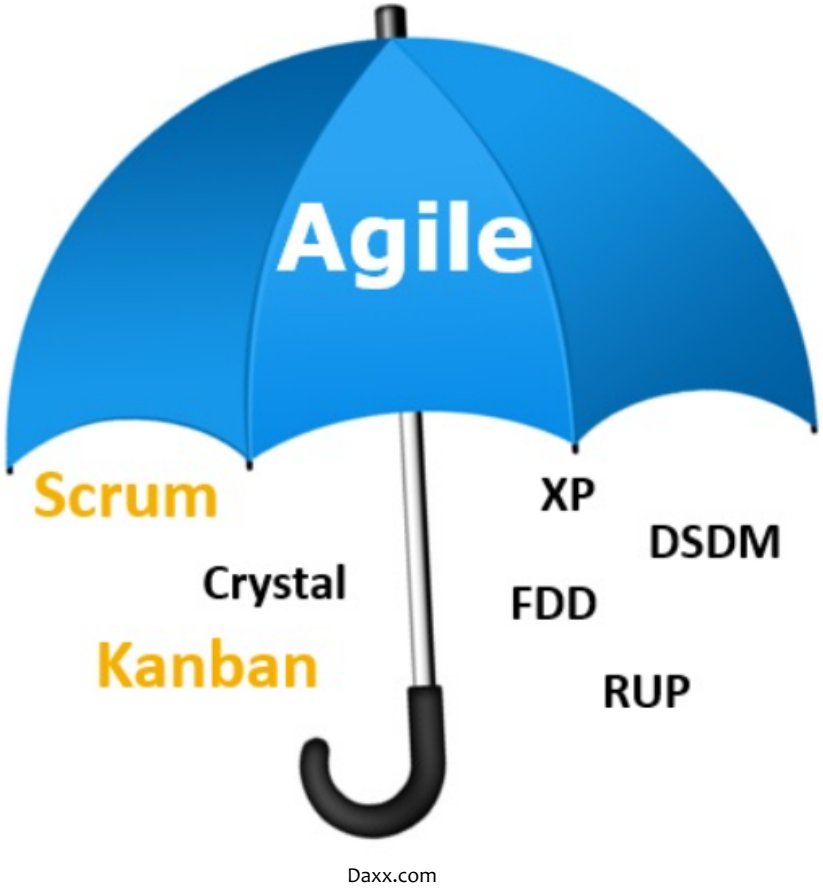


Create Your Backlog (Task List) – Exercise

Vision: To create a cooking and entertaining space that serves as a hub to the house, as well as, a functional space for dining.

Instructions: Brainstorm with your table group, 10-20 tasks needed to create this Product.

Agile and Scrum

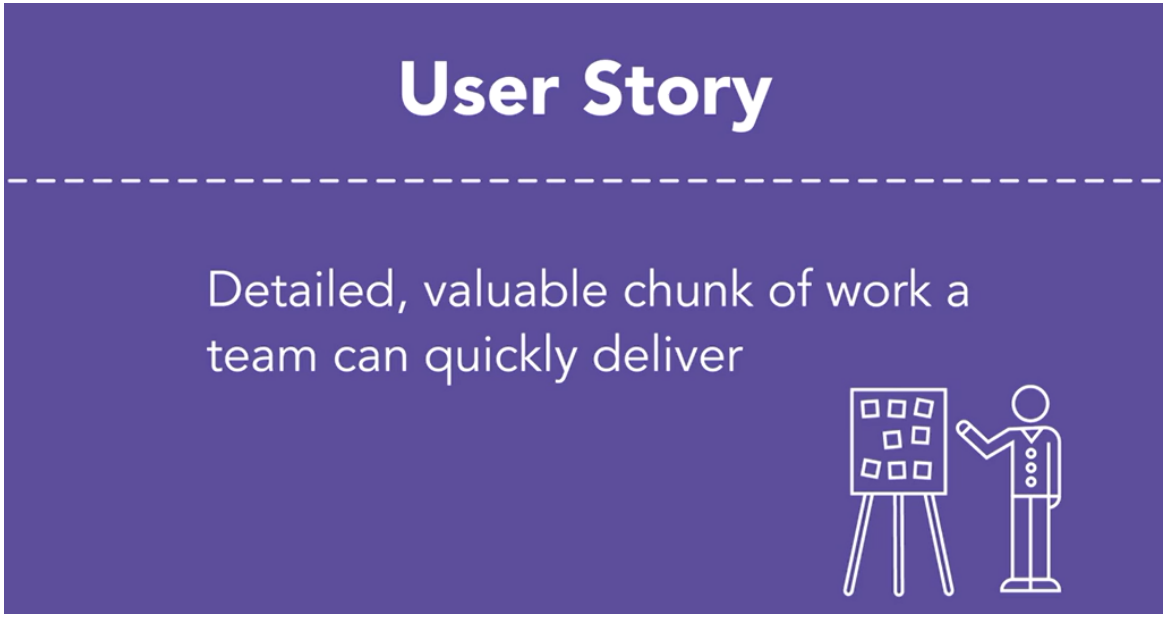


1. In Agile Speak, not doing something is the fastest way to get it done!

2. Use relative estimation to get a starting point. i.e. *This task could take about 1-3 days to complete if I had only this task to focus on.*

3. Estimates are NOT commitments in Agile.

User Story

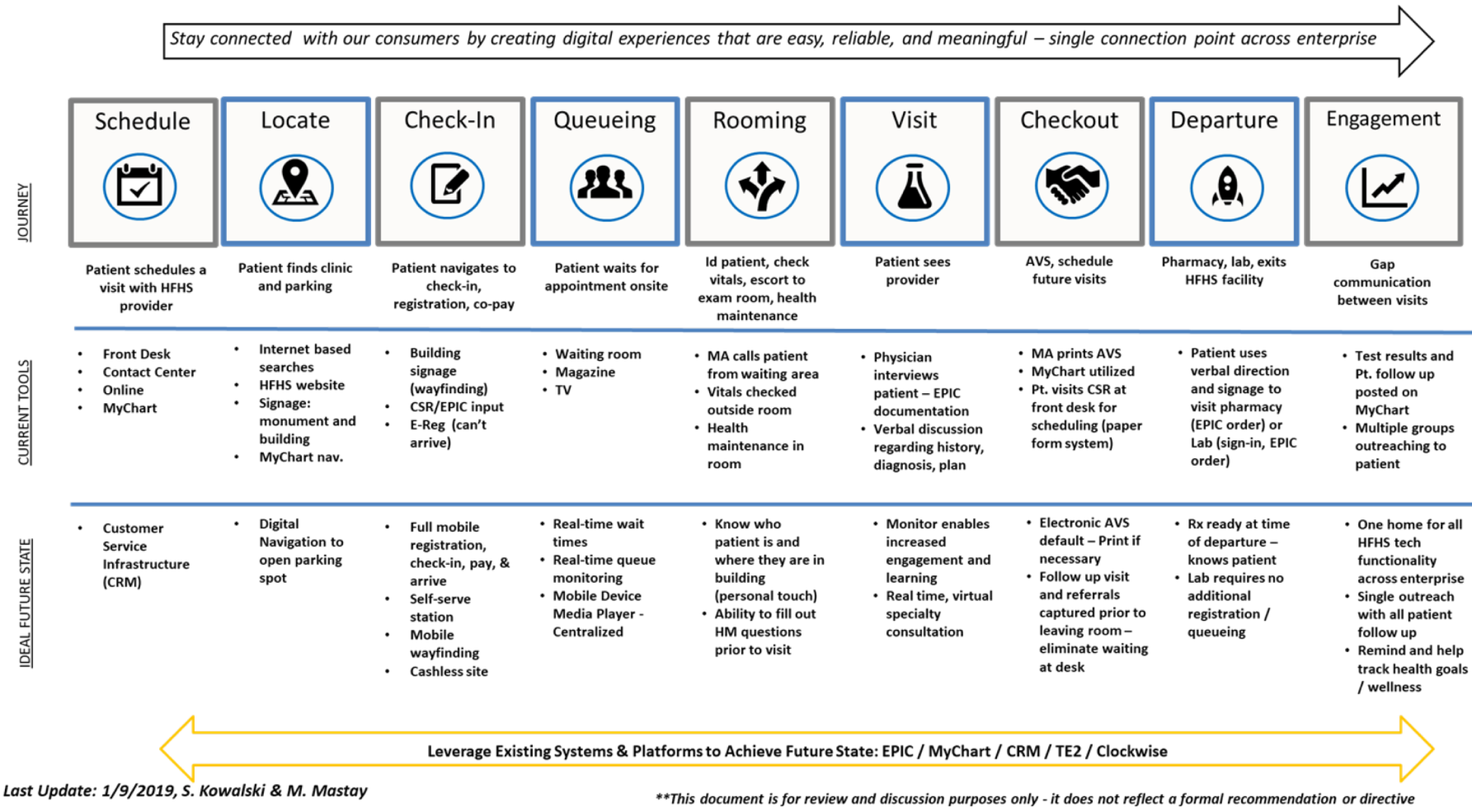


The user story describes **the type of user, what they want and why**. A user story helps to create a simplified description of a requirement.

User Stories are collected via:

- User Interviews
- Gemba (Go and See)
- Case Studies
- Requirements of the New Product or Process

User Story: Story Board Example



INVEST – User Story

Use this functional user story to determine what is valuable to them.

Independent

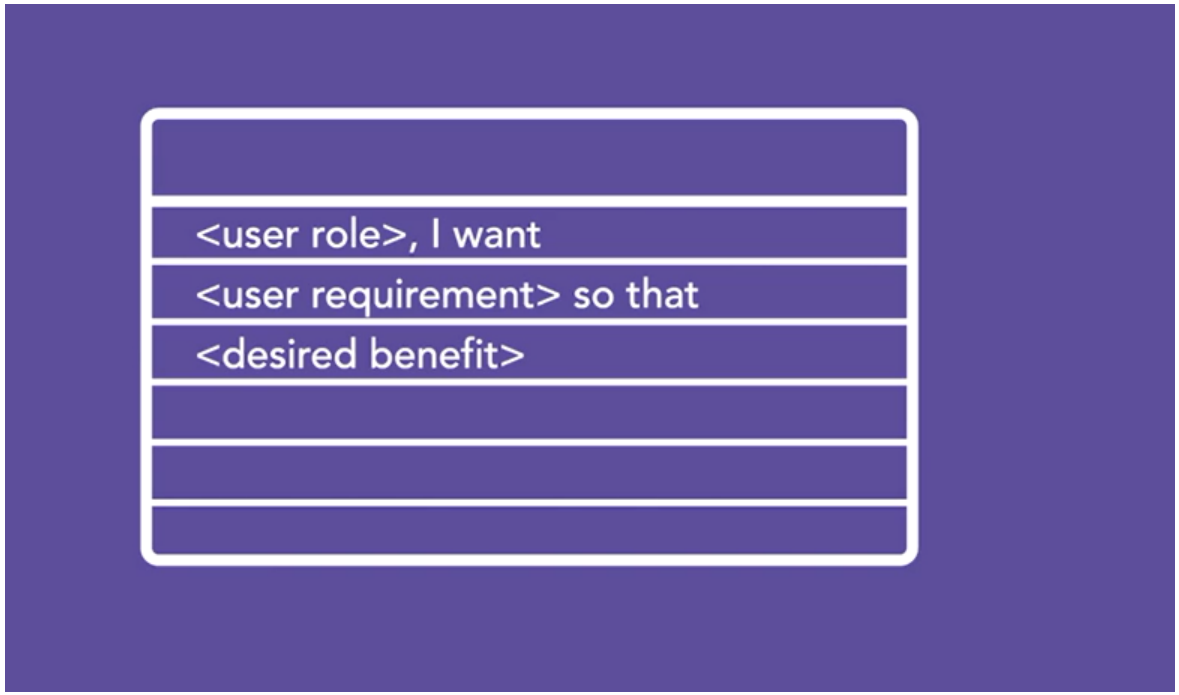
Negotiable

Valuable

Estimable

Small

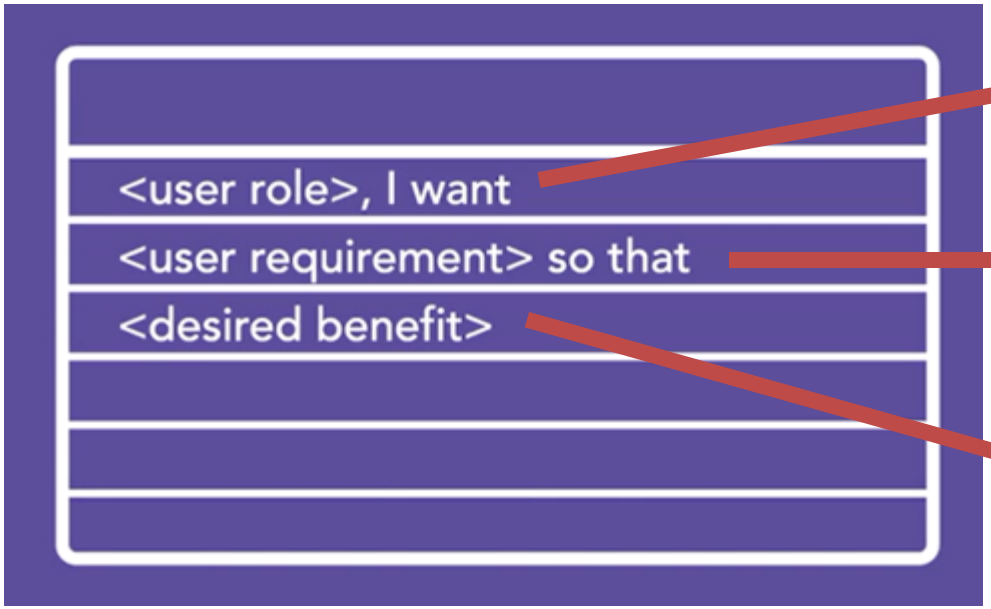
Testable



Example of what is NOT a user story: An upgrade in security for a program to run better.

Build User Story – Exercise

Instructions: Create ***3 User Stories*** you would like to focus on in your kitchen remodel.



As a beginning chef, I want my kitchen to have utensils around the stove

for easy grasp while at the stovetop,

because I don't want all my drawer handles full of gunk from having to open them.

Create a Team

Teams should be constructed of members with skills that can complete the specific User Story.

SME

Finance

IT

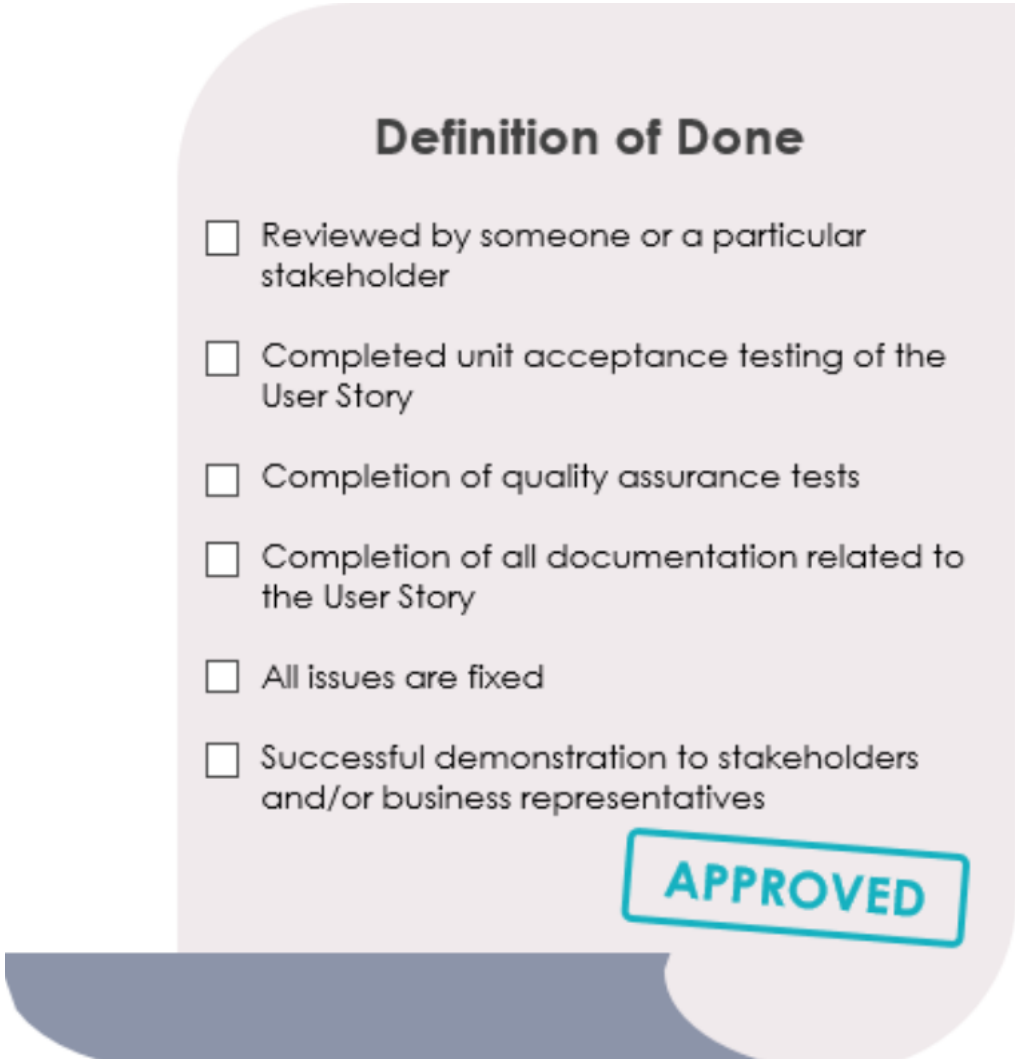
Analyst

Lead

Acceptance of Criteria

Set of statements, each with a clear pass/fail result, that can be measured against user and/or customer satisfaction with the end product.

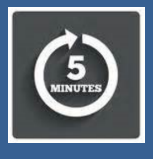
Definition of Done - DoD



Definition of Done means that this feature could be shipped to or demo' d to a client with no problems or additional re-work.

DoD is decided on amongst the team working on the user story PRIOR to story completion.

Defining Done – Exercise



Instructions: In your group, determine in writing what is "*Acceptable*" and what is your Definition of Done for each of the 3 User Stories you have chosen to work with in your kitchen remodel.

USER STORY:

As a beginning chef, I want my kitchen to have utensils around the stove

for easy grasp while at the stovetop,

because I don't want all my drawer handles full of gunk from having to open them.

ACCEPTANCE CRITERIA:

1. 60% of total utensils in kitchen are on countertop near stove area.
2. Countertop area around stove top is large enough to hold containers for these utensils.
3. Stovetop able to be easily cleaned.

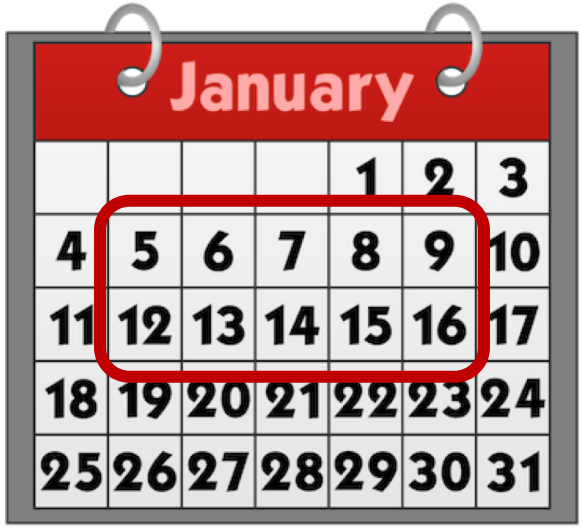
DoD:

1. Chef has approved containers for utensils.
2. Chef has approved utensil placement.
3. Countertop and stove top meet all safety requirements for a home in Michigan.

Sprint Definition

A Sprint is a set period of time (or cycle) during which specific work has to be completed and made ready for review.

Typically, a Sprint refers to a 2 week cycle, but these can vary in length based on your company culture.



Sprint Planning Meeting

The Sprint Planning Meeting includes ALL members of the team and takes a bit of time. Don't rush, and be sure to take good notes!

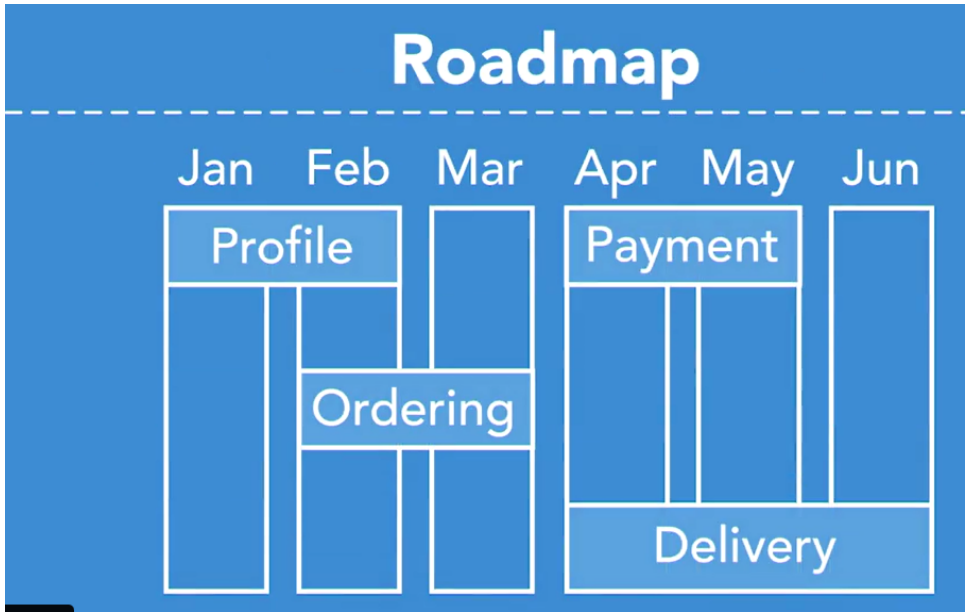
Practice:

Sprint Planning Meeting

- Example of Agenda
  - **1:00 – 1:30**. Product Owner goes through the sprint goal and summarizes product backlog.
  - **1:30 – 3:00**. Team breaks down items and estimates time. Product Owner updates priorities as necessary.
  - **3:00 – 4:00**. Team selects the backlog items to be included in the sprint and makes commitment to Product Owner.

Sprint Story Management

During a Sprint Planning Meeting, it's important to manage your sprint stories!

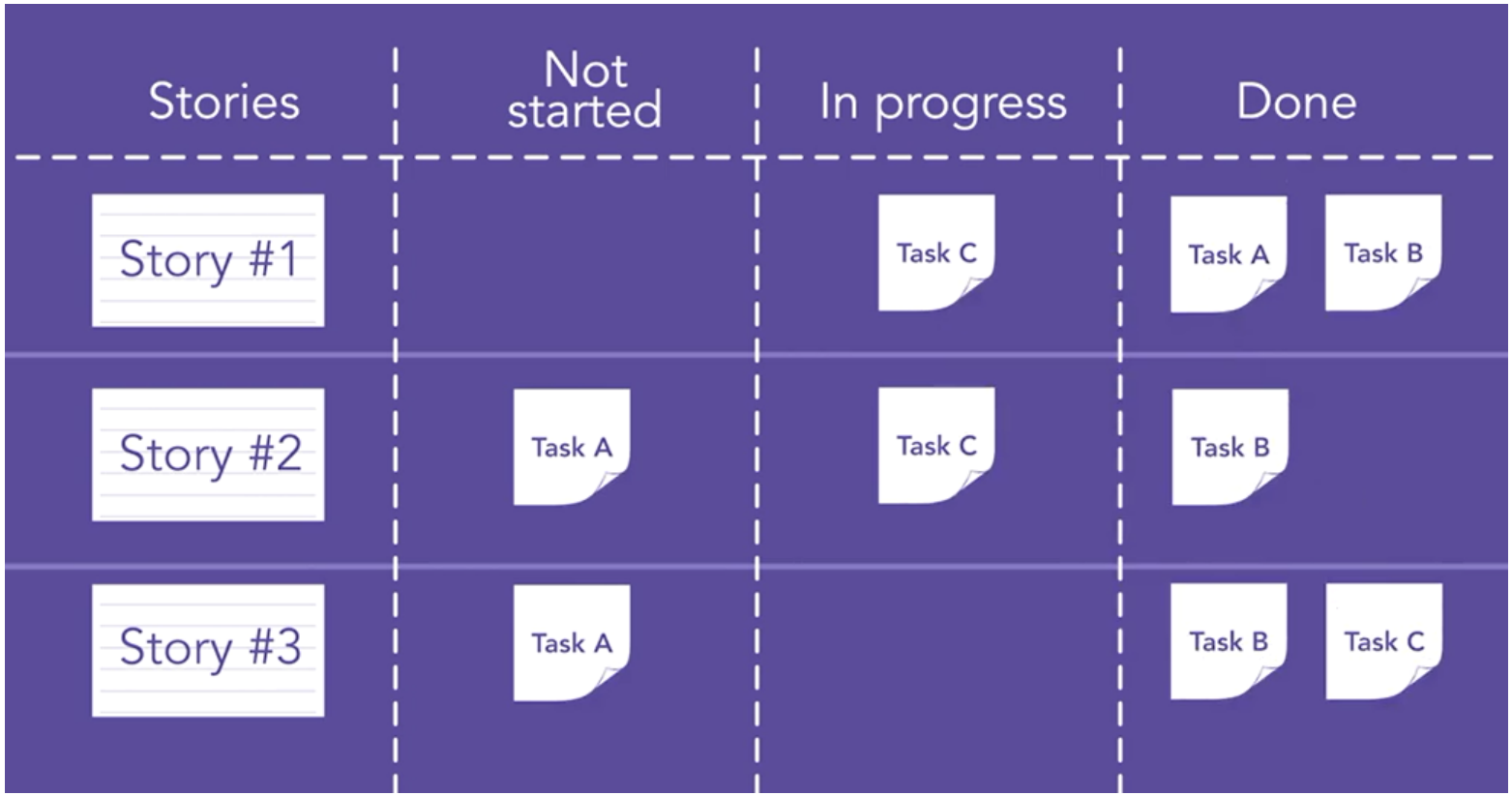


You will need to put Stories in order of best sense.

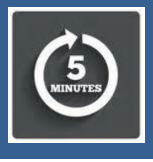
Obviously, creating a payment module before a profile module could cause re-work later on.

Stories into Sub Tasks

User Stories are broken into tasks.



Splitting your User Stories – Exercise



Instructions: You already have these tasks from Exercise #1 !
Using your 3 User Stories, re-group your tasks to match a User story.
Not all tasks you originally brainstormed need to fit into a User Story.

USER STORY:
As a beginning chef, I want my kitchen to have utensils around the stove

for easy grasp while at the stovetop,

because I don't want all my drawer handles full of gunk from having to open them.

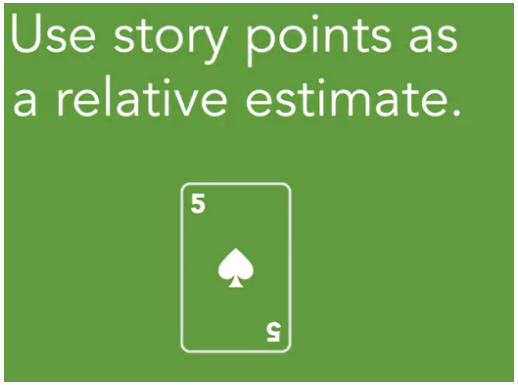
Tasks:
1. Get utensils chef likes.
2. Get Containers chef likes.
3. Get towels or wipes for hands close by.
4. Verify stove is one that chef likes.

Planning Poker

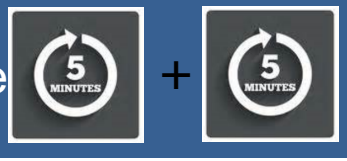
To combat “group think”, Scrum utilizes the Planning Poker concept.

Planning Poker (continued)

1. **Debate is brief and on point.**
2. **Think in terms of 'points' not hours, days, etc.**
3. Get a smaller story and give it a 2 pts demark. This serves as a baseline.
4. Story is read, team places point card face down in front of them.
5. All cards are flipped simultaneously.
    a. Consensus? Record, and move to next story or task.
    b. Differences? Highest estimate, *discuss*. Lowest estimate, *discuss*.
6. Debate briefly, consensus? Great! Record and go to the next. If not, put story back into hand and continue reading until all stories have been estimated.



Estimating Your Stories - Exercise



Instructions: Using your 3 User Stories, use Planning Poker to estimate each one!

USER STORY:
As a beginning chef, I want my kitchen to have utensils around the stove

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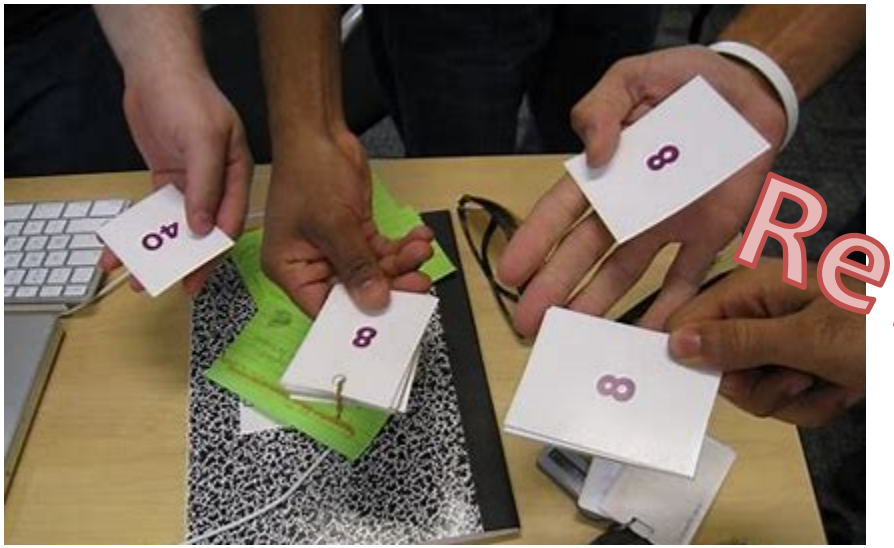
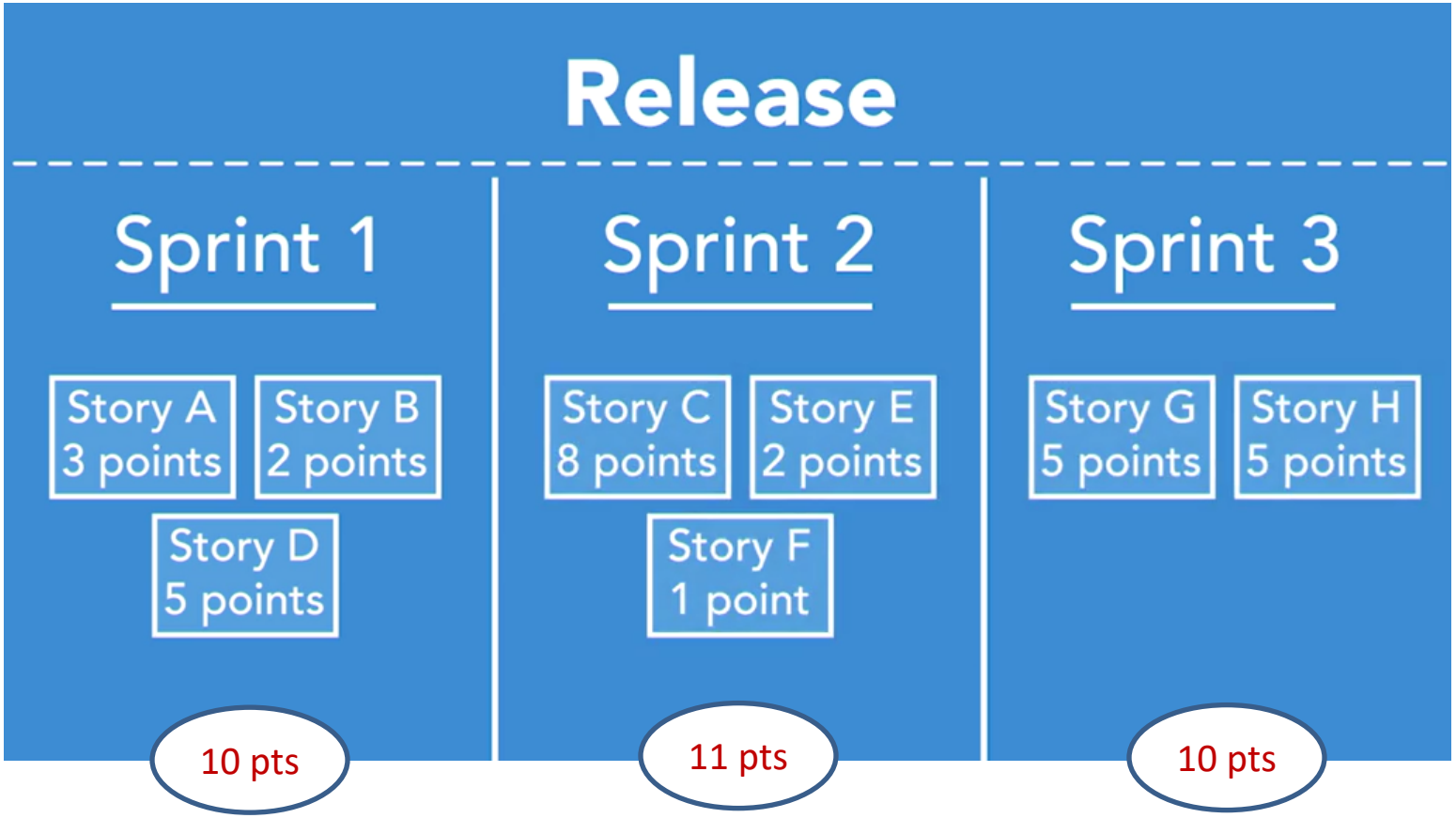
because I don't want all my drawer handles full of gunk from having to open them.



40: "We have to redesign the entire stove and countertop area, including hood and floor design. This is not completed."
8: "All that area has already been specked out and approved by client in a separate user story. Our step is utensil approval, container approval, anti-slick floor pad, and other general items."

Sprints with Planning Poker Points

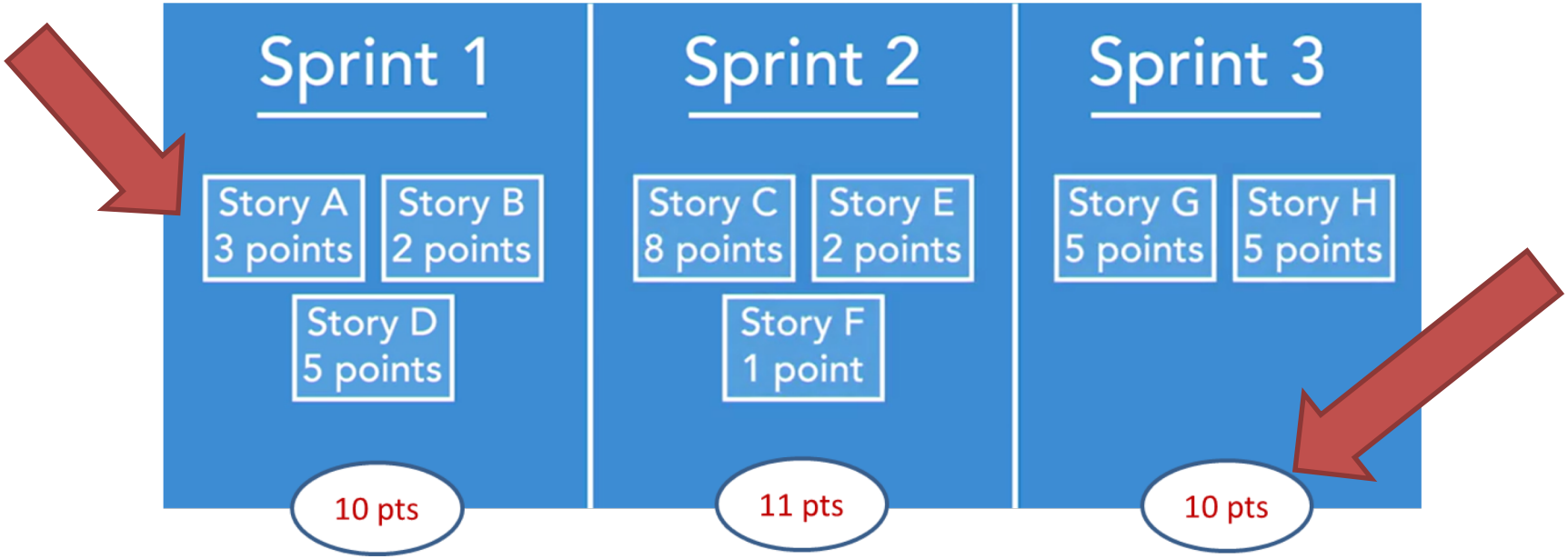
Maximize points per Sprint!



Building Your Sprint - Exercise

Instructions: Build your Sprints. For our purposes the "Rules" of our Sprints are:

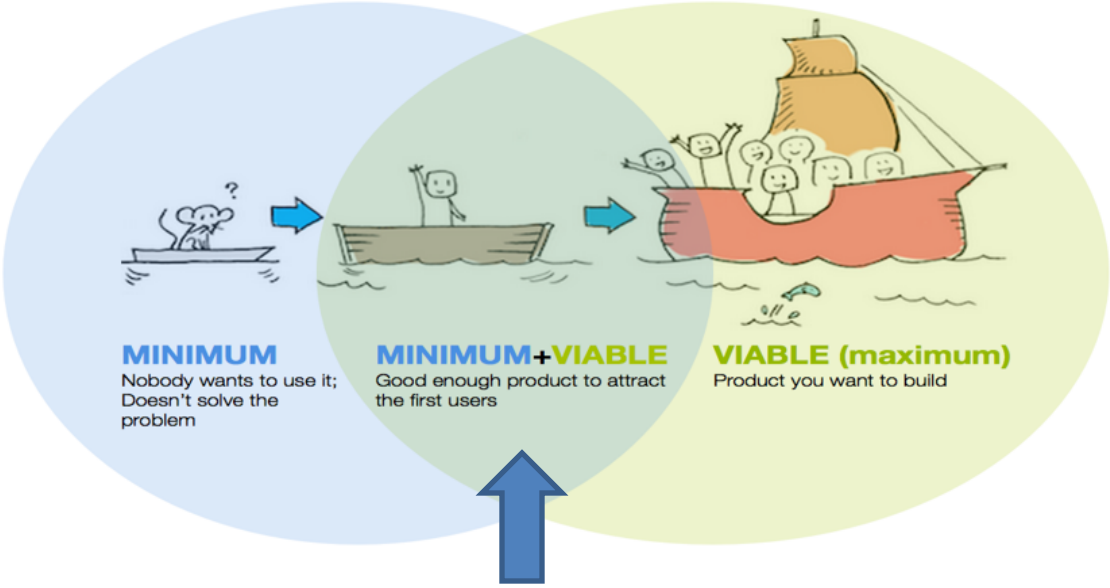
1. Sprints are 2 weeks long.
2. No more than 12 points can be completed in a Sprint.
3. Stories can be grouped based on points and team available to work it.
4. Limit of 3 Sprints total



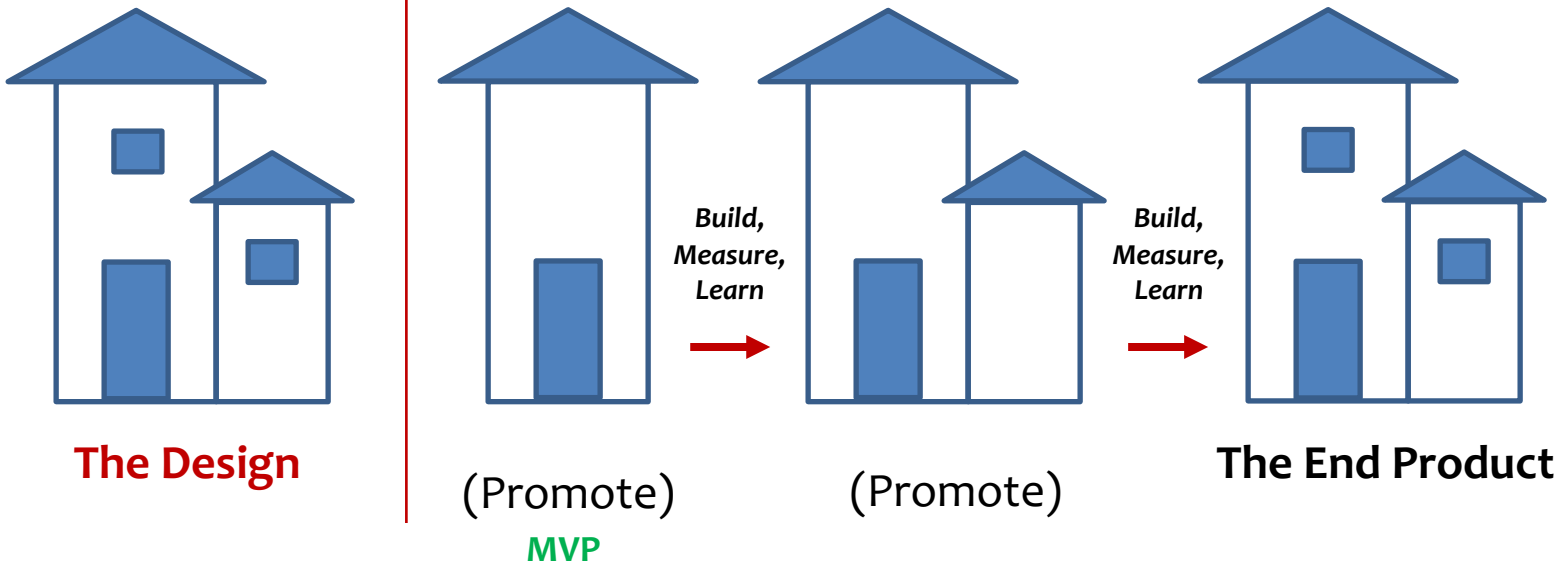
Minimum Viable Product

A Minimum Viable Product (MVP) is a development technique in which:

- A new product or website is developed with sufficient features to satisfy early adopters.
- The final, complete set of features is only designed and developed after considering feedback from the product's initial users.

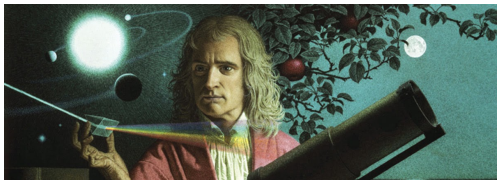


Prototype / Test: MVP



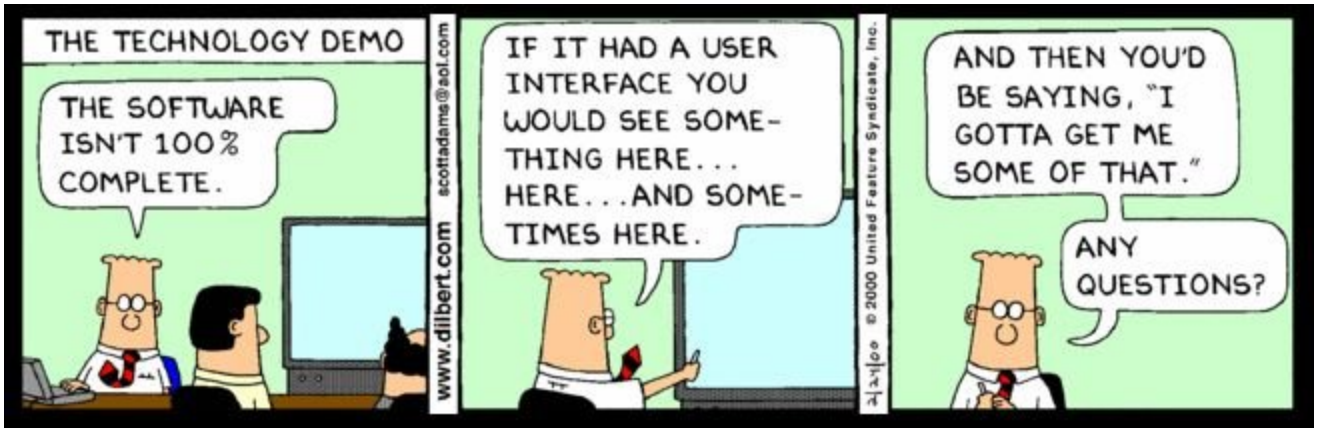
"It's okay to have small pieces along the way, trust that you will get the next piece, don't feel like the next piece will never come."

Metaphorically speaking, Newton's first law of motion suggests that "*a body at rest tends to stay at rest; a body in motion tends to stay in motion*"



Demo

1. When a team directly communicates with stakeholders and receives feedback.
2. Demo helps build relationships between the team and stakeholders.
3. Share overall progress during the demo.
4. Demo as often as possible to build trust and relationships.



Sprint Review

Frequent meetings with the Product Owner should be held to determine if acceptance criteria is being met in the sprint. Product Owner has final word on whether story is accepted as done or not.

Sprint Review

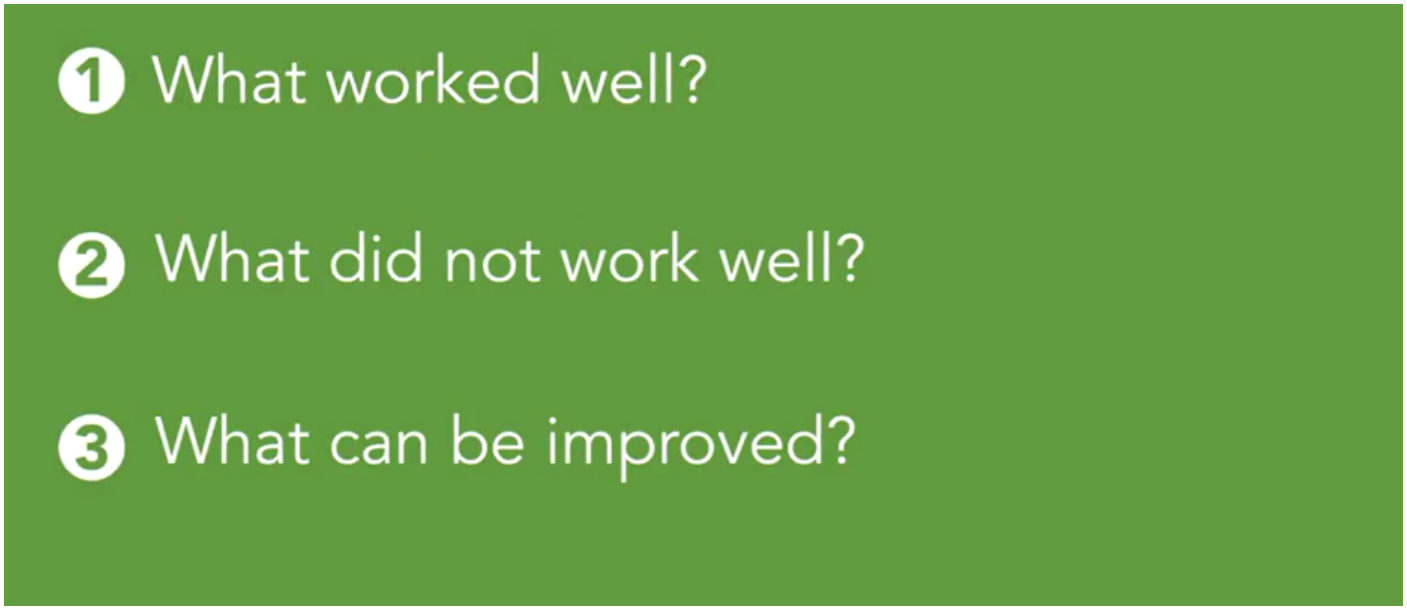
When the team reviews the sprint

Unaccepted or incomplete work is reviewed, prioritized, and moved to another sprint.

Retrospective

After a sprint is complete, each team reflects and creates a "lesson's learned" document.

Retrospective (continued)



- Always talk about team successes first.
- When discussing #2, focus on areas in your control of change. Things you cannot control are not going to move the needle forward.
- When discussing #3, collect all suggestions for improvement, and put on an "Improvement Backlog". Focus on only 1 or 2 of these in the next sprint. More can be too overwhelming.

Questions?