Scrum Events

mac iver group
growing teams & leaders

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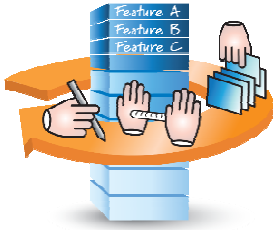
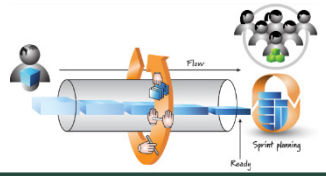


Product Backlog Refinement Part 1 Business Needs

Who	When
▪ Team (Optional) ▪ Product Owner ▪ Scrum Master (Optional) ▪ Potential SME's	▪ As Needed

Key Activities	Key Data Points
▪ Review Roadmap/Release Plan ▪ Discovery and Refinements Sessions with Product Owner and relevant stakeholders and SMEs	▪ N/A

Outcomes	Time Box
▪ Clear Understanding of Business Needs and Acceptance Criteria ▪ Clear Priorities ▪ Updated Product Roadmap & Release Plan	▪ As Needed



Product Backlog Refinement Part 2 Team Understanding

Who	When
▪ Team ▪ Product Owner ▪ Scrum Master ▪ Potential SME's	▪ Day 6 or 7 of the Sprint

Key Activities	Key Data Points
▪ Review Roadmap/Release Plan ▪ Refine User Stories – Refine Acceptance Criteria – Size Stories (Story Points)	▪ Velocity Trends

Outcomes	Time Box
▪ Clear Understanding of User Stories, & Acceptance Criteria ▪ Stories for 2–3 Sprints That Meet Team's Definition of Ready (DoR) ▪ Backlog is Sized and Prioritized	▪ 1–2 Hours

Sprint Planning

Who	When
▪ Team ▪ Product Owner ▪ Scrum Master ▪ SME's (Optional)	▪ First Day of the Iteration (Mid-Week)

Key Activities	Key Data Points
▪ Capacity Planning ▪ Product Owner Discusses the Prioritized Stories with the Team ▪ Candidate Stories ▪ Task Breakdown ▪ Commit!	▪ Available Hours ▪ Planned Hours ▪ % Capacity Planned ▪ Planned Story Points ▪ Average Velocity

Outcomes	Time Box
▪ Team commitment to an achievable goal ▪ Detailed plan to achieve the goal	▪ 2–4 Hours

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Daily Scrum

Who	When
▪ Team ▪ Product Owner (Optional) ▪ Scrum Master ▪ SME's (Optional)	▪ Daily (at the same time & place)

Key Activities	Key Data Points
▪ Team Report Outs ▪ Discuss Burndown ▪ Recommit to Sprint Goal	▪ Blocks or Impediments ▪ Hours Remaining* ▪ Story Points Accepted*

Outcomes	Time Box
▪ Recommitment to Sprint Goal ▪ Plan for the Day	▪ 15 Minutes

Sprint Review & Demo

Who	When
▪ Team ▪ Product Owner ▪ Scrum Master ▪ SME's/Stakeholders ▪ Management	▪ Last Day of the Iteration

Key Activities	Key Data Points
▪ Sprint work assessed against the Sprint Goal ▪ Demo new Features ▪ Get (Formal) Acceptance ▪ Discuss Defects ▪ Release Status/Upcoming Work	▪ Story Points Accepted/Not ▪ % Accepted ▪ Average Velocity ▪ Sprint Burndown ▪ Release Burnup

Outcomes	Time Box
▪ Team produced a coded, tested and usable solutions (working software) ▪ Successful Demo ▪ Understanding of progress toward sprint goals/release goals ▪ Improvement items identified	▪ 1–2 Hours

Sprint Retrospective

Who	When
▪ Team ▪ Product Owner (Optional) ▪ Scrum Master	▪ Immediately following the Sprint Review

Key Activities	Key Data Points
▪ Review previous improvement action items ▪ Reflect on process, product, team performance, team needs ▪ Identify improvements action items	▪ Acceptance % & Trends ▪ Velocity trends ▪ Sprint Burndown/Release Burnup ▪ Team Capacity & Trends ▪ Team performance/ interactions

Outcomes	Time Box
▪ Improvement Action Items ▪ Team Agreements	▪ 1–2 hours

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