














# Agile & Scrum Cheat Sheet

## 5 Scrum Events

Sprint Event 	Sprint Planning 	Daily Standup 	Sprint Review 	Sprint Retrospective 
<ul style="list-style-type: none"> <li>Heartbeat of Scrum</li> <li>2-4 weeks per sprint</li> <li>Shorter sprints limit risk of cost and effort</li> <li>No changes made</li> </ul>	<ul style="list-style-type: none"> <li>Team attends</li> <li>Select items from backlog for sprint</li> <li>Decide Definition of Done (D.O.D) for increments</li> </ul>	<ul style="list-style-type: none"> <li>15 mins/day</li> <li>Team attends</li> <li>Create actionable plan for next day</li> <li>3 questions asked by Scrum Master</li> </ul>	<ul style="list-style-type: none"> <li>Last event in sprint</li> <li>Inspect outcome of sprint</li> <li>Present results to shareholders</li> <li>Collaborate on what to do next</li> </ul>	<ul style="list-style-type: none"> <li>Discuss what went well and where to improve with team</li> <li>Plan ways to increase quality and effectiveness</li> </ul>

## 4 Agile Values

## 4 Scrum Accountabilities

 <p><b>Individuals and Interactions</b> over processes and tools</p>	 <p><b>Scrum Master</b>-A facilitator and coach for the Scrum team. Supports team, product owner and organization.</p>
<p><b>Working Software</b> over comprehensive documentation</p> 	<p><b>Product Owner</b>- Responsible for defining and prioritizing the product backlog. Tasked with maximizing the value delivered by team.</p>  <p><b>Product Owner</b></p>
 <p><b>Customer Collaboration</b> over contract negotiation</p>	 <p><b>Developers</b>- Self organizing and cross functional team of subject matter experts.</p>
<p><b>Responding to Change</b> over following a plan</p> 	<p><b>Scrum Team</b>- is a team of 10 or less including a Product Owner, Scrum Master and Developers.</p>  <p><b>Scrum Master</b> <b>Product Owner</b> <b>Developers</b></p>

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## 12 Agile Principles

1

Customer satisfaction through early and continuous delivery of valuable software.



2

Embrace changing requirements to gain a competitive advantage for the customer.



3

Deliver working software frequently, with a preference for shorter timescales.



4

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



5

Build projects around motivated individuals. Give them the support they need, and trust them to get the job done.



6

Foster face-to-face communication as the most effective means of conveying information within the team.



7

Working software is the primary measure of progress.



8

Maintain a sustainable development pace to promote long-term agility.



9

Continuous attention to technical excellence and good design enhances agility.



10

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



11

Promote self-organizing teams to generate the best solutions and designs.



12

Regularly reflect on team effectiveness and make adjustments to improve performance.

