Basic Scrum
Part Deux

18F Training
Agenda

Part I:
Agile Dev Model and Lifecycle
Scrum Process Framework
Product Backlog and Product Owner
User Stories
Delivery Team

Part II:
Sprint Planning
During the Sprint
Sprint Review
Sprint Retrospective
Benefits of Scrum
The purpose of Sprint planning is to agree on which items will be the team focus in the sprint.
Sprint Planning

**Inputs**
- Product Backlog
- Velocity History
- Team and World Circumstances

**Outputs**
- Task Breakdown
- Capacity Plan
- Sprint Backlog
- Sprint Goal
- Commitment or Forecast or Focus
2-Step **Sprint Planning**

**Part I**

**Big Picture**
Rolling Release Planning/Roadmap Update
Review top of Product Backlog

**Part II**

**Nitty-Gritty**
Detailed understanding of the work
Readiness, discussion, task breakdown
Focus/Commitment/Forecast

*Max 1 hours of planning per sprint week (~7%)*
A quick ramble on commitment vs. forecast vs. prediction and also estimation
During the Sprint
Change Agent
Servant Leader
*Process Champion
*Obstacle Remover

SCRUM MASTER
The Daily Scrum (aka Standup)
It’s about Self-Organization*

- **Basics:**
  - Daily, 15-minute sync-up
  - Same time, same place
  - Stand-up, no problem solving

- **Answer the 3 questions:**
  - What did you do yesterday?
  - What will you do today?
  - Are you blocked?

- **Impediments = SM’s Task List**

*Not status!
SWARM
Backlog Grooming
PRODUCT OWNER

ACCEPTANCE
Basic Definition of Done

• Code Complete
• Fully Tested
• No Known Defects
• Checked In
• Tested in Official Test Environment
Sample Definition of Done

Definition of "Done" for a Story

- Working software + demo
  - Unit test
  - Code Review
  - Installer
- Tests -> testcase + proof of successful run
  - Functional testing
  - Functional review by Product Owner
  - Performance/Load testing
  - Regression tests
- Documentation + review by PM/PA
  - User docs /On-line help
  - Design doc (intern use)
  - Samples for critical features
  - Release notes
  - API documentation
End of Sprint

Sprint Review

Potentially Shippable Software

Sprint Retrospective
INSPECT
AND ADAPT
Sprint Review (aka “The Demo”)

- Everyone’s invited
- Working software
- Minimal prep time
- Informal
- Interactive
- Max 1 hour per sprint
RETROSPECTIVE
Safety
“Everyone on this team has continued to do their best work and to contribute to the team at the highest possible level. The purpose of this meeting is not to place blame, but to learn and improve.”
Sprint 96

How are our changes working?

- Write and implement a story for better alerting on hourly build failures
- Ask about how many stories have the design label in the next sprint in design grooming
- Post acceptance threads for stories in Slack
- Ask question about story size during grooming
- Pull up the epic board during design grooming

Metrics

- Velocity (stories completed and accepted)
  - This sprint: 16
  - Rolling avg. (past 5 sprints): 15.8
- Stories started but not finished
  - This sprint: 6
  - Rolling average (past 5 sprints): 6
- Average PR lifespan
  - This sprint: 65
  - Rolling average (past 5 sprints): 58.6
- Bugs reported against deployed code:
  - This sprint: 3
  - Rolling average (past 5 sprints): 13

What did we do well?

- Other team coming to PR reviews seems to have helped get their PRs merged - JH
- Looking ahead at the next sprint in design grooming - MG
- Refactored a major Gordian knot with the failure presenters - SU
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What could we do better next time?
- Are we converting pages to the design system? - JH
- IAL2 improvements - how to account for it in coming sprints - PA
- Not enough people - JH
- Velocity slowly falling off - JH
- What other Gordian knots exist? - PA
  - 2 factor authenticatable
  - OAuth handoff
  - All of our SAML code
  - The sign up completion page
  - The old verification flow handing off to the doc auth flow

What should we implement after this retro?
- Write a tool for tracking how many templates we have converted to the new design system
- Have a meeting time to build research findings into an epic for improving identity verification
- Reduce usability testing to once every 2 sprints to free up design time
- Dockerize the app to run in windows
How much will we finish by when? (Planning in Scrum)

At our fastest velocity we could get to here

At our average velocity we’ll get here

At our slowest velocity we’ll get here

Most important stories here

Least important stories here

How much will we finish by when?
Applicability of Scrum

Works Well

- SW Development
  - Great for complex projects
- Stable Teams
- Empowerment
- Plannable Work

Not so well

- Short projects
- No teams
- Constant product change
- Ops and maintenance
(Potential) **Benefits of Scrum**

- Higher productivity
- Higher quality
- Increased Flexibility and Customer Focus
- Reduced time to market
- Lower risk
- More fun, more satisfying for the team
Enough about scrum already!
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