

+15TEAM



Preparing a Backlog

- The development team has 7+/-2 people and is **cross-functional**, with all the skills necessary to deliver a story inside a sprint
- There is a **product vision**, expressed as an elevator pitch, and a list of SMART requirements prioritized by business value
- There is a **product backlog** with enough stories to fill 1-2 sprints, that all meet the Definition of Ready
- The team and PO meet regularly to **groom stories**. Everyone in the development team estimates stories before committing to them
- The **Definition of Done** has been agreed between the PO and development team, and consists of a checklist of up to 10 points

Sprint Behaviors

- The team takes from the top of the backlog **at least 6-10 stories** of about the same size into every 1-2 week sprint
- During the sprint, the team **works on at most 2-3 stories** at any one time until the story is done
- Stories are **broken down into tasks** that are small enough to be completed in 1-2 days, tracked on the team's task board
- The team meets every day around the task board, for a short (max 15 min) **standup** to plan the day's activities
- There is an **impediment backlog** managed by the ScrumMaster. Impediments are quickly resolved by the team or the ScrumMaster

Delivering a Shippable Product

- There is a **sprint burndown** that uses estimation points and is updated daily. Points only burn down when stories are done
- The team is **continuously improving** quality and the process, using the Active Learning Cycle during the retrospective
- The team delivers on its commitment with at least **90% predictability** (ratio of accepted to committed estimation points)
- At the end of every sprint the team delivers a **potentially shippable product**, that can be released or used internally
- Shared code ownership** is actively pursued by the team, for example, by pairing or trending the bug count to zero