

| Version | Date | Details |
| --- | --- | --- |
| v1.0 | 1-Apr-2022 | Initial version |
|  |  |  |
|  |  |  |
|  |  |  |

Preface

Hi there!

I hope you are doing good.

I’ve created this worksheet to help you work with Scrum. You can use this to practice the various steps involved in the Scrum framework without the need for any Scrum tool. You can use this to fill the required details. If required, you can tweak them to suit your needs.

Scrum is the most popular development framework that have been increasingly adopted in any development team. This downloadable resource is part of the ‘*Getting Started with Scrum’* course, which helps you to get started with Scrum using a step-by-step approach for Developers, Scrum Masters, and Product Owners.

See you in the course video!

Praveen

Table of Contents

Change History 2

Preface 3

Table of Contents 4

Step 1: Select a Product Owner 5

Step 2: Project Details 5

Step 3: Select a Scrum Master 5

Step 4: Select the Developer Team 6

Step 5: Select the Tool to Run Sprint 6

Step 6: Prepare the Sprint Tool 6

Step 7: Create a Sprint Board 6

Step 8: Create the Product Backlog 6

Step 9: Prioritise the Product Backlog Items 7

Step 10: Plan the First Sprint 7

Step 11: Hold the Sprint Planning Meeting 7

Step 12: Estimate the Sprint Backlog Items 8

Step 13: Implement the Sprint Backlog Items 8

Step 14: Hold Daily Stand-up Meeting 8

Step 15: Hold Sprint Review Meeting 9

Step 16: Hold Sprint Retrospective Meeting 9

Step 17: Repeat the Process Sprint after Sprint 9

Step 1: Select a Product Owner

| Type | Details |
| --- | --- |
| Product Owner Name |  |
| Product Owner Email |  |
| Division |  |
| Remarks |  |

Step 2: Project Details

| Type | Details |
| --- | --- |
| Project Name |  |
| Organisation |  |
| Division |  |
| Start Date  |  |
| End Date (expected) |  |
| Project Manager |  |
| Project Manager Email |  |
| Program Manager |  |
| Program Manager Email |  |
| Development Team Size |  |
| Remarks |  |

Step 3: Select a Scrum Master

| Type | Details |
| --- | --- |
| Scrum Master Name |  |
| Scrum Master Email |  |
| Division |  |
| Remarks |  |

Step 4: Select the Developer Team

| Name | Email | Divison | Remarks |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Step 5: Select the Tool to Run Sprint

| Type | Details |
| --- | --- |
| Selected Tool | Azure DevOps |
| Reasons for Selection | * Product development in based on Visual Studio; it has a deep integration with Azure Devops.
* Also, team uses Azure Repos for source control management.
* We can extend to use CI/CD at a later point.
 |
|
|

Step 6: Prepare the Sprint Tool

Use [TableToMarkdown](https://tabletomarkdown.com/convert-website-table-to-markdown) to convert table in Document format to Markdown format.

Step 7: Create a Sprint Board

| Backlog | ToDo | Doing | Done |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Step 8: Create the Product Backlog

| Product Backlog |
| --- |
|  |
|  |
|  |
|  |
|  |

Step 9: Prioritize the Product Backlog Items

| Product Backlog |
| --- |
|  |
|  |
|  |
|  |
|  |

Step 10: Plan the First Sprint

| Type | Details |
| --- | --- |
| Sprint Naming Convention |  |
| Sprint Duration |  |
| Sprint Start Day |  |
| Sprint End Day |  |
| Sprint Tool to Use |  |
| Expectations from Team |  |
|  |
|  |

Step 11: Hold the Sprint Planning Meeting

| Type | Details |
| --- | --- |
| Sprint Planning Date |  |
| Sprint Goal |  |
|  |
| Sprint Velocity (if known) |  |
| Participants |  |
| Venue |  |
| Workitems |  |
|  |  |
|  |  |

Step 12: Estimate the Sprint Backlog Items

| Sprint Backlog | To Do | Doing | Done |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Step 13: Implement the Sprint Backlog Items

| Sprint Backlog | To Do | Doing | Done |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Step 14: Hold Daily Stand-up Meeting

| Impediment | Person Responsible | Status |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Step 15: Hold Sprint Review Meeting

| Sprint Backlog | To Do | Doing | Done |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| Type | Details |
| --- | --- |
| Sprint Review Date |  |
| Participants |  |
| Venue |  |
| Kaizen |  |

Step 16: Hold Sprint Retrospective Meeting

| What went right? | What could have gone better? | What can be made better? |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Step 17: Repeat the Process Sprint after Sprint

None