

SCRUM RULES CHEAT SHEET

Required Rules to Start – the “Agile Skeleton”:

- Full-Time ScrumMaster Identified and Team Members Available to Do Work
- Team Agrees to Demonstrate Working Software in No More Than 30 Days
- Stakeholders Invited to Demonstration

Basic Rules of Scrum to Implement As Soon As Possible:

- ScrumMaster Ensures “Required” and “Basic” Rules Followed
- Full-Time Product Owner (with Expertise and Authority) Identified
- Cross-Functional Team Including ScrumMaster and Product Owner
- Team Size 7 +/-2, Maximum of 12
- Product Owner Works With Team and All Other Stakeholders
- Product Backlog Created and Managed by Product Owner
- Daily Scrum Meeting with 3 Questions (Completed? Will Complete? Obstacles?)
- Daily Scrum at Same Place and Time and Less Than 15 Minutes
- All Team Members Required at Daily Scrum
- Anyone Can Observe Daily Scrum, but Not Participate
- Sprint Length No More Than 30 Days, and Consistently Same Length
- Sprint Planning Meeting with Whole Team
- First Part of Sprint Planning: Product Backlog Items Selected by Team
- Second Part of Sprint Planning: Team Creates Sprint Backlog of Estimated Tasks
- Sprint Backlog Tasks Added/Updated/Removed by Team
- Sprint Burndown Chart
- Retrospective Meeting with Whole Team for Process Improvements
- Definition of “Done”
- Commitment Velocity Calculated (from Sprint Backlog Estimates)
- Team Members Volunteer for Tasks, 1 Task at a Time Until Complete
- Team can Seek Advice, Help, Info
- ScrumMaster Tracking and Removing Obstacles
- No Interruptions, Advice about or Reprioritization of Team's Work During Sprints
- No “Break” Between Sprints
- Sustainable Pace – Timebox Effort, Not Just Schedule
- Quality is Not Negotiable – Defects Go on Top of Product Backlog
- Sprint Planning and Review Meetings 1/20th Sprint Duration

Optional Rules of Scrum to Implement Depending on Context:

- Team Room with All Needed Equipment and Supplies
- Test Driven Work and Continuous Integration
- User Stories as Product Backlog Items (As a <user role> I can <story> so that <benefit>)
- Project/Release Burndown Chart
- Planning Velocity Calculated (from Product Backlog Estimates)
- Scrum of Scrums for Multiple Teams
- Canceling the Sprint Early
- Financial Modeling for Product Backlog
- Sprint Backlog Tasks on Big Visible Chart on Wall
- Backup Product Owner Identified
- Team of Volunteers – Self-Selecting
- Rotate the ScrumMaster Duties

TRUTHFULNESS IS THE FOUNDATION!

