SCRUM!
As implemented for CSM Field Session
We’ll do 1 week sprints

From: http://blog.3months.com/2010/01/10/illustrating-scrum-a-new-and-improved-scrum-diagram/ (broken link)
SCRUM ROLES
who will do what, and how to keep it together
Scrum Roles

- Product Owner
- ScrumMaster
- Team
**Scrum Roles – Product Owner**

- Identify product features
- Prioritize the list
- Ensure product provides value
- Can be the customer; or the customer may be millions of people

**For us**: client will identify/prioritize features

We will also have one team member who is the primary contact for client, be sure to represent the client’s needs during team discussions (i.e., *fully* understand goals/needs)
Scrum Roles – ScrumMaster

- Not the project manager (don’t assign tasks)
- Guides the team in skillful use of Scrum
  - Must be process oriented!
- Maintain scrum reports
- Sometimes a dedicated role

For us: part-time role, will swap roles if possible (depends on team size). Think about: who on your team always ensures the team gets the work done and meets the entire rubric. Pick that person. 😊
**Scrum Roles - Team**

- Cross-functional: includes all expertise necessary to deliver shippable product
- Self-organizing
- Typically 7 +/- 2 people
- All members should be 100% dedicated to work for one product during the Sprint
- Known as “pigs”
GETTING STARTED WITH SCRUM
what to do this week
MEET WITH THE CLIENT (AND FOLLOW-UP)

- Show up on time
- Dress appropriately – hygiene is important
- Everyone should take notes!
  - People will focus on different things, this ensures you capture most of what the client says
- Look up vocabulary. Do some research. The best way to avoid being overwhelmed is to be specific about what you don’t know and develop a plan to address.
- Create a list of questions (if needed). Have your product owner send questions to ask for clarification.
- Bottom line: do some investigation on your own, then don’t assume – ASK!
STARTING SCRUM

Based on interviews with client:

- Create Product Backlog
- Write Use Cases (or acquire stories)
- Initial estimate of effort

This week, you’ll create a requirements document before you meet with your advisor. By the end of the week you should have the initial use cases or stories.
Points as a measure of effort:
- Effort refers to amount of work
- Units are time-based, e.g., person-days
- Usual definition is one point = 8 hours (perfect person-day)
- Velocity is based on number of hours available. Rule of thumb is about 75%, so ~6 hours of an 8 hour day.

Interesting!
Effort Estimation – Option 2

Points as a *measure of complexity*:
- No standard means to define complexity
- Use a relative scale, sometimes compared to t-shirt sizes etc.
- Velocity is based on team history
Effort Estimation – for us

- Key criteria: Reliability of predictions
  - i.e., can the team predict how long it will take to complete their user stories

- Per blog author: I have seen no compelling evidence that either approach is superior for the key measure

- Effort estimation based on time is typically easier for team members to grasp in short timeframe

- We will use time-based effort estimation
  - But use half-days rather than days as your unit
**Definition of Done**

- Verifying that your team’s DoD meets these criteria will ensure that you are delivering features that are truly done, not only in terms of functionality but in terms of quality as well.
- Definition of Done is a simple list of activities (writing code, coding comments, unit testing, integration testing, release notes, design documents, etc.) that add verifiable/ demonstrable value to the product.

* not unique to Agile!

Per: https://www.scrumalliance.org/community/articles/2008/september/what-is-definition-of-done-(dod)
MORE DEFINITION OF DONE

Joe, the Developer, waltzed into work one sunny Tuesday morning and was approached by Kenny, the Project Manager, asking if the feature Joe was working on was done. Joe had checked in his code to their shared source code repository yesterday afternoon and had unit tested it before doing so. With an emphatic “yes” Joe confirmed the feature’s completion. Kenny sighed in relief and said “great, then we will go ahead and deploy it into the UAT environment for our customer advocates to view”. Joe quickly backtracked on his original answer and blurted out “but it has not been fully tested by QA, the documentation is not updated, and I still need to pass a code review before it is finished”.

http://www.gettingagile.com/2007/10/05/building-a-definition-of-done/
DONE CHECKLIST

1. Code produced (all ‘to do’ items in code completed)
2. Code commented, checked in and run against current version in source control
3. Peer reviewed (or produced with pair programming) and meeting development standards
4. Builds without errors
5. Unit tests written and passing
6. Deployed to system test environment and passed system tests
7. Passed UAT (User Acceptance Testing) and signed off as meeting requirements
8. Any build/deployment/configuration changes implemented/documented/communicated
9. Relevant documentation/diagrams produced and/or updated
10. Remaining hours for task set to zero and task closed

https://www.101ways.com/definition-of-done-10-point-checklist/
SPECIFICALLY FOR US

- Check with client, be prepared to tell your advisor:
  - How product will be delivered
  - Whether the clients want to do a code review
  - Clients standards/process for unit testing
  - Whether code needs to be integrated with existing system (will require help from developers)
SCRUM MEETINGS

the ongoing process
TEAM MEETINGS

A. Sprint Planning Part One
B. Sprint Planning Part Two
C. Daily Scrum
D. Sprint Review
E. Sprint Retrospective

Advisors will attend some meetings, but for the most part it’s up to the team to follow the Scrum process. Past teams have found it effective – try it!
Sprint Planning Part One (with client)

Goal:
- Agree on the work to be done in the next sprint
- Focus on “what”

Ask client to:
- Approve use cases (unless client provided stories)
- Prioritize

Timing.
- This should be done weekly. Can be combined with Sprint Review.
Sprint Planning Part Two (Team/Advisor)

- Focus on “how”
- Team selects items to complete during sprint
  - Should be based on client priorities (unless changes are needed due to technical constraints)
- Team creates estimates of time to complete
- Team commits to get that work done
- ScrumMaster ensures scrum products are maintained
  - Want to be able to review progress charts
**Daily Scrum**

- Short (~15 minute) meeting each day
- Everyone on team attends
- Everyone remains standing
- Each member reports exactly 3 things:
  1. What they got done since last meeting
  2. What they are planning to finish by next meeting
  3. Any blocks or impediments

Brief description of blocks/impediments – detailed discussion follows
DAILY SCRUM (CONTINUED)

- Not a report to a manager
- Purpose is for team to self organize
- No discussion during scrum. If discussion needed, have follow-up meeting
- Generally recommended that managers *not* attend Daily Scrum

**FOR US:** advisors will observe a daily scrum during week 2, but this is generally up to the team to do. Past teams have found this *very helpful.*
- Teams working onsite may just participate in client’s daily scrum.
Sprint Review (End of sprint, with client)

- Key idea: inspect and adapt the product
- In-depth conversation between team and client
- Includes a demo, along with discussion
- Not a presentation – no slides*
- Guideline: no more than 30 minutes should be spent preparing for the review

For Us: quick demos of product done with client, weekly if possible. Occasional demos of product may be done for advisors (but generally it’s the client who accepts/rejects).

This will likely be combined with planning the next sprint (so one weekly meeting with client)

* opposite of most course final presentations
**Sprint Retrospective (End of Sprint – No Client)**

- Inspects and adapts the *process*
- What’s working… and what’s not
- Each team member adds items to both lists
- Adjust the process as needed

**For US**: advisors will observe a sprint retrospective during week 3, but this is generally up to the team to do. If used properly, the retrospective should help to avoid team issues.

- We will also have team evaluations (more later)
SCRUM ARTIFACTS
Scrum Artifacts

- Product Vision
- Product Backlog
- Release Plan
- Sprint Backlog
- Sprint Burndown
- Impediment List (not required)

Maintained by Scrum Master, advisors will review briefly, but it’s up to the team to ensure the product is successfully delivered by the end of field session.
PRODUCT VISION


“Often Scrum’s emphasis on “getting work done” is misunderstood as a rush to develop with not enough thought to where the project should be going. Don’t make that mistake. Every Scrum project needs a product vision that acts as the project’s true north, sets the direction and guides the Scrum team.”
VISION FOR US

- Ensure that you have a good understanding of client’s goals during week 1
- Product vision is included in your requirements document
- Brief client and product description will also be included in the final report
# Product Backlog

Many varieties, this one from: http://www.agile-tools.net/backlog

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Est</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Finish database versioning</td>
<td>16</td>
<td>KH</td>
</tr>
<tr>
<td>2</td>
<td>Get rid of unneeded shared Java in database</td>
<td>8</td>
<td>KH</td>
</tr>
<tr>
<td>3</td>
<td>Add licensing</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Concurrent user licensing</td>
<td>16</td>
<td>TG</td>
</tr>
<tr>
<td>5</td>
<td>Demo / Eval licensing</td>
<td>16</td>
<td>TG</td>
</tr>
<tr>
<td></td>
<td>Analysis Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>File formats we support are out of date</td>
<td>160</td>
<td>TG</td>
</tr>
<tr>
<td>7</td>
<td>Round-trip Analyses</td>
<td>250</td>
<td>MC</td>
</tr>
</tbody>
</table>

### Very High

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Est</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enforce unique names</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>In main application</td>
<td>24</td>
<td>KH</td>
</tr>
<tr>
<td>3</td>
<td>In import</td>
<td>24</td>
<td>AM</td>
</tr>
<tr>
<td>4</td>
<td>Admin Program</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>Delete users</td>
<td>4</td>
<td>JM</td>
</tr>
<tr>
<td></td>
<td>Analysis Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>When items are removed from an analysis, they should show up again in the pick list in lower 1/2 of the analysis tab</td>
<td>8</td>
<td>TG</td>
</tr>
<tr>
<td>7</td>
<td>Query</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8</td>
<td>Support for wildcards when searching</td>
<td>16</td>
<td>T&amp;A</td>
</tr>
<tr>
<td>9</td>
<td>Sorting of number attributes to handle negative numbers</td>
<td>16</td>
<td>T&amp;A</td>
</tr>
<tr>
<td>10</td>
<td>Horizontal scrolling</td>
<td>12</td>
<td>T&amp;A</td>
</tr>
<tr>
<td></td>
<td>Population Genetics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Frequency Manager</td>
<td>400</td>
<td>T&amp;M</td>
</tr>
<tr>
<td>12</td>
<td>Query Tool</td>
<td>400</td>
<td>T&amp;M</td>
</tr>
<tr>
<td>13</td>
<td>Additional Editors (which ones)</td>
<td>240</td>
<td>T&amp;M</td>
</tr>
<tr>
<td>14</td>
<td>Study Variable Manager</td>
<td>240</td>
<td>T&amp;M</td>
</tr>
<tr>
<td>15</td>
<td>Haplotypes</td>
<td>320</td>
<td>T&amp;M</td>
</tr>
<tr>
<td>16</td>
<td>Add icons for v1.1 or 2.0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Pedigree Manager</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>17</td>
<td>Validate Deemed kindred</td>
<td>4</td>
<td>KH</td>
</tr>
<tr>
<td>18</td>
<td>Explorer</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>19</td>
<td>Launch tab synchronization (only show queries/analyses for logged in users)</td>
<td>8</td>
<td>T&amp;A</td>
</tr>
<tr>
<td>20</td>
<td>Delete settings (?)</td>
<td>4</td>
<td>T&amp;A</td>
</tr>
</tbody>
</table>

### Medium

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Est</th>
<th>By</th>
</tr>
</thead>
</table>

Should include:
- Item description
- Priority
- Point estimate
- Name of use case or story

Create with:
- Spreadsheet
- Free tool
RELEASE PLAN/SPRINT BACKLOG

- Subset of the Product Backlog in current release
- Includes additional detail about tasks

http://www.agile-tools.net/backlog
## Sprint Backlog – another example

<table>
<thead>
<tr>
<th>User Story</th>
<th>Tasks</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td>As a member, I can read profiles of other members so that I can find someone to date.</td>
<td>Code the ...</td>
<td>8</td>
<td>4</td>
<td>8</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Design the ...</td>
<td>16</td>
<td>12</td>
<td>10</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meet with Mary about ...</td>
<td>8</td>
<td>16</td>
<td>16</td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Design the UI</td>
<td>12</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Automate tests ...</td>
<td>4</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Code the other ...</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>As a member, I can update my billing information.</td>
<td>Update security tests</td>
<td>6</td>
<td>6</td>
<td>4</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Design a solution to ...</td>
<td>12</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Write test plan</td>
<td>8</td>
<td>8</td>
<td>4</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Automate tests ...</td>
<td>12</td>
<td>12</td>
<td>10</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Code the ...</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

http://www.mountaingoatsoftware.com/scrum/sprint-backlog
Sprint Burndown

https://scrumology.com/sprint-burn-graph-signatures/
FINAL THOUGHT FROM THE TRENCHES

“Scrum is hard, but it sure is a whole lot better than what we were doing before!”