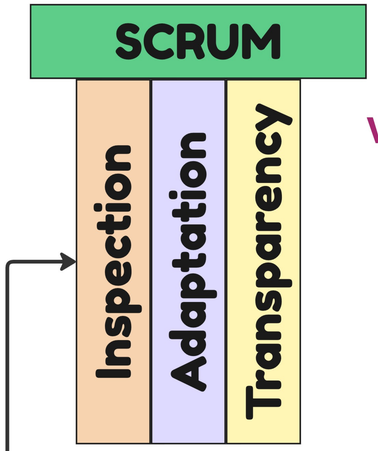
Professional Scrum Master I Cheat Sheet



Values:

- **Commitment**
- **Courage**
- **Focus**
- **Opennes**
- **Respect**

Scrum Pillars - "founded on Lean thinking and Empiricism"

Artefacts and their **Commitments**

Product Backlog > Product Goal
Sprint Backlog > Sprint Goal
Increment > Definition of Done

Definition of Done (DoD) - Defined by Organization. If not, mutually defined by Scrum Teams.

Increment - Can only be composed of "Done" work

Product Backlog

- Only one
- Only one Product Goal
- Estimated by Developers
- Refined by Scrum Team. Continuously.
- Pursue one Product Goal at a time.

Scrum in a nutshell

- PO orders Product Backlog (ideas)
- Scrum Team defines turns ideas into value durint a Sprint
- Scrum Team and stakeholder inspects the results and adjusts for the next Sprint.
- Repeat

Scrum Team Typically, 10 or fewer members

- Self-managed and cross-functional
- No sub-teams or hierarchies
- Collective accountability
- All product related activities
- Valuable, usable Increment, each Sprint

Accountabilities

Scrum Master

Facilitator
Causes Impediment removal

Product Owner

Value maximiser

Developers

Create any aspect of a usable Increment each Sprint.

Self-managed

Internally decide who does what, when, and how.

Cross-functional

Have all the skills to create value each Sprint

Events - Formal opportunities for Inspect & Adapt

Sprint— max 1 calendar month — Manage risks
Sprint Planning— max 8 hours (usually shorter for shorter Sprints) — The Scrum Team – initiates Sprint.
Daily Scrum— max 15 minutes — The Development Team
Sprint Review— max 4 hours (usually shorter for shorter Sprints) — The Scrum Team and Key Stakeholders — informal session
Sprint Retrospective — max 3 hours (usually shorter for shorter Sprints) — The Scrum Team – closes Sprint.

During the Sprint

- No changes are made that would endanger the Sprint Goal
- Quality goals do not decrease
- The Product Backlog is refined as needed
- Scope may be clarified and re-negotiated between the Product Owner and Developers as more is learned.
- Only Product Owner can cancel the Sprint.

Scaled Scrum

- Single PO
- A single Product Backlog
- A single Product Goal at a time

Scrum Teams self-manage

- Don't need to synchronise Sprints
- They decide how to handle
- dependencies