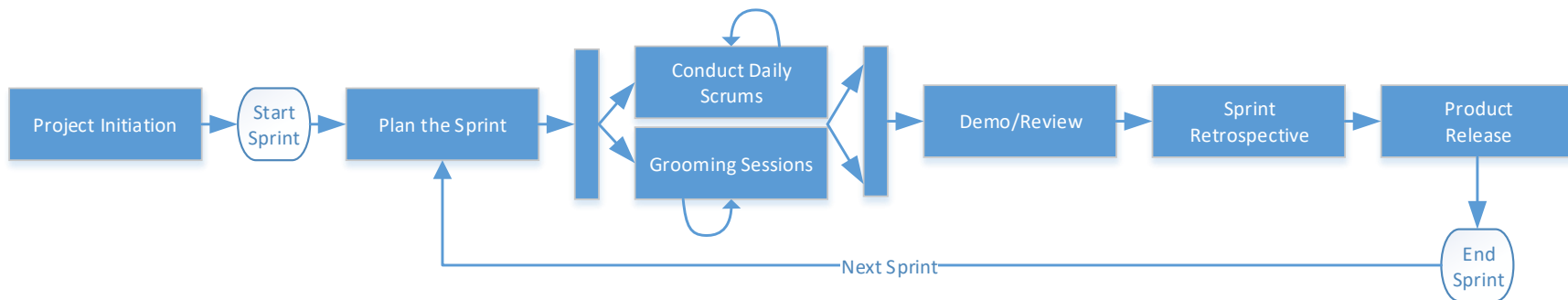


Agile Scrum Process Checklist

To be successful, agile projects require a consistent management process. This checklist provides the various roles involved in agile projects (especially those with limited agile experience) with a comprehensive checklist that ensures that they complete the essential tasks from planning to deployment. Add tasks or change terminology to align the Checklist with your organization's approach.

Agile Scrum Process



Project Initiation- Product Owner and Business Analysts are responsible scope, requirements and priorities are defined before the sprint begins.

Task	Description	Status	Comments
Gather product backlogs	The list of processes to be developed for a project should be in the form of stories or epics, (often derived from use cases or process walkthroughs)		
Define the project goals	The overall goals will guide the overall shape of the solution and guide the priority-setting for various processes		
Identify team members	The members of the project team who will participate in all of the sprints in the project. Include stakeholders, quality assurance and implementation team members.		
Identify the key team roles	Scrum master (organizes team, removes blockers, executes on scrum process - sprint planning, retrospectives, daily scrums). <ul style="list-style-type: none"> • Product Owner • Developers and Quality Assurance • Stakeholders 		
Define communication plan for community of stakeholders	Identify the expected level of stakeholder participation and get commitment for those resources and time. Identify the method of communication with stakeholders.		
Define backlog stories derived from epics	Stories include: <ul style="list-style-type: none"> • Title 		

	<ul style="list-style-type: none"> Description (As a <ROLE> I want to <ACTION> so I can <PURPOSE>) Acceptance Test Criteria (Implementation conditions must be true for the story to be considered complete) 		
Prioritize backlog and communicate sprint release goals with stakeholders	Prioritize the stories based on user value as communicated by the stakeholders.		

Sprint Planning- The Scrum Master is responsible for completing the sprint plan before the sprint begins.

Task	Description	Status	Comments
Define sprint lengths	The Scrum Master must establish the length of a sprint (usually one or two weeks).		
Present stories and acceptance test criteria	The product owner should lead the team through the proposed project.		
Define “done” for each story	Product Owner, Business Analysts, QA collaborate with the developer to confirm the scope, expectations (acceptance criteria), and technical implementation details for the Sprint, and establish how and how much QA will be carried out, what documentation will be prepared and by whom.		
Estimate stories	Product owner/developer/business analyst/scrum master estimate time for completion of each user story and tasks		



	needed to complete the user story. Tasks are estimated by man hours.		
Develop Scrum Board	The scrum master should prepare this project tracking tool.		
Book daily scrums	Block off team calendars for the daily scrums, 15 minutes every day.		

Daily Scrums- The Scrum Master is responsible for facilitating the meeting. All team members must attend this 15 minute daily meeting.

Task	Description	Status	Comments
Select story for development and design each story solution	Before developers begin working on a selected story, Product Owner, Technical Architect discuss design elements for that story.		
Update status of stories	Identify stories that will be worked on or are in progress. Get time spent and time remaining.		
Identify, track, and resolve blockers	Record type of blockers and time spent on each type to improve future estimates.		
Calculate time still required for the sprint	Burn down "Done" stories using a Burn down chart.		

Review Meeting/Demo- The Product Owner is responsible for reviewing the completed work at the end of the sprint.

Task	Description	Status	Comments
Execute demo	Carry out the demo to relevant stakeholders.		
Gather feedback	Collect detailed comments from all observers, consolidate findings. Add to project backlog.		
Discuss stories that will be completed in the upcoming sprint	Review the stories planned.		

Sprint Retrospective- The Scrum Master is responsible for leading a lessons learned meeting is conducted at the end of each sprint.

Task	Description	Status	Comments
Review sprint status	Review stories in the sprint: what was completed, what was not, what will be demoed, what will be released.		
Discuss what was done well, areas for improvement, changes required to improve results	Encourage open discussion to identify parts of the process that would benefit from change.		



Agree on how the next sprint will be run	Make adjustments to make the sprint process more effective.		
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Product Release- The Product Owner is responsible for ensuring communication and training is completed at the end of the sprint.

Task	Description	Status	Comments
Communicate to stakeholder community	When the contents of a sprint are ready for deployment, inform the user population of the changes in the systems, include Help Desk.		
Provide training	Provide training for the new functionality to the stakeholder community, including Helpdesk.		