

Glossary of Agile & Scrum Terms

Burndown Chart

The trend of work remaining across time in a Sprint, a release or in a product. The burndown chart is a publicly displayed chart showing remaining work in the Sprint backlog. Updated every day, it gives a simple view of the Sprint progress.

Chicken

Someone who is interested in the project but does not have formal Scrum responsibilities and project accountabilities.

Daily Scrum Meeting

A short status meeting held daily by each team. Team members synchronize their work and progress and report any impediments to the ScrumMaster for removal.

- The meeting starts precisely on time. Often there are team-decided punishments for tardiness (e.g. money, push-ups, hanging a rubber chicken around your neck)
- All are welcome, but only "pigs" may speak
- The meeting is Timeboxed at 15 minutes regardless of the team's size
- All attendees should stand (it helps to keep meeting short)
- The meeting should happen at the same location and same time every day

During the meeting, each team member answers three questions:

- What have you done since yesterday?
- What are you planning to do by today?
- Do you have any problems preventing you from accomplishing your goal? (It is the role of the ScrumMaster to remember these impediments.)

Done

Complete as mutually agreed to by all parties and conforming to an organization's standards, conventions and guidelines.

Estimated Work Remaining

The number of hours that a team member estimates that remains to be worked on for any task. This estimate is updated at the end of every day the Sprint Backlog task is worked on.

Increment

Product functionality that is developed by the team during each Sprint.

Increment of potentially shippable product functionality

A completely developed increment that contains all of the parts of a completed product, except for the Product Backlog items that the team selected for this Sprint.

Pig

Someone occupying one of the three Scrum roles (Team, Product Owner, ScrumMaster) who has made a commitment and has the authority to fulfill it.

Product Backlog

A prioritized list of high level requirements.

Product Owner

The person responsible for maintaining the Product Backlog by representing the interests of the stakeholders.

Sashimi

A slice of the whole equivalent in context to all other slices of the whole. For the Daily Scrum, the slice of sashimi is a report that something is done.

Scrum

Not an acronym but a huddled team in the game of rugby for getting an out-of-play ball back into play. See picture below.

ScrumMaster

The person responsible for the Scrum process, making sure it is used correctly and maximizes its benefits. Scrum is facilitated by a ScrumMaster, whose primary job is to remove impediments to the ability of the team to deliver the Sprint goal. The ScrumMaster is not the leader of the team (as they are self-organizing) but acts as a buffer between the team and any distracting influences. The ScrumMaster ensures that the Scrum process is used as intended.

Scrum Team

The Scrum Team is made up of the Product Owner, ScrumMaster and Team.

Sprint

A time-box of typically 30 sequential calendar days (or sometimes defined by the team as two to four weeks) during which a team works to turn the Product Backlog it has selected into an increment of potentially shippable product functionality.

Sprint Backlog

A list of tasks to be completed during the Sprint.

Sprint Backlog Task

One of the tasks that the team or a team member defines as required to turn committed Product Backlog items into system functionality.

Sprint Planning Meeting

A one day meeting time-boxed to 8 hours that initiates every Sprint.

Sprint Retrospective Meeting

A meeting time-boxed to 3 hours and facilitated by the Scrum-Master at which the Team discusses the just-concluded Sprint that determines what could be changed that might make the next Sprint more enjoyable or productive.

Sprint Review Meeting

A meeting time-boxed to 4 hours at the end of every Sprint at which the team demonstrates to the Product Owner and interested stakeholders what it was able to accomplish during the Sprint.

Stakeholder

Someone with an interest in the outcome of a project, either because he or she has funded it, will use it or will be affected by it.

Team

A cross-functional group of people that is responsible for managing itself to develop software every Sprint.

Timebox or Timeboxed

A period of time that cannot be exceeded and within which an event or meeting occurs. A Daily Scrum meeting is timeboxed to 15 minutes and ends at that time regardless.

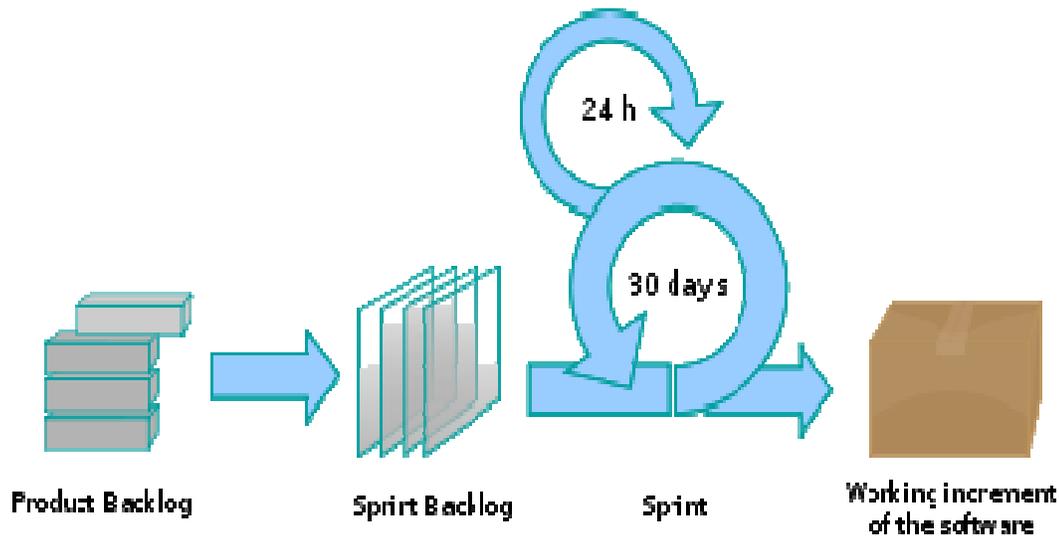
Other notes of interest:

Though Scrum was originally applied to software development only, it can also be successfully used in other industries. Now Scrum is often viewed as an iterative, incremental process for developing any product or managing any work.

The following are some general practices of Scrum:

- Customers become a part of the development team (i.e. the customer must be genuinely interested in the output.)
- Scrum has frequent intermediate deliveries with working functionality, like all other forms of agile software processes. This enables the customer to get working software earlier and enables the project to change its requirements according to changing needs.
- Frequent risk and mitigation plans are developed by the development team itself—risk mitigation, monitoring and management (risk analysis) occurs at every stage and with commitment.
- Transparency in planning and module development—let everyone know who is accountable for what and by when.
- Frequent stakeholder meetings to monitor progress—balanced dashboard updates (delivery, customer, employee, process, stakeholders)
- There should be an advance warning mechanism, i.e. visibility to potential slippage or deviation ahead of time.
- No problems are swept under the carpet. No one is penalized for recognizing or describing any unforeseen problem.
- Workplaces and working hours must be energized—"Working more hours" does not necessarily mean "producing more output."

Scrum Process Diagram



Agile/Scrum Reference List

Scrum Alliance

<http://www.scrumalliance.org/>

The Agile Manifesto

<http://agilemanifesto.org/principles.html>

Project Connections – register and go to Agile section

<http://www.projectconnections.com/>

The Agile Journal

<http://www.agilejournal.com/>

Mary & Tom

<http://www.poppendieck.com/>

The Agile Alliance

<http://www.agilealliance.org/>

Sources:

[Schwaber, Ken](#) (1 February 2004). *Agile Project Management with Scrum*. Microsoft Press. ISBN 978-0-735-61993-7.

Microsoft Best Practices: pp 141-143.

Wikipedia: Scrum (development) <http://en.wikipedia.org/wiki/Scrum> (development).