

# Process methodology

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# SCRUM Overview

## Definition

Scrum is an iterative, incremental methodology for project management often seen in agile software development.

Although Scrum was intended for management of software development projects, it can be used to run software maintenance teams, or as a general project/program management approach.

## Characteristics

Scrum is a process skeleton that contains sets of practices and predefined roles. The main roles in Scrum are:

1. the „ScrumMaster“, who maintains the processes (Dajan Zvekic in cooperation with Mahdi Sarabi)
2. the „Product Owner“, (Customer Di Nitto Rossi and supervisor Aneta Vulgarakis)
3. the „Team“, a cross-functional group of about 7 people who do the actual analysis, design, implementation, testing, etc.

Sprint is typically a one to four week period (with the length being decided by the team), the team creates a „potentially shippable“ product increment (for example, working and tested software).

## Meetings

### *Daily Scrum*

Each day during the sprint, a project status meeting occurs. This is called a “daily scrum”, or “the daily standup”. This meeting has specific guidelines:

- The meeting starts precisely on time.
- All are welcome, but only “pigs” may speak
- The meeting is timeboxed to 15 minutes
- 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 today?
- Do you have any problems preventing you from accomplishing your goal? (It is the role of the ScrumMaster to facilitate resolution of these impediments. Typically this should occur outside the context of the Daily Scrum so that it may stay under 15 minutes.)

### *Sprint Planning Meeting*

At the beginning of the sprint cycle (every 7–30 days), a “Sprint Planning Meeting” is held.

- Select what work is to be done
- Prepare the Sprint Backlog that details the time it will take to do that work, with the entire team
- Identify and communicate how much of the work is likely to be done during the current sprint
- Eight hour time limit
  - (1st four hours) Product Owner + Team: dialog for prioritizing the Product Backlog
  - (2nd four hours) Team only: hashing out a plan for the Sprint, resulting in the Sprint Backlog

At the end of a sprint cycle, two meetings are held: the “Sprint Review Meeting” and the “Sprint Retrospective”

### *Sprint Review Meeting*

- Review the work that was completed and not completed
- Present the completed work to the stakeholders (a.k.a. “the demo”)
- Incomplete work cannot be demonstrated
- Four hour time limit

### *Sprint Retrospective*

- All team members reflect on the past sprint
- Make continuous process improvements
- Two main questions are asked in the sprint retrospective: What went well during the sprint? What could be improved in the next sprint?
- Three hour time limit

## **Artifacts**

### *Product backlog*

The product backlog is a high-level list that is maintained throughout the entire project. It aggregates backlog items: broad descriptions of all potential features, prioritized as an absolute ordering by business value. It is therefore the “What” that will be built, sorted by importance. It is open and editable by anyone and contains rough estimates of both business value and development effort. Those estimates help the Product Owner to gauge the timeline and, to a limited extent prioritize. For example, if the “add spellcheck” and “add table support” features have the same business value, the one with the smallest development effort will probably have higher priority, because the ROI (Return on Investment) is higher.

The Product Backlog, and business value of each listed item is the property of the product owner. The associated development effort is however set by the Team.

### ***Sprint backlog***

The sprint backlog is the list of work the team must address during the next sprint. Features are broken down into tasks, which, as a best practice, should normally be between four and sixteen hours of work. With this level of detail the whole team understands exactly what to do, and potentially, anyone can pick a task from the list. Tasks on the sprint backlog are never assigned; rather, tasks are signed up for by the team members as needed, according to the set priority and the team member skills. This promotes self-organization of the team, and developer buy-in.

The sprint backlog is the property of the team, and all included estimates are provided by the Team. Often an accompanying task board is used to see and change the state of the tasks of the current sprint, like “to do”, “in progress” and “done”.

## **SCRUM Adjusted for DSD**

As scrum insist heavily on verbal communication we needed to adjust actual Scrum process to fit our needs.

Idea is that two separates teams in Sweden and in Croatia hold their own daily meetings separate. As this is not real work we can't expect that meetings will be held each day, these progress meetings can be held twice a week. That give us flexibility to contact responsible persons if there are any problems in implementing tasks in current sprint.

### **Transport4You SCRUM Roles**

- ScrumMaster: Dajan Zvekic in cooperation with Mahdi Sarabi
- Product Owner: Customer Elisabetta Di Nitto and Matteo Rossi and supervisor Aneta Vulgarakis
- Team: 7 people

### **Transport4You SCRUM Meetings**

- Daily Scrum Meeting – meetings will be held separately by members of team in Sweden and team in Croatia
  - Meetings will be held twice a week
- Sprint Planning Meeting – once a week tasks for upcoming sprint will bi defined between Scrum Masters.
  - Each Scrum master will explain tasks to their local team members.
  - Task board will be divided for team in Sweden and team in Croatia.
- Sprint Retrospective Meeting – will be held once a week on skype.
- Sprint Review Meeting – will be held as presentation on Tuesday, where one team member will present work that is done and if there are any problems.

### **Transport4You SCRUM Artifacts**

- Product backlog – will be defined and changed according to changes in requirements.
- Sprint backlog – will be defined for every sprint and will hold information about planned tasks.

## References

1. [http://en.wikipedia.org/wiki/Scrum\\_\(development\)](http://en.wikipedia.org/wiki/Scrum_(development))