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Aligning Projects, Enhancing Teams.

ScrumMaster Cheat Sheet

This cheat sheet provides a quick list of the actions a ScrumMaster performs.

1 Every Day

Do these things every day.

1.1 Start of Day

1. Update and review the current Burndown chart for the current Sprint, for each Team of interest.
    a. If a Team is running behind schedule, investigate, and try to help bring it back on track. Make sure that tasks that been have completed have a Completed status, so they contribute to the progress.
2. Review the Sprint Backlog Items and their associated tasks.
    a. Check to see if any tasks have missing information.
        - Missing Estimates for Backlog Items
        - Missing Detail Estimates for tasks
        - Missing To-Do values for tasks
        - Missing Owners for tasks that are In Progress or Complete
    b. Look for inconsistencies.
        - Backlog Items with status values that can be selected in the tracking tool, but which we have decided not to use.
        - Tasks marked as Complete, which have non-zero To-Do values
        - Tasks with zero To-Do values, which are not marked as Complete
        - Backlog Items marked as Complete, which have any tasks not marked as Complete
        - Backlog Items that have been finished (all of their tasks have been marked as Complete), and should be marked as Complete, but are not
    c. Follow up with appropriate Team members, to ensure they supply missing information, and correct inconsistencies

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1.2 During the Day

1. Identify any issues that are impeding progress, which require intervention.
2. Assist Team members to resolve issues, as needed.
    a. Protect Team members from interference
    b. Teach them to solve problems first, and come to you when they can't solve them
3. Facilitate the Daily Scrum meeting.
    a. Show the Burndown chart
    b. Listen to answers to the standard three questions
    c. Ensure follow-up actions and participants are defined
    d. Provide any additional information the Team should know
4. Review new User Stories, Technical Stories, and Defects added to the Product Backlog, for clarity and completeness
    a. Make sure new Product Backlog Items are assigned to the right Teams

1.3 End of Day

1. Same as Start of Day: Review status, look for missing or inconsistent information, and follow up with Team members to resolve.

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2 To Prepare for the next Sprint Planning Meeting

Prepare for the next Sprint Planning meeting.

1. Facilitate the Backlog Grooming meetings (as per the *Product Owner Cheat Sheet*).
2. Conduct capacity planning for the next Sprint
    a. Gather information about Team member planned time off, holidays, and other impacts to Team Member availability
    b. Estimate the Team's Velocity (amount of work Team can do) for the next Sprint
3. Update relevant tools with the Velocity and other Sprint-related information

3 In the Sprint Planning Meeting

Facilitate the meeting.

1. Go through the top Product Backlog Items, ranked by the Product Owner, and read each one to the Team.
2. Facilitate the estimation process.
3. Enter the estimate for this item into the tool used to record this information.
4. Move the item into the Sprint Backlog.
5. Repeat, and stop when the Sprint is full.
6. (Recommended) Estimate a few more Backlog Items, to expand the pool of pre-estimated Items, for use in future planning meetings (especially Release Planning).

4 Immediately after the Sprint Planning Meeting

If the Team needs help with creating Task Breakdowns, the ScrumMaster should facilitate and mentor, as needed. Otherwise, the ScrumMaster's presence is not required (though allowed).

5 In the Sprint Review Meeting

The ScrumMaster has little to do, except for the important part of making sure that the meeting happens. The Team members are responsible for demonstrating the completed Sprint Backlog Items to the Product Owner, and for deciding who will do the various parts of the demonstration.

6 In the Retrospective Meeting

The ScrumMaster facilitates this meeting, which is attended by the Product Owner and all Team members.

1. The ScrumMaster reviews with the Team the status of work items they selected in the previous Retrospective meeting.
2. The ScrumMaster facilitates information collection, recording what the Team members, Product Owner, and ScrumMaster have to say about
    a. What went well, that we should do again
    b. What didn't go well
    c. Specific suggestions for improvement
3. The ScrumMaster facilitates a discussion to select the top few suggestions to be implemented in the next Sprint, and the Team members who will own them.

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