

AGILESPRINTRULESET

SPRINT PLANNING - POT & TEAM -



1 (to 2) hours



Planning, coordination and commitment to sprint results.



- POT introduces Backlog, DoD, the "Why?" and priorities.
- The AC makes sure that all team members have understood the backlog correctly.
- The team plans the tasks (yellow stickies).
- The team plans its availability for the next sprint.
- Team defines the "yellow line" and all team members confirm with Thumbs-up.



DO

- After the backlog definition the team plans the tasks without POT.
- The POT can be contacted directly for questions.
- Plan a maximum of 80% availability per team member.
- Break down ToDos to 1-3 days granularity.



DON'T

- Sprint start without thumbs-up of the team.*
- The yellow line is not changed by the POT.*
- Changes to the backlog by POT during the sprint without the team's consent.*
- Change of the backlog without POT.*

Timeboxing! Every ritual with running stopwatch.

CONCLAVE - POT -



1 (to 2) hours



Planning of the next sprint ("What?"), prioritization of backlog items, description of the "Why?" from a customer benefit perspective.



- Adjustment and revaluation of unfinished results from the last Sprint.
- Transfer of the new backlog from the stage plan.
- Incorporation of the findings from DEMO and RETRO.
- Precise formulation of the DoD and the "Why?". Prioritization of the backlog.



DO

- Formulate backlog in 3 words.
- Number of backlog items: 10-15.
- Describe DoD in e.g. 3 criteria.
- Adjust the stage plan if necessary.
- Identify the (possibly changed) dependencies on the stage plan.



DON'T

- Backlog is described in too much detail.*
- Unclear or vague DoD's.*
- DoD's too detailed.*
- Backlog items contain the "How?" instead of the "What?"*
- "Why" does not make the Business Value benefit clear.*

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DAILY - TEAM -

15 minutes Daily + (optional) 15 minutes post-Daily

Self-organization, solving blockades, visualization of progress, recognition for achievements.

- What did I finish yesterday?
- What do I want to achieve today?
- Where do I need help?



DO

- Short, concise answers to the 3 questions.
- Recognition for completed tasks in the team.
- Identification of blockades - discussion of the solution finding in the Post-Daily.
- The team solves blockades itself as far as possible.
- The POT becomes involved if the team can not solve a blockade on its own.

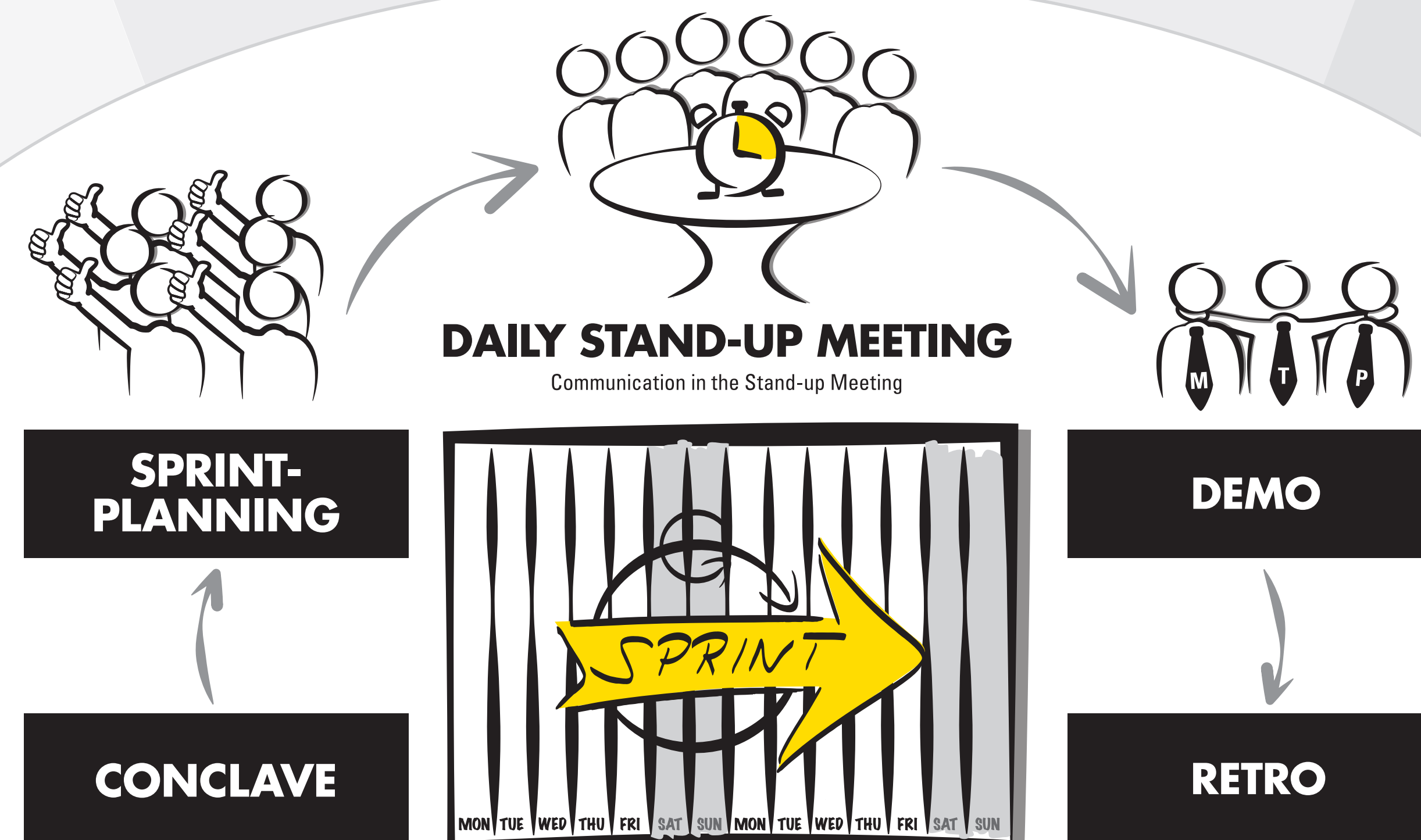


DON'T

- Excessive detail discussions.*
- Unpunctual appearance.*
- Lack of attention by mobile phone or PC.*
- Unclear, vague formulations.*

DAILY STAND-UP MEETING

Communication in the Stand-up Meeting



SPRINT

Constant sprint duration: 2 weeks

BACKLOG REFINEMENT (ON DEMAND) - POT -

1 (to 2) hours

Translation of the product backlog items in predictable results.
Or translation of the stage backlog into a sprint backlog.

- Comparison of stage planning and actual progress.
- Adjustment and redefinition of the "mini milestones" in stage planning.
- Review / adjustment of dependencies.
- Specification of the backlog items for the next sprint.



DO

- Approx. 1:10 - ratio of stage mini milestone to backlog item in sprint planning.
- Consider dependencies on stage planning.
- 1:1 transfer of stages mini milestone in Sprint Backlog.*
- Too high a demand for accuracy.*



DON'T

Timeboxing! Every ritual with running stopwatch.

DEMO - POT & TEAM -

1 (to 2) hours

Approval of the sprint results by the POT.

- The team demonstrates the results.
- The POT checks the completed results based on the DoD.
- The POT shows appreciation for the results.
- Open results go back into the Product Backlog.



DO

- Demonstration of the results in physical form, if possible (available material only).
- Visualized results (pictures, videos, prototypes, ...).
- POT shows recognition for commitment and results achieved.



DON'T

- High effort for the preparation.*
- Presentations as "PowerPoint Show."*
- Reports instead of a demonstration.*
- Emphasis on individual persons instead of the team result.*
- Detailed discussion of solutions for blockade identification.*

Timeboxing! Every ritual with running stopwatch.

RETRO TEAM (POT ON DEMAND)

1 hour

a. Team Building | b. Continuous increase in efficiency

- Team members learn to understand each other better and better.
- The relationship between the team members grows in every retro.
- The team members learn to give each other more and more recognition and to address and solve conflicts more and more.
- In every retro, a concrete process improvement is decided upon.



DO

- Positive atmosphere with changing warm-ups per sprint.
- The Agile Coach varies the methods according to the team mood.
- At least 50% of the duration (1/2h for team retro!).
- Concrete measures in the process retro.
- Focus on small improvements.



DON'T

- Lack of appreciation.*
- Smoldering conflicts go unspoken.*
- Not in the "here and now" (waste of time on problems that cannot be tackled immediately).*

Timeboxing! Every ritual with running stopwatch.