Scrum Kickoff Planner

http://ScrumKickoff.com

A start-up guide for Scrum Teams and the people that love them...

Version 1.0.1

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INTRODUCTION

The following guide is meant to give your group some basic questions to consider when forming (or rebooting) your team. Print out a copy for each team member, block out some time, and sit down together to fill it out. The main purpose of this planner is to foster collaboration and communication. Like a good User Story, it’s meant to encourage conversation.

YOUR TEAM

1. **Team Name**
   
   Who are you? Does your team have a name?

2. **Team Members**
   
   Who’s on your team? Write down contact info for each team member here so you’ve got it in one place. Don’t forget to include your Product Owner, and make a note of who your Scrum Master is.

   *Suggested: Name, Phone, Email, IM, Skype*
VIRTUAL COLLABORATION LOCATIONS

Ideally your team is working in a team room and all of your interactions happen in real-time and face-to-face using low-tech tools like stickies and markers. Often though that’s not possible, and hi-tech tools are needed. If your team uses them, note them here to make meeting in the virtual world easier.

1. Conference Call Number

2. Virtual Task board / Backlog URL

3. Screen sharing URL

4. Video Conference (Skype Address / Google Hangout)

5. Wiki URL

6. Taskboard
   Does your team want to use a Task board to manage its work during a sprint? If so, is it a physical board, a virtual board (software), or do you use both? Be sure to note the URL for a virtual board if you’re using one, and decide on how you’ll keep a virtual board and physical board in sync if you use both. Bonus points for deciding who will do the updating.

   Tip: Visit http://UpdateTheCardWall.com to set up daily reminders to update your taskboard if you have trouble remembering on your own.

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Working Together

What does your team value? What do you stand for? It can be helpful to discuss these things up front as you form the culture of your team, and for something to come back and refer to if things get rocky down the road.

1. **Working Agreements**
   What agreements do you have as a team that help you get your work done and stay happy in the process?

   *Examples: if unavailable for daily scrum communicate status, communicate individual schedules, no backchannel communications, put action items from retros on task board, continue to improve test coverage every sprint…*

2. **Core Working Hours**
   Does your team have an agreement around what hours you’ll all be available to each other?

   *Note: This can be particularly important for teams that are not co-located.*

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3. **Team Values**
   Does your team have a set of values it follows? Perhaps it’s the Scrum Values: Commitment, Focus, Openness, Respect, & Courage. Perhaps you have your own.

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**PRODUCT OWNER**

1. **Product Owner availability**
   Is there a time the PO is always available (i.e. after the Daily Scrum for sidebars)? Is there a time the PO is always out in the field talking to customers and thus is unavailable?

   *Note: When considering the details, perhaps the development team and PO can optimize their time to support the agile principle of “Business people and developers must work together daily throughout the project”*
2. Does your PO attend your Daily Scrum?

3. What do we do when the PO is not available...
   Having this conversation with the development team and PO now can save you some pain when it happens down the road. Make notes here so you are all on the same page.

   a. For sprint planning or sprint review:

   b. For a meeting:

   c. For a question:

   d. For an extended period of time (vacation, sick leave, etc...):
SCHEDULE

1. **Sprint Length**
   How long is your Sprint? 1 week, 2 weeks, 1 month?

   Note: Consider the agile principle “Deliver working software frequently, from a couple weeks to a couple of months, with the preference to the shorter timescale.”

2. **Sprint Start Day**
   What day does your sprint begin?

   Recommendation: Consider starting your sprints on a day other than Monday or Friday, as these days often are taken up by individuals taking long weekends, or by company holidays. Having your sprint start mid week may also help protect against your team working through the weekend before Sprint Review.

3. **Sprint Planning**
   Day / Time / Location

4. **Daily Scrum**
   Time / Location

5. **Sprint Review**
   Day / Time / Location

   List any important stakeholders the Product Owner would like to invite to the Sprint Reviews:

   ————

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6. **Sprint Retrospective**  
   *Day / Time / Location*

7. **Backlog Refinement** (a.k.a. Story Time or Backlog Grooming)  
   *Day / Time / Location*

8. **Important Milestones**  
   Are there milestones we need to meet by certain dates? While this is not meant to be a replacement for proper Release Planning that should be done once the Product Backlog is sized, it may be helpful to state these important milestones upfront so that everyone is on the same page.

   *Examples: The reporting feature we’re building for the Finance department needs a minimal implementation by December 15th so they can run the report for their year end paperwork, we need a feature rich version of the control panel for the trade show unveiling in on March 1st, etc…*
9. **What if someone is sick or on vacation?**

There will certainly be a time when someone can’t make it to a meeting, even an important one like Sprint Planning. How does your team want to deal with the situation? Having a discussion now, and possibly coming up with a plan can make life easier down the road.

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**COORDINATION**

1. **Coordinating work between development teams**

Does your team need to work with other Scrum teams? If so, how will you self organize and collaborate? Do you need a formal framework to do so?

*Examples: Scrum of Scrums, Send a Chicken, None – we don’t need this*
DEFINITIONS

1. Definition of Done
   What is your team’s definition of done? Write it here, and post it in the team room next to your task board or some other prominent location. Remember to keep this definition alive by revisiting it as you learn more about your team, product, and organization.

   Examples: unit tests have been written and pass, qa has been done, automated tests have been written and pass, is checked in to source control, did not break CI, documentation has been written, passes “gut check”…
2. **Definition of Ready**

It is sometimes helpful to define what’s required for a team to agree a story is ready for them to pull a story into a Sprint during planning, so that the Product Owner and team can help ensure the backlog is ready.

*Examples: Meet the I.N.V.E.S.T. criteria (An acronym created by Bill Wake: Independent, Negotiable, Valuable, Estimable, Small, Testable), X of these Product Backlog Items can be done in a sprint, the team is clear on what is being asked for...*
3. **Product Vision**
   It's important that your team knows where it's going. Has your Product Owner created a short product vision that clearly communicates to the team and organization what the product vision is? If so, write it down here.

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4. **Estimation Scale**
   What scale does your team use for sizing Product Backlog Items?

   *Examples: T-shirt sizes (xs, s, m, l, xl, xxl), Fibonacci (1, 2, 3, 5, 8, 13, 21), Powers of 2 (2, 4, 8, 16)…*