



Scrum Kickoff Planner

<http://ScrumKickoff.com>

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

Version 1.0.1

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.

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"



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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...):



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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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