

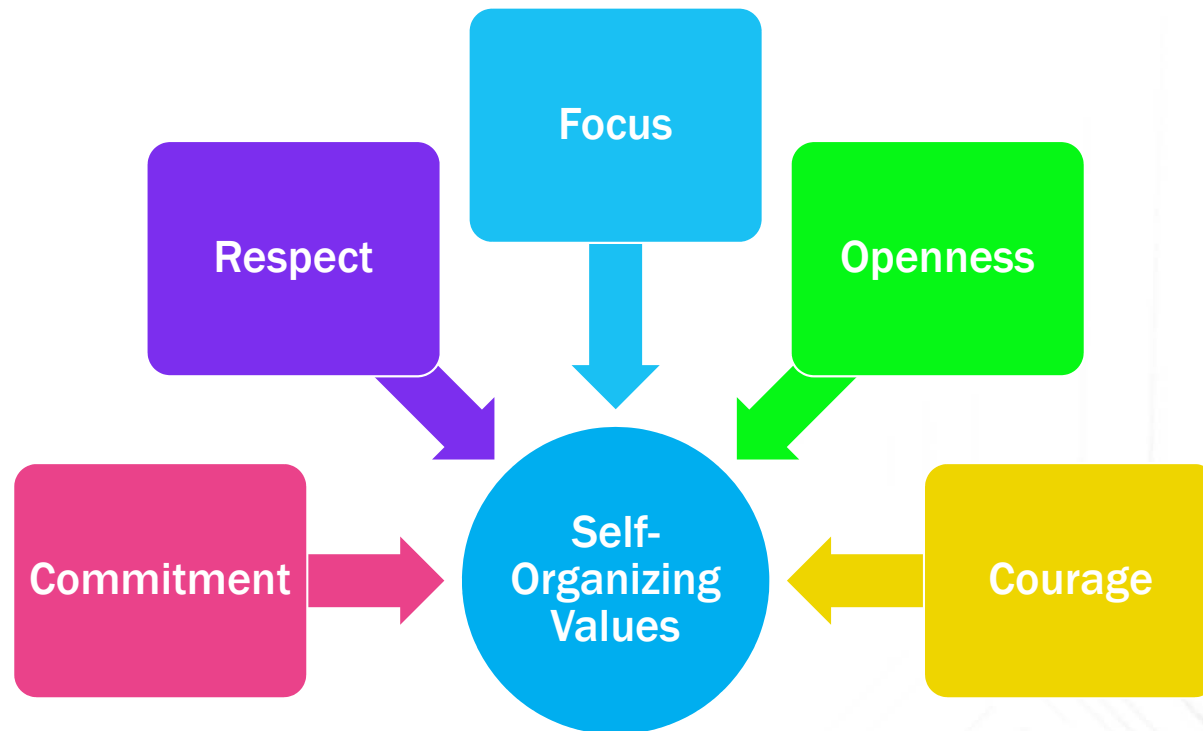


# Scrum Best Practices – ready to use in any project

*Roman Uvarov*  
*Project Manager, SoftServe*

December, 2016

# Scrum Values

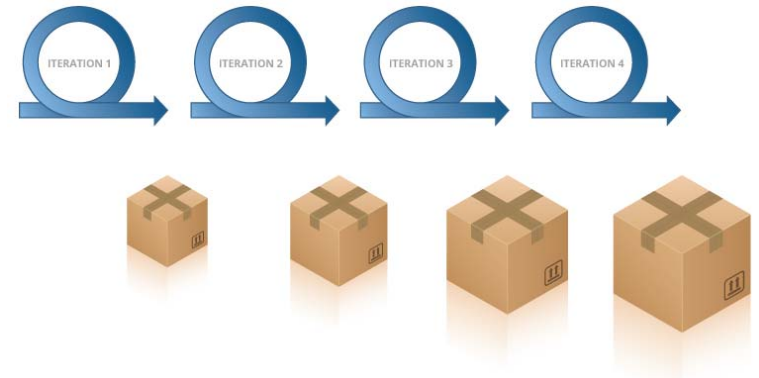


# Magic of Iterations

**Iteration – time-limited period with fixed length**

## Benefits:

- Easy to control (long-term) projects
- Fail fast
- Short-term goals easier to achieve



## Easy Steps to follow:

- Define most applicable duration for Iteration
- Plan every Iteration, Set Goals, Assign Tasks
- **Get commitment from the team!**
- Control tasks progress during Iteration
- Assure that Iteration Commitment is fully covered
- Conduct Iteration Retrospectives

# Effective Daily Stand-Up meetings

## Keys to effectiveness:

- 15 min time-box
- Everyone provides update on:
  - What was done yesterday
  - What to be done today
  - Are there any blockers to work
- No details during Stand-Up

## Benefits:

- Manager gets latest updates on tasks progress
- Boring details may be skipped
- Meetings don't take long time

## Easy Steps to follow:

- Set up the rules in your team
- Keep an eye on time
- Stop low details discussion
- Don't question employees



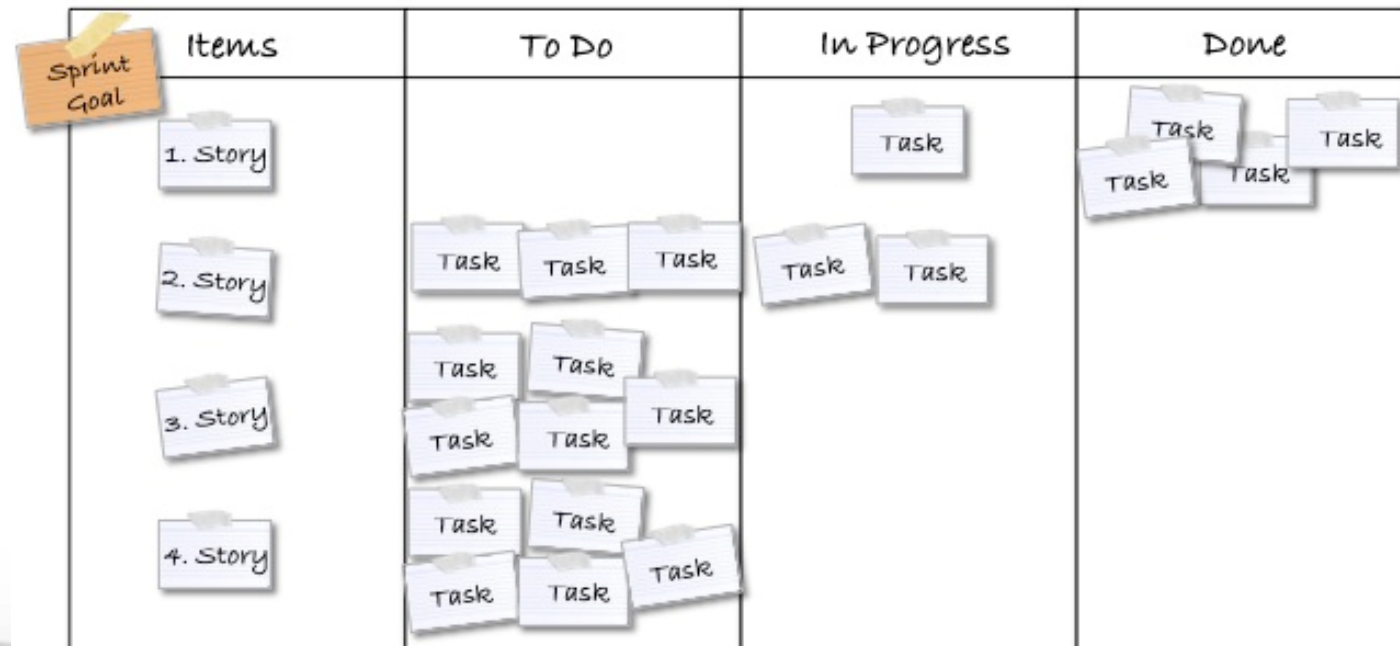
# Scrum Board

## Benefits:

- Progress visualization
- Easy to track progress
- Bottlenecks can be easily found

## Easy Steps to follow:

- Tasks should be  $\leq 8$  hrs long
- Everyone moves assigned tasks on the board during Daily Stand-Up



# Retrospective meetings

## Benefits:

- Every period (Iteration) summary
- Lessons learned
- Continuous improvement
- Ready Input to reports/Action plans



## Easy Steps to follow:

- Make recurrent meetings with team
- Recognize of what went well
- Define what can be improved next time
- Create action items; assign to employees
- Document meeting outcomes
- Track progress of assigned action items

**Thank you!**

**Questions?**



**Q&A**