Scrum checklist

Glossary
- PO = Product Owner
- SM = Scrum Master
- PBL = Product Backlog
- SBL = Sprint Backlog
- DoD = Definition of Done

Team
- (1) Team sits together
- (1) Team members collaborate to bring stories all the way to Done.
- (1) Team members not locked into specific roles
- (2) Team members collaborate to complete high-priority stories first.
- (2) Team members admit problems and ask for help
- (2) Team members help each other
- (3) Team members hold each other responsible

Scrum master (SM)
- (1) Team has a SM
- (1) SM sits with the team
- (1) SM focuses on removing impediments

Product Owner (PO)
- (1) Team has **one** PO
- (1) PO has the power to prioritize what his team does
- (1) PO understands the product enough to prioritize well
- (1) PO has at least 1 dedicated team

Product Backlog (PBL)
- (1) PO owns PBL
- (1) PBL is visible
- (1) PBL is updated before sprint planning
- (1) PO understands all stories
- (2) "Conditions of satisfaction" / "How to demo" is clear for each story
- (2) PB contain stories (not tasks)

Definition of Done (DoD)
- (1) Each story has a DoD (or inherits a default DoD)
- (1) Team respects DoD
- (2) PO + all team members know DoD by heart
- (2) DoD includes testing
- (2) Team is not dependent on others to achieve DoD

Estimation
- (1) PO can get estimates from the team
- (1) PO is available when team is estimating
- (1) Only the team writes the estimates
- (2) Everyone on the team participates in estimating
- (1) Top priority stories are small enough that several can fit in a sprint
- (2) Highest prio items on PBL are estimated before sprint planning meeting (at least enough to cover 1 sprint)

Sprint planning meeting
- (1) PO participates
- (1) All team members participate
- (1) Results in a sprint plan
- (1) All team members think the plan is realistic, and commit to it.
- (1) PO is satisfied with the priorities
- (1) All stories in the sprint plan have an estimate.
- (2) Starts and ends on time

Sprint
- (1) Team delivers something after each sprint
- (1) Team follows PO's priorities
- (1) Team usually delivers what they committed to
- (2) Team acts when they are behind schedule
- (2) Team alerts PO when there are problems
- (2) For each story, team knows where to find out more info.
- (2) Problems detected & discussed when they occur, not later.
- (2) Sprint length doesn't change after each sprint
- (2) Major unplanned items are logged
- (3) Team isn't consistently working overtime
- (3) Max 1 day gap between sprints
- (3) Stakeholders/customers know about the sprint
- (3) Other teams & the rest of the company know about the sprint
- (3) Sometimes overcommit, sometimes undercommit.
- (2) Stories that get started usually get finished within same sprint

Daily Scrum
- (1) Same time, same place every day
- (1) Starts and ends on time
- (1) All team members present
- (2) Everybody answers the 3 questions
- (2) No interruptions
- (2) PO owner visits daily scrum regularly
- (2) Team members are pulling tasks, rather than SM pushing tasks
- (3) Team members address each other, not the SM

Sprint demo
- (1) Demo is done after each sprint
- (1) Demo shows working code
- (2) Only stories that are Done are demonstrated
- (2) All stakeholders and other teams are invited to the demo
- (2) Feedback received from stakeholders during demo
- (3) Original sprint plan is shown at beginning of demo

Retrospective
- (1) Retrospective takes place
- (1) All team members + PO participate
- (1) Results in concrete improvement suggestions
- (1) Some improvement suggestions actually get implemented
- (2) Everybody speaks
- (3) No uninvited guests

Impediment backlog
- (1) Team has impediment backlog
- (1) Impediment backlog is visible
- (1) Impediment backlog is up-to-date
- (2) Impediment backlog is prioritized
- (2) Impediments that can't be solved are escalated to PO or line manager

Velocity
- (1) Velocity is written down after each sprint
- (1) Velocity only includes stories that are done according to DoD
- (1) Velocity is used for release planning

Burndown chart
- (1) Team has a burndown chart
- (1) Burndown chart highly visible
- (1) Burndown chart updated every day
- (1) Team takes action when burndown is too high/low

Sprint backlog (SBL)
- (1) Team has a sprint backlog
- (1) SBL is highly visible
- (1) SBL updated every day
- (1) Task estimates updated every day
- (2) Tasks and stories are clearly distinguished
- (2) It is clear which task is part of which story
- (2) Team members update the SBL themselves (not only SM)
- (2) Team members have easy access to update the SBL