

RYAN LATTA & ASSOCIATES

SCRUM EVENTS

A Guide to Facilitate Scrum Events

[HTTPS://RYANLATTA.COM](https://ryanlatta.com)
RYAN@RYANLATTA.COM

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FACILITATION BASICS

EVERYONE COLLABORATES

- Confirm the purpose of each meeting
- Establish working agreements for the meeting
- Review the agenda
- Use questions to guide conversation
- Work from exploring many ideas to refining few
- Debrief sections with ORID
- Confirm purpose is achieved

Need help with facilitation?
Email ryan@ryanlatta.com

EVENT OVERVIEW

INSPECT AND ADAPT

Event		When		Who
Daily Scrum		Daily		Dev Team
Sprint Planning		Day 1 of Sprint		Dev, PO, SM
Sprint Review		End of Sprint		Customer, Dev, PO, SM
Retrospective		End of Sprint		Dev Team, SM

The events each exist to provide feedback so better decisions are made.



Sprint Reviews and Retrospectives are the weakest link most of the time

DAILY SCRUM

BEGIN THE DAY'S COORDINATION
AND COLLABORATION TOWARDS
THE SPRINT GOAL

15-Minutes

1. What did I do yesterday to accomplish our goal?
2. What will I do today to accomplish our goal?
3. What is in the way of accomplishing the goal?



The team adjusts their sprint plan every day based on their discussion.



Avoid the team reporting status to Scrum Masters, Product Owners, or each other

SPRINT PLANNING

COLLABORATE ON CREATING A GOAL AND PLAN TO ACHIEVE IT

2 Hours/Week

1. Who will be available this sprint?
2. What are the next most valuable things?
3. How much do we think we can do?
4. What is the goal of our sprint?
5. What do we think our plan is to get there?
6. What else do we need to succeed?



The entire team creates a goal that they plan to achieve



The team is committed to scope or the Product Owner declares the goal

SPRINT REVIEW

GET FEEDBACK, TRUE UP, AND SHOW OFF

1-2 Hours

1. What were the goals of the sprint?
2. Were we able to accomplish our goals?
3. What were some challenges and successes?
4. What feedback is there on our product increment?
5. What is coming up next?
6. What should we change in our direction or approach?



Lively discussion about working software with customers and stakeholders



Showing incomplete software without customers or stakeholders.

RETROSPECTIVE

DISCOVER INSIGHTS THAT LEAD TO IMPROVEMENT

1 Hour/Week

1. What will we be reflecting on?
2. What are our observations and data?
3. What is challenging or surprising?
4. What insights do we see?
5. What do we think we can do?
6. What will we do and how will we know?



An, "Ah-ha" moment that leads to a testable improvement



Three-column format with action items that are ignored

RESOURCES

- Collaboration Explained - Jean Tabaka
- Agile Retrospectives - Esther Derby & Diana Larson
- Coaching Agile Teams - Lyssa Adkins
- Scrumguides.org
- RetroMat - <https://retromat.org>
- The Art of Focused Conversation

