

No.	Focus Area	Practices	Further Details
1	Product Vision	Product Vision Workshop held	A facilitated session where stakeholders and the Scrum team collaborate to define and articulate the product's purpose, direction, and long-term objectives. This workshop ensures a shared understanding and alignment on what the product aims to achieve and serves as a foundation for future product development efforts.
2		Vision unfolded to team before sprint one	The process of communicating the product vision to the entire Scrum team prior to the commencement of the first sprint. This ensures that team members understand the overarching goals and are motivated by the product's potential impact, which guides their decision-making and prioritization throughout the sprint.
3		Vision is visible to all at all times	The practice of maintaining a constant, prominent display of the product vision in the workspace or through digital tools accessible to all team members. This continuous visibility reinforces the product's purpose, keeps the team focused on the end goal, and serves as a reminder of the value the product aims to deliver to users and stakeholders.
4	Team Setup	Typically 10 or fewer people	The latest Scrum Guide states that Scrum Teams should be small enough to remain nimble and large enough to complete significant work within a Sprint, typically 10 or fewer people. It suggests that if teams become too large, they should consider reorganizing into multiple cohesive Scrum Teams, each focused on the same product. This adjustment reflects a slight flexibility compared to the strict maximum of 9 members as previously recommended.
5		Highlight that the entire Scrum Team is accountable for creating a valuable, useful Increment every Sprint.	The latest Scrum Guide, which was updated in 2020, does not explicitly state that people must be 100% dedicated to the Scrum Team. However, it does emphasize the importance of commitment from those who are part of the Scrum Team. The guide suggests that the Scrum Team members should be focused and committed to achieving the goals of the Sprint and the Scrum Team. This implies that while 100% dedication is ideal for the focus and effectiveness of the team, the guide does not mandate a specific level of dedication. That being said, it does highlight that the entire team is accountable
6		All necessary skills are represented within the Scrum Team to create value each Sprint.	The 2020 Scrum Guide does not explicitly require that all disciplines be present and co-located. The guide has moved towards being more inclusive of various team setups, including distributed teams, by not specifying the need for co-location. The focus is on the Scrum Team being self-managing and cross-functional, with all the necessary skills to create value each Sprint. The Scrum guide's emphasis is on the Scrum Team having all competencies needed to accomplish their work, no longer prescribing physical co-location. This acknowledges the reality of distributed teams while maintaining the importance of cross-functionality and self-management.
7		Team is motivated and trained on Scrum Fundamentals	The team has received comprehensive training on the core principles and practices of Scrum, ensuring that all members understand the framework and their roles within it. This training fosters a motivated team environment where members are equipped to effectively apply Scrum methodologies to their work.
8		Dedicated Product Owner and Scrum Master present	The team includes a committed Product Owner who is responsible for maximizing the value of the product and a dedicated Scrum Master who facilitates Scrum processes and removes impediments. Their continuous involvement is crucial for providing clear direction and support to the team, ensuring Scrum practices are followed, and fostering a productive team dynamic.
9		Team is formed for an extended period of time (3+ sprints)	The team is established with the intention of working together for multiple sprints, typically at least three or optimally, for many more. This stability allows team members to build rapport, streamline collaboration, and improve efficiency over time as they become more familiar with each other's working styles and strengths.
10	Facilities	Room fits team comfortably	A space that can accommodate all team members without feeling cramped, allowing for easy movement and interaction, which is essential for effective communication and collaboration.
11		Office supplies are plentiful (Markers, Post-Its, Tape, Whiteboard, Flip-Charts)	Adequate supplies ensure that the team can visualize work, facilitate brainstorming sessions, and engage in collaborative activities without interruption due to lack of materials.
12		Workspaces are setup (PCs, desks, network, central collaboration table)	Each team member has the necessary equipment and a conducive environment for individual and group work, fostering productivity and a seamless workflow.

13	Initial Backlog (Story Mapping) Session	Held before sprint one	After the Vision but before dev work commences, we need to begin to understand what our product looks like. This session will start to part the clouds, so to speak, as we begin to tease out the features that will allow us to commence work Note: If Work being completed before the Sprint, then story mapping held earlier
14	Daily Standup (Also known as the daily Scrum / huddle)	Stand-Up Brownbag session held	Ensure that we have a shared understanding of the WHY, HOW, WHAT, WHEN of the Stand-up within the Scrum Team to ensure transparency
15		Being held every day of sprint at set time and location	Consistency in the timing and venue for the daily stand-up helps establish a routine, making it easier for the team to maintain discipline and punctuality.
16		Starting on time and is completed within 15mins	Adherence to a strict timebox ensures that the stand-up is focused and efficient, respecting everyone's time and keeping the team on track.
17		Development team sticking to a focus on progress toward the Sprint Goal, adapt the Sprint Backlog as necessary, and how the team plans to work together to achieve it.	The team remains focused on the Sprint Goal, openly discusses necessary adjustments to the Sprint Backlog, and collaborates on strategies to meet their objectives.
18		Team pointing to sprint backlog item when discussing.	Visual references to specific backlog items during discussions help clarify context and keep the conversation anchored to the tasks at hand.
19		Entire Dev Team partaking in every session when in the office	Full participation ensures that all team members are informed, aligned, and accountable for the sprint's progress and challenges.
20		Progress and impediments are made visible on the Scrum Board	A transparent display of progress and blockers on the Scrum Board allows for real-time tracking and encourages swift resolution of impediments.
21		% of standups held without Scrum Master and Product Owner (showing independence)	Tracking the percentage of stand-ups conducted without the Scrum Master and Product Owner can indicate the team's growing autonomy and self-organization.
22	Definition of Done (DOD)	DOD Brownbag session held	Ensure it is clear that the DoD is a shared understanding within the Scrum Team to ensure transparency and that it may need to be consistent across multiple teams if they are working on the same product.
23		Team and Product Owner create and agree on DOD at onset	Ensures alignment on when work is considered complete, setting clear expectations for delivery.
24		DOD reviewed and revised during each Sprint Retrospective	Allows for continuous improvement of the DoD to reflect the team's evolving understanding and practices.
25		DOD is known to each member and visible on wall in area	Maintains transparency and ensures all team members have a shared understanding of the DoD.
26		Done' items are indeed done and ready for sharing w/ stakeholders	Confirms that completed work meets the DoD criteria and is ready for release or demonstration to stakeholders.
27	Definition of Ready (DOR)	DOR Brownbag session held	Educational session to align the team on the importance and use of the DoR. Definition of Ready (DOR)The 2020 Scrum Guide does not mention a Definition of Ready but I think it's a great concept to include
28		Team and PO create and agree on DOR at onset	Establishes a shared understanding of the prerequisites for a backlog item to be considered ready for a sprint.
29		DOR reviewed and revised during each Sprint Retrospective	Facilitates the evolution of the DoR to address any changes in team dynamics or project requirements.
30		DOR is known to each member and visible on wall in area	Ensures all team members are aware of the criteria for backlog items to enter the sprint, promoting readiness.
31		Ready' items are indeed ready to go into sprint w/o further discussion	Guarantees that only well-prepared items are selected during sprint planning, avoiding delays and blockers.

32	Product Backlog (PB)	Backlog is visible to all	Emphasize continuous refinement of the Product Backlog to ensure items are transparent, valuable, and estimable. Product Backlog (PB): The Scrum Guide does not prescribe continuous reprioritization of the backlog, but it should be refined regularly. Promotes transparency and collective ownership by making the backlog accessible to all team members and stakeholders. Include the concept of the Product Backlog being a single source of work undertaken by the Scrum Team.
33		PB maintained by Product Owner	The Product Owner's responsibility to ensure the backlog reflects current priorities and project goals.
34		Items on backlog are prioritised, most valuable first	Prioritization ensures the team focuses on delivering the highest value features first.
35		Backlog refined continuously	Regular refinement ensures the backlog items are detailed and estimated, reducing ambiguity.
36		Backlog reprioritised continuously	Adapts to changing project needs and stakeholder feedback by reassessing the importance of backlog items.
37		Implementation of items on backlog achieves product vision	Ensures that the work undertaken by the team contributes to the overarching goals of the product.
38	Metrics	Burndown Brown bag session held	Session to educate the team on the purpose and interpretation of the burndown chart.
39		Burndown Updated Daily	Keeps the team informed about the progress within a sprint and helps in identifying any deviations early.
40		Burndown Visible at all time	Provides a visual representation of sprint progress, fostering a culture of transparency and information sharing.
41		Velocity discussed with team after each sprint	Helps the team reflect on their performance and informs future sprint capacity planning.
42		Historic velocity used for next sprint planning	Uses historical data to make informed decisions about future sprint commitments, improving predictability.
43		Burnup metric updated after each sprint	Tracks the overall progress towards the project goals, offering a long-term view of the work completed.
44	Estimation (Poker)	Estimation Brown Bag session held	Educational session to align the team on estimation techniques and their importance in sprint planning. Note - Estimation: The Scrum Guide does not prescribe a specific estimation technique, such as planning poker or using story points/man-days.
45		User Story estimation complete prior to sprint planning	Ensures that all user stories are estimated before sprint planning, allowing for effective sprint capacity planning.
46		Product Owner explains story and answers questions from team	Facilitates a shared understanding of the work involved and encourages team buy-in for the user stories.
47		Backlog items meet Definition of Ready and are estimated using planning poker	Encourages team collaboration in the estimation process, leading to more accurate and realistic forecasts.
48		The whole scrum team partakes and commits to the result	Commits the team to the work they have estimated, fostering a sense of ownership and accountability.
49		Estimation in place using Mandays	Provides a time-based estimation approach, which can be more intuitive for some teams or stakeholders.
50		Estimation in place using Story Points	Offers a relative estimation approach that abstracts complexity and effort, often leading to better forecasting.
51	Sprint Review	Sprint Review Brown Bag session held	Learning session to help the Scrum team understand how the Review enables them to showcase progress and receive immediate feedback, fostering transparency and stakeholder engagement. Highlight the collaborative nature of the Sprint Review, where the Scrum Team and stakeholders inspect the outcome of the Sprint and adapt the Product Backlog as necessary.
52		Held at the end of each sprint, after last stand-up, before retrospective	Scheduling the session at this time ensures timely reflection and discussion on the sprint's outcomes.

53		Inspect the increment - Demo Given to stakeholders in each review	Demonstrating working features to stakeholders validates the team's work and provides a platform for feedback and adjustments.
54		Entire Scrum Team partakes in session	Involving the entire team promotes shared responsibility and leverages diverse insights for a comprehensive review.
55		Individual team members demonstrate 'done' stories	Presenting completed stories by the individuals who worked on them enhances accountability and recognition of individual contributions. Note: The Scrum Guide does not prescribe a formal demonstration format or specific roles for presenting work.
56		Team commit to recommended Sprint Review times	Adhering to a set duration for the review maintains focus and respects participants' time, leading to more efficient meetings.
57		Presentation is informal and direct feedback is encouraged	An informal setting encourages open dialogue and constructive feedback, which can lead to more effective improvements.
58		Group collaborate on what can be done next to maximize value	Collaborative discussions on future work ensure that the team is aligned and focused on delivering maximum value.
59		Changes to scope are welcomed and prioritized by Product Owner	Flexibility in scope allows for adaptation based on stakeholder feedback, ensuring the product remains relevant and valuable.
60	Sprint Retrospective	Sprint Retrospective brown bag held	Learning session to help the Scrum team understand how the Retrospective provides an opportunity for the team to reflect on their processes and identify areas for improvement in a relaxed setting. And, how it encourages a focus on identifying actionable improvements that can increase the quality and effectiveness of the Scrum Team, to be addressed in upcoming Sprints.
61		Retrospective held after each sprint	Regular retrospectives promote continuous improvement and ensure that lessons learned are applied to future sprints.
62		Each Scrum team member participants adding to the list of what went Well, Badly, Could Improve	Encouraging input from all team members ensures diverse perspectives are considered when identifying successes and areas for improvement.
63		Previously agreed upon retro points are discussed, closed, and updated	Reviewing and updating action items from previous retrospectives ensures that the team is continuously evolving and improving.
64		Team commit to time as per recommended retrospective times	Committing to a set duration for retrospectives ensures focused discussions and efficient use of time.
65		Improvement Items are formalised and added to the team backlog (<3 items)	Prioritizing a limited number of improvement actions ensures that the team can realistically implement changes without being overwhelmed.
66		DOR and DOD are updated/improved	Regularly refining the Definitions of Ready and Done ensures clarity and consistency in the team's work standards.
67	Sprint Planning	Each item reviewed against DOR	Reviewing backlog items against the Definition of Ready ensures that the team only commits to work that is well-understood and actionable.
68		Entire Dev Team partakes	Full team participation in backlog refinement fosters a shared understanding and commitment to the upcoming work.
69		Held before each Sprint, before first stand-up	Conducting Sprint Planning before work begins sets clear goals and expectations, ensuring the team is aligned from the start.
70		Team agree Sprint Backlog	The team's agreement on the Sprint Backlog ensures commitment and clarity on the work to be undertaken during the sprint.
71		Sprint Vision in place and visible at all times	A visible Sprint Vision keeps the team aligned and focused on the overarching goals throughout the sprint.
72		Each story is broken down into tasks (<4hrs each)	Breaking down stories into manageable tasks facilitates better estimation, tracking, and completion within the sprint.
73		Scrumboard is setup and reflects planning	A well-organized Scrumboard provides transparency and aids in tracking progress and coordinating work throughout the sprint.

74	Working Agreement	Agreed before first Sprint	Establishing working agreements upfront sets clear expectations for team conduct and collaboration.
75		Visible to all at all times	Keeping working agreements visible to all promotes accountability and adherence to agreed-upon team norms.
76		Reviewed in Retrospective after each sprint	Regularly reviewing working agreements in retrospectives allows the team to adapt their collaboration and processes to be more effective.
77	User Stories / Product Backlog Items (PBIs)	User Story brown bag held	Learning session to help the Scrum team understand how we discuss and refine user stories, ensuring a shared understanding and better quality backlog items. Note - With User Stories / Product Backlog Items (PBIs): The Scrum Guide does not prescribe a specific format for Product Backlog items or user stories.
78		Stories are created by Product Owner with help from stakeholders	Involving stakeholders in story creation ensures that the product backlog reflects diverse needs and leads to a more valuable product.
79		Each Card shows Who, What, and Why	Clarifying the Who, What, and Why on each card helps the team understand the user's perspective and the purpose behind the work.
80		Each card shows the estimate	Displaying estimates on cards allows for better sprint planning and resource allocation, ensuring a realistic workload.
81		Stories follow INVEST (Independent, Negotiable, Valuable, Estimatable, Small, Testable)	Adhering to the INVEST criteria ensures that stories are well-defined and manageable, leading to smoother implementation and testing.
82		Each story can be completed in <1 sprint	Limiting story size to fit within a single sprint ensures that progress is measurable and that the team can adapt quickly to changes.
83		Story Splitting workshop regularly held	Regular story splitting workshops help the team break down complex work into manageable pieces, improving estimation accuracy and reducing risk.
84	Acceptance criteria	2-4 Acceptance Criteria on each user story	Having 2-4 acceptance criteria per story provides clear objectives for completion, facilitating testing and ensuring quality.
85	Visualisation - Scrumboard	Visible to all	Making the Scrumboard visible to all enhances transparency and promotes collective ownership of the work in progress.
86		Scrumboard updated continuously by team members	Continuous updates to the Scrumboard by team members ensure that it accurately reflects the current state of work, aiding in coordination and planning.
87		Reflects current status at all times	Continuous updates to the Scrumboard by team members ensure that it accurately reflects the current state of work, aiding in coordination and planning.
88	Value	Product Owner has defined Value	Defining value by the Product Owner guides the team's focus towards delivering features that offer the most benefit to users and stakeholders.
89		Measurement for Value in place	Implementing a measurement for value helps in assessing the impact of delivered work and in prioritizing future development efforts.
90	Product Owner (PO)	Product Owner trained on Product Ownership Fundamentals	Training the Product Owner on fundamentals equips them with the necessary skills to effectively manage the product backlog and stakeholder expectations. Ensure PO and SM roles align with their responsibilities to maximize value (for the PO) and ensure the Scrum Team's effectiveness (for the SM), without implying a directive or controlling stance.
91		Single dedicated Product Owner per team	Having a single dedicated Product Owner per team ensures clear communication and decision-making, streamlining the development process.
92		Product Owner prepares and continuously refines product backlog	Continuous refinement of the product backlog by the Product Owner ensures that the team always has a prioritized and up-to-date list of work items.
93		Product Owner is mandated to make decisions regardless of existing reporting structures	Empowering the Product Owner to make decisions promotes agility and responsiveness, allowing for quick adaptation to user feedback and market changes.
94		The team is confident in the Product Owner's ability to identify Value Add opportunities	Confidence in the Product Owner's ability to identify value-add opportunities ensures that the team is working on features that enhance the product's competitiveness.

95	Scrum Master (SM)	Scrum Master is trained in Scrum Master fundamentals	Training the Scrum Master in fundamentals provides them with the expertise to facilitate team processes and support the team's use of Scrum. Ensure that the PO and SM roles align with their responsibilities to maximize value (for the PO) and ensure the Scrum Team's effectiveness (for the SM), without implying a directive or controlling stance. Reference that the Scrum Master is accountable for establishing Scrum as defined in the Scrum Guide, helping everyone understand Scrum theory and practice within the organization.
96		Scrum Master owns and maintains team ceremonies and artifacts	The Scrum Master's ownership of ceremonies and artifacts ensures consistency and adherence to Scrum practices, contributing to the team's efficiency.
97		Dedicated to the team	A dedicated Scrum Master can focus on the team's needs, helping to resolve impediments and fostering a productive working environment.
98		Protects the team from outside influences and removes impediments	The Scrum Master's role in protecting the team from outside influences allows team members to focus on delivering high-quality work without distractions.
99		Focused on developing the team to become more effective	A focus on team development by the Scrum Master leads to continuous improvement and a more effective and self-organizing team.
100		Scrum Master is focused on the process NOT content	The Scrum Master's emphasis on process over content ensures that the team adheres to Scrum principles and practices, leading to better outcomes.
101	Mindset	Team ceremonies continue in absence of the Scrum Master	Continuation of team ceremonies in the absence of the Scrum Master demonstrates the team's commitment to Scrum and their ability to self-manage.
102		Reinforce the Scrum Values & Empiricism	Reinforce the importance of the Scrum values (commitment, focus, openness, respect, courage) and the principle of empiricism (transparency, inspection, adaptation) in guiding the team's actions and decisions.
103		The team proposes improvements and solutions to impediments outside the team	Proposing improvements and solutions to impediments outside the team encourages proactive problem-solving and continuous improvement.
104		Team members keep each other responsible for their work	Team members holding each other accountable for their work fosters a culture of responsibility and collective ownership of the project's success.
105		The team determines 'how' they implement a story	The team's autonomy in determining how to implement stories promotes creativity and leverages the team's collective expertise.
106		Team outcomes are only validated against stories and DOD	Validating team outcomes against stories and the Definition of Done ensures that the work meets agreed-upon quality standards.
107		The organization only judges the team by its outcomes	Judging the team solely by its outcomes focuses on results, encouraging efficiency and effectiveness in delivering value.
108		Management facilitates and supports the team, does not issue directives	Management's role in facilitating and supporting the team, rather than issuing directives, empowers the team to make decisions and fosters a sense of ownership.
109	Team Commitment	The whole scrum team pledge to follow the rules	The team's commitment to following Scrum rules ensures consistency in practices and a shared understanding of how to work together effectively.
110		Team working agreement in place	Having a team working agreement in place sets clear expectations for collaboration and conduct, enhancing team cohesion and performance.
111		Coaching working agreement in place	A coaching working agreement outlines the relationship and expectations between the team and the coach, ensuring effective guidance and support.
112	Team Celebraton	Team are celebrating Success	Celebrating success as a team reinforces positive behavior, boosts morale, and encourages a culture of recognition and appreciation.
113	Brown Bag Commitment	Team commit to 45 mins per day for brown bag sessions with coach	Committing to daily brown bag sessions with a coach provides the team with regular opportunities for learning and continuous improvement.
114	Product Goal	Define and Communicate Product Goal	Establishing a clear Product Goal provides direction and a sense of purpose for the Scrum Team, aligning efforts towards a common objective. Clarify the collaborative nature of the Scrum Team, where Developers, the Scrum Master, and the Product Owner work together toward achieving the Product Goal.

115		Align Product Goal with Product Vision	Ensuring the Product Goal supports the overarching Product Vision guarantees coherence in strategy and maximizes long-term value.
116		Update Product Goal based on Feedback	Regularly refining the Product Goal based on stakeholder feedback and market changes keeps the product development adaptive and relevant.
117		Use Product Goal to Prioritize Backlog	Prioritizing the Product Backlog items in relation to the Product Goal helps maintain focus on delivering features that contribute to the desired future state of the product.
118		Review Progress Towards Product Goal	Periodic review of progress towards the Product Goal allows for transparent tracking of achievements and informs necessary adjustments to the plan.
119		Product Goal as a Metric for Success	Using the Product Goal as a benchmark for success enables the team to measure and understand the impact of their work, fostering a results-driven mindset.
120		Communicate Product Goal to Stakeholders	Clearly communicating the Product Goal to stakeholders ensures alignment and support, facilitating collaboration and shared understanding of the product's direction.
121		Reflect Product Goal in Sprint Goals	Integrating the Product Goal into Sprint Goals ensures that each iteration contributes incrementally towards the long-term objectives, enhancing motivation and continuity.
122	Sprint Goal	Craft a Clear and Concise Sprint Goal	Crafting a clear and concise Sprint Goal provides the team with a specific, achievable objective to focus on during the Sprint, enhancing team cohesion and motivation.
123		Align Sprint Goal with Product Goal	Aligning the Sprint Goal with the Product Goal ensures that each Sprint contributes to the broader objectives of the product, maintaining strategic alignment.
124		Collaborate on Sprint Goal Creation	Collaborating on the creation of the Sprint Goal during Sprint Planning involves the entire Scrum Team, fostering buy-in and shared understanding of the Sprint's purpose.
125		Communicate the Sprint Goal to Stakeholders	Communicating the Sprint Goal to stakeholders promotes transparency and sets clear expectations, enabling stakeholders to understand and support the team's focus.
126		Use Sprint Goal to Guide Daily Work	Using the Sprint Goal to guide daily work helps team members make informed decisions about their tasks, ensuring that their efforts are consistently aligned with the Sprint's objectives.
127		Review and Adapt Sprint Goal in Daily Scrums	Reviewing and adapting the Sprint Goal in Daily Scrums allows the team to track progress and make necessary adjustments, maintaining focus and adaptability.
128		Assess Achievement of Sprint Goal in Sprint Review	Assessing the achievement of the Sprint Goal in the Sprint Review provides a clear measure of the Sprint's success and informs stakeholders of the team's progress.
129		Reflect on Sprint Goal Attainment in Sprint Retrospective	Reflecting on the attainment of the Sprint Goal in the Sprint Retrospective helps the team identify improvements in their goal-setting and execution processes for future Sprints.