



A summary of basic events, roles and terms.

Acceptance Criteria

The external quality characteristics specified by the product owner, clarifying desired behavior and used to determine whether a product backlog item has been successfully developed.

Agile

Development mindset defined by a set of values and principles and inclusive of many sets of related practices like Scrum, Kanban, and eXtreme Programming (XP).

Burndown Chart

An Information Radiator that shows graphically the amount of work remaining on the vertical axis, and the time remaining to complete the work on the horizontal axis. Common examples include the Sprint Burndown Chart and the Release Burndown Chart.

Complex Adaptive System

A system with many entities interacting with each other in unpredictable ways, where these interactions are governed by simple, localized rules operating in a context of constant feedback. Examples include the stock market, the brain, ant colonies, and Scrum teams.

Continuous Integration

A technical practice wherein all contributions to source code are integrated at frequent intervals and run through a series of automated tests so as to provide rapid feedback on any issues caused by the new code.

Daily Scrum

A 15 minute daily activity whose purpose is for team members to update each other on progress made the previous day, surface any new challenges, strategize on how to overcome the challenges, and update their plan accordingly.

Definition of Done

A quality bar, often captured as a checklist, that every item built by a scrum team must adhere to in order to be considered “potentially releasable”.

Development Team

The scrum role with all of the skills required to turn a product backlog item into a potentially releasable increment of the product.

Empirical Process Control

A process category where product fit and/or technical approach have low certainty, characterized by transparency and frequent inspection and adaptation. Contrast with “Defined Process Control”, where market and technical certainty are high, and a process can be defined up front that will generate predictable, repeatable results.

eXtreme Programming (XP)

A set of agile engineering practices including Test Driven Development, Continuous Integration, and Pair Programming that is commonly used by successful scrum teams to ensure technical excellence.

Impediment

An issue or circumstance that is slowing down the system, ranging from minor friction to something blocking the completion of work.

Kanban

An agile approach that focuses on visualizing the system of work, limiting the Work In Progress (WIP), and measuring and optimizing the flow of that work through the system. As opposed to scrum, this framework has no timeboxed iterations.

Potentially Releasable Increment

Results of an iteration that are of sufficient quality that they could be released to customers if the product owner determines the completed functionality meets a current market need.

Product Backlog

A list of functionality, defects to be fixed, and/or technical work that the product owner has prioritized from 1-n to best meet the needs of the business.

Product Backlog Refinement

A collaborative activity held by the scrum team to prepare the product backlog for action in a future sprint. Typical activities may include writing new product backlog items, clarifying existing items (often through adding acceptance criteria), splitting larger items into slices small enough to be completed in a sprint, and estimating the size of the product backlog items.

Product Owner

The scrum role responsible for prioritizing the product backlog in order to best meet the business goals and for providing a single voice for all stakeholders of the effort.

Sprint Retrospective

An activity held at the end of every sprint wherein the scrum team inspects and adapts the system of work, with the goal of identifying a single improvement to the system, processes, techniques, tools, teamwork, etc. in the next sprint.

Scrum

A development framework wherein cross-functional, self-organizing teams deliver potentially releasable increments of a product every 30 days or less.

Scrum Master

The scrum role responsible for coaching the team, facilitating activities, removing impediments, and acting as a servant leader for the scrum team. The Scrum Master helps the team implement the scrum framework in a way that will be most useful to the organization.

Scrum Team

The cross-functional group responsible for delivering value to the business made up of the Product Owner, Scrum Master, and Development Team roles.

Sprint

An iteration of development with a timebox typically between one and four weeks wherein the scrum team develops a potentially releasable increment of the product.

Sprint Backlog

The Development Team’s plan for reaching the Sprint Goal and/or delivering the committed Product Backlog Items for a sprint. Often comprised of development tasks, though not always.

Sprint Planning Meeting

An activity held at the beginning of every sprint wherein the Development Team does enough planning to agree on a Sprint Goal with the Product Owner and determines how many items from the product backlog they can commit to completing (reaching the definition of done) during the sprint.

Sprint Review Meeting

An activity held at the end of every sprint wherein the scrum team inspects and adapts the results of the sprint. The activity provides an opportunity for all stakeholders to see the progress of the team and to collaborate on how the product might be improved going forward.

Timebox

A fixed length period of time during which a group attempts to meet a goal. Many scrum activities have timeboxes, including the sprint itself and the four scrum meetings (Sprint Planning, Daily Scrum, Sprint Review, and Sprint Retrospective).