

# Scrum Terms Cheat Sheet



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# Scrum Terms



**Acceptance criteria:** conditions a product backlog item must satisfy to be accepted by the product owner.

**Acceptance testing:** verification by the product owner that a product backlog item is done.

**Agile manifesto:** a charter agreed by 17 software development industry leaders in 2001 and found at [agilemanifesto.org](http://agilemanifesto.org).

**Adaptation:** a change in a scrum team's plan or process in response to inspection or external feedback.

**Bug (defect):** a type of product backlog item representing an undesirable characteristic of the application.

**Capacity:** the amount of work the development team forecasts it can complete in a future sprint.

**Certified ScrumMaster (CSM):** Scrum Alliance's qualification for Scrum practitioners. Requires students to attend a 2-day training course and take a certification assessment.

**Chore:** a type of product backlog item that is valuable to the development team but usually not directly valuable to the product owner.

**Commitment:** the scrum team members' dedication to their shared goals.

**Courage:** a characteristic of a great scrum team to find bold and creative solutions to complex problems but to take only small risks and learn fast.

**Cross-functional:** a characteristic of a development team when the team members collectively possess all the skills needed to develop the application.

**Daily scrum (stand-up):** a daily meeting, time-boxed at 15 minutes, for the development team to inspect and adapt its work towards the sprint goal.

**Definition of done:** the development team's agreed criteria for completed product backlog items.

**Definition of ready:** the development team's agreed criteria for product backlog items that are ready for development.

**Developer:** a member of the development team who shares responsibility for developing the application. A developer isn't necessarily a .net developer. You don't need to be David Yack to be a developer in Scrum.

**Development team:** a group of three to nine people who share a common purpose and will perform the work to develop the application.

**Distributed agile development:** a method for scaling agile projects.

**Done:** a product backlog item that meets its acceptance criteria and the definition of done.

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**Emergent design:** a method of designing the application over time as requirements emerge instead of trying to design the application upfront in response to all the imaginable requirements.

**Empiricism, empirical process control:** a method of producing a consistent, quality application by frequently inspecting the outputs of the production process and adapting it accordingly.

**Epic:** a type of product backlog item representing a complex requirement that cannot be developed within one sprint.

**Estimation:** determining the size of a product backlog item representing its complexity or the development effort to complete it.

**Feature preview:** demonstrating an incomplete feature to the product owner to get early feedback before it meets the definition of done.

**Fibonacci sequence:** many development teams use a Fibonacci sequence – where the next number is the sum of the previous two numbers – to estimate product backlog items.

**Fist of five:** a game played by the development team during sprint planning to determine its confidence in completing the sprint backlog and achieving the sprint goal.

**Focus:** a characteristic of a great scrum team to concentrate on developing the application without being distracted.

**Impediment:** a barrier to the development team's ability to develop the application.

**Increment:** the sum of all the completed product backlog items.

**Inspection:** a review of the scrum team's practices, its work, or the application it has developed.

**INVEST:** an acronym, devised by Bill Wake, for good user stories: independent, negotiable, estimate-able, small, and testable.

**Iteration:** a short, time-boxed period during which work is performed.

**Less, large-scale scrum:** a method for scaling scrum projects.

**MVP, minimum viable product:** the minimum set of features needed for an initial release of an application launched to generate feedback for future versions.

**Nexus:** a method for scaling Scrum projects devised by Scrum.org.

**Openness:** a characteristic of great scrum teams to be clear and honest with each other.

**Pair programming:** an agile practice from the eXtreme Programming methodology where two developers work together to develop a feature.

**Peer review:** a demonstration of a completed feature by one developer to another before it is declared done.

**Pillars:** the pillars of scrum are the three characteristics of empiricism: transparency, inspection, and adaptation.

**Planning poker:** a game played by the development team to collaboratively estimate product backlog items.

**Product:** the output of a scrum team's work. In our case, it's a Microsoft business application.

**Product backlog:** an ordered list of all the possible requirements of the application.

**Product backlog item:** a requirement of the application.

**Product backlog refinement:** work performed to split, merge, clarify, prioritise, add and remove items in the product backlog.

**Product owner:** the person responsible for maximising the value of the application and the work of the development team by managing the product backlog. A great product owner has vision, authority, domain expertise and availability.

**Professional Scrum Master (PSM):** Scrum.org's qualification for Scrum practitioners. Requires students to pass a certification assessment but does not require attendance at a training course.

**Project manager:** a Dark Lord of the Sith that takes responsibility for planning projects and assigning work but usually avoids responsibility when construction falls behind schedule and the Rebel Alliance finds a weakness in the plans.

**Proxy product owner, product owner delegate:** a person to whom the product owner has delegated some of the product backlog management responsibilities. Often a business analyst or quality analyst.

**Ready:** a characteristic of a product backlog item that meets the development team's agreed definition of ready and development can start on it.

**Refactoring:** work performed by the development team to improve the application by reducing technical debt.

**Release:** the deployment of an increment into an instance of dynamics 365.

**Release burn-down chart:** a visualisation of the estimated work remaining in the product backlog over several sprints.

**Release planning:** work done by the scrum team to determine the contents, timing, effort and cost of a release.

**Respect:** a characteristic of scrum team members to display appreciation for the professional, ideas and contribution of all the other members of the team.

**SAFe, scaled agile framework:** a method for scaling agile projects devised by Dean Leffingwell.

# Scrum Terms



**Scrum:** a framework within which teams can address complex problems and develop valuable products.

**Scrum Alliance:** a Scrum training and certification body founded by Jeff Sutherland and Ken Schwaber.

**Scrum board:** a visualisation of a sprint backlog either on a wall in the scrum team's room or in a requirements management system.

**Scrum guide:** the definition of the Scrum framework published and periodically revised by Ken Schwaber and Jeff Sutherland.

**Scrum master:** a coach and guide to the product owner, the development team, and the organisation who ensures that the scrum team applies the Scrum framework.

**Scrum team:** a project team, consisting of a product owner, a scrum master and the development team, that is applying the scrum framework to its work.

**Scrum theory:** the application of the empirical process control, transparency, inspection and adaptation to the work of addressing complex problems.

**Scrum.org:** a Scrum training and certification body founded by Ken Schwaber.

**Self-organising:** a characteristic of a great scrum team that does not need outside direction to organise its work.

**Spike:** a type of product backlog item with the objective reducing risk by answering a question, evaluating options or conducting an experiment.

**Sprint:** a time-boxed iteration of application development effort, between one week and one month, during which the scrum team develops an increment.

**Sprint 0:** the name given to the first iteration in which the initial product backlog is developed but an increment is not. A fool's errand.

**Sprint backlog:** the set of product backlog items that the development team forecasts it will complete in the current sprint. it includes a plan for completing the items and achieving the sprint goal.

**Sprint burn-down chart:** a visualisation of the estimated work remaining in the sprint backlog of the current sprint.

**Sprint cancellation:** early termination of the sprint because a significant external change has invalidated the sprint goal.

**Sprint goal:** an objective for the current sprint set by the scrum team to guide its work and encourage coherence in the development team's output.

**Sprint planning:** a workshop, time-boxed at 8 hours for a one-month sprint, at the start of each sprint during which the scrum team sets a new sprint goal and creates a new sprint backlog by determining what product backlog items can be delivered in the sprint and how those product backlog items will be delivered.

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**Sprint retrospective:** a workshop, time-boxed at 3 hours for a one-month sprint, at the end of each sprint during which the scrum team inspects and adapts its practices to improve its productivity.

**Sprint review:** a workshop, time-boxed at 4 hours for a one-month sprint, towards the end of each sprint for the scrum team to review the completed product backlog items and adjust the product backlog.

**Stakeholder:** a person with a vested interest in the application such as a user, manager, executive, sponsor or regulator.

**Story card:** conventionally, user stories were written on 5"x3" index cards

**Story points:** a method of estimating the size or complexity of product backlog items, often using a modified Fibonacci sequence: 0, 1, 2, 3, 5, 8, 13, 20, 40, 60, 100.

**Story time:** short, time-boxed backlog refinement workshops to refine product backlog items that are not ready.

**Task:** a small unit of work for a product backlog item. scrum teams that use tasks often estimate them in ideal hours' effort.

**Technical debt:** an inefficient, sub-optimal or overly-complex feature of the application.

**Time-box:** an event run for a limited time and stopped as soon as the time limit is reached.

**Transparency :** all of Scrum's events and artefacts should be visible to everyone in the scrum team and the project stakeholders so that our plans, our work, our process and the application can be inspected and adapted.

**Unit test:** an inspection of a single feature to ensure that it is fit for purpose, meets the acceptance criteria and satisfies the definition of done.

**User persona:** a fictional character, based on user research, who represents someone who will use the application being developed or has an interest in it.

**User role:** a group of the application's users with similar needs and behaviours who share a common goal.

**User story:** a format for describing requirements in the product backlog in a story card. Devised by Kent Beck in the eXtreme Programming framework and often written in the format "as a [user role], i want to [use a feature], so that i can [achieve a goal]."

**User story map:** a visualisation of the product backlog that highlights the business process supported by the application. devised by Jeff Paton.

**Values:** the values of Scrum are the five characteristics of great scrum teams: commitment, focus, courage, openness and respect.

**Velocity:** the amount of work completed by the development team in a sprint, usually measured as an average over the past 3 to 5 sprints.



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