

The bottom line

If you achieve these you can ignore the rest of the checklist. Your process is fine.

Delivering **working, tested software** every 4 weeks or less

Delivering what the **business needs** most

Process is **continuously improving**

Clearly defined **product owner (PO)**

PO is **empowered** to prioritize

PO has **knowledge** to prioritize

PO has direct **contact with team**

PO has direct **contact with stakeholders**

PO speaks **with one voice** (in case PO is a team)

Team has a **sprint backlog**

Highly **visible**

Updated daily

Owned exclusively by the **team**

Daily Scrum happens

Whole team **participates**

Problems & impediments are **surfaced**

Demo happens after every sprint

Shows **working, tested software**

Feedback received from stakeholders & PO

Have **Definition of Done (DoD)**

DoD **achievable** within each iteration

Team **respects** DoD

Core Scrum

These are central to Scrum. Without these you probably shouldn't call it Scrum.

Retrospective happen after every sprint

Results in concrete improvement **proposals**

Some proposals actually get **implemented**

Whole team + PO participates

PO has a **product backlog (PBL)**

Top items are **prioritized** by business value

Top items are **estimated**

Estimates written by the team

Top items in **PBL small enough** to fit in a sprint

PO understands **purpose** of all backlog items

Have **sprint planning meetings**

PO participates

PO brings **up-to-date PBL**

Whole team participates

Results in a **sprint plan**

Whole team believes plan is **achievable**

PO **satisfied with priorities**

Timeboxed **iterations**

Iteration length **4 weeks or less**

Always **end on time**

Team **not disrupted or controlled** by outsiders

Team usually **delivers what they committed to**

Team members **sit together**

Max 9 people per team

the unofficial Scrum Checklist



crisp
Henrik Kniberg

Recommended but not always necessary

Most of these will usually be needed, but not always all of them. Experiment!

Team **has all skills** needed to bring backlog items to Done

Team members **not locked into specific roles**

Iterations that are **doomed to fail** are terminated early

PO has **product vision** that is in sync with PBL

PBL and product vision is **highly visible**

Everyone on the **team participates in estimating**

PO available when team is estimating

Estimate **relative size** (story points) rather than time

Whole team knows top 1-3 **impediments**

SM has strategy for how to fix top impediment

SM focusing on removing impediments

Escalated to management when team can't solve

Team has a **Scrum Master (SM)**

SM **sits with the team**

PBL items **are broken into tasks** within a sprint

Sprint tasks are **estimated**

Estimates for ongoing tasks are **updated daily**

Velocity is measured

All items in sprint plan have an **estimate**

PO uses velocity for **release planning**

Velocity only includes items that are **Done**

Team has a **sprint burndown chart**

Highly **visible**

Updated daily

Daily Scrum is every day, same time & place

PO participates at least a few times per week

Max **15 minutes**

Each team member **knows what the others are doing**

Scaling

These are pretty fundamental to any Scrum scaling effort.

You have a **Chief Product Owner** (if many POs)

Dependent teams do **Scrum of Scrums**

Dependent teams **integrate within each sprint**

Positive indicators

Leading indicators of a good Scrum implementation.

Having fun! High energy level.

Overtime work is rare and happens voluntarily

Discussing, criticizing, and **experimenting** with the process