**Scrum Project Plan**

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| Product Owner | Team Leaders |
| Product/Service/Project Description | |
| Definition of Done | |
| Sprint Duration | Number of Sprints |
| What the Teams need to already know | |
| What the Teams will need to learn (Competencies and Content) | |
| What the Teams will need to make (Due Date) | |
| What the teacher will provide (lessons, resources, activities, etc.) | |

Notes:

1. Product Owner: Usually the teacher, but it can be anyone who can explain the aim of the project, what the audience wants, and what the Definition of Done looks like.
2. Team Leaders: Each small team will have a Leader who can communicate with the Product Owner and maintain the Scrum Board.
3. Product/Service/Project Description: What will the students make? What will they learn and practice as they complete the project? One or two sentences.
4. Definition of Done: What will an acceptable, satisfying product/service look like during the Sprint Review? What are the deliverables?
5. Sprint Duration: We have been using the end of the week, usually Friday, as the Sprint Review day and the Sprint duration is 5 days on average, Monday to Friday. This is a guideline that works for us.
6. Number of Sprints: In our context, one seems too short and not enough time for the students to improve. Two or three Sprints work well for a single project. More than three seems to result in a loss of motivation. Remember Parkinson’s law and the Pareto Principle.
7. What the Teams need to already know: What prior knowledge and skills should the Team have in preparation for this project? What is needed to be successful?
8. What the Teams will need to learn (Competencies and Content): What new knowledge and skills will the Teams now need to be successful during this Sprint?
9. What the Teams will need to make (Due Date): Make a more detailed list of the components/deliverables that the Team needs to prepare and indicate the due date for each part. The deadlines need to be agreed upon as soon as possible. Part of the Sprint Planning Meeting will be to determine whether the Teams are confident in their abilities to complete the Sprint Goals. Hint: Don’t move the deadlines, try adjusting the Definition of Done.
10. What the teacher will provide (lessons, resources, activities, etc.): While it is true that much of the responsibility for learning lies with the students during a Scrum project, the Teacher should respond to gaps in the students’ knowledge and competencies. Make short lessons that address the skills needed to be successful in the project. Remember that most of the time should be for the Teams to determine what tasks to accomplish and what order they should be in. You only directly teach the class for a small amount of time. Instead, check in on groups and address their concerns individually as they identify something they need to know. Provide curated resources early, so the Teams can determine what to do with the information.