Scrum Master - Onboarding tips

	Steps	Examples / Useful URLs
1	Get registered in Jira/Confluence.	https://wiki.folio.org https://issues.folio.org
2	Get registered in Slack, join main channels and make sure your team has a separate channel on Slack.	https://folio-project.slack.com/
3	Review documentation on Confluence to get acquainted with the project.	Overview for a new developer Release procedures Branching strategy for releases
4	Review test envs to play with functionality.	https://dashboard.folio.ebsco.com/ Login: diku_admin / admin
5	Create Team Page on Confluence.	Acquisitions/Thunderjet Team Spitfire Team
6	Organize team calendar. Use Calendar in confluence to visualize availability of distributed teams.	
7	Configure Scrum Board for the team. Make sure you have admin permissions to the board and involved JIRA projects.	https://issues.folio.org/secure/RapidBoard.jspa?rapidView=40 https://issues.folio.org/secure/RapidBoard.jspa?rapidView=77
8	Add your team to Perf under FOLIO project	https://perf.delivery.epam.com/projects
9	Schedule Scrum Ceremonies • Backlog Grooming (at least once per week at least for 1 hr) • Sprint Planning • Daily Standups • Sprint Review/Internal Demo • Sprint Retro	

Current Processes

Activity	Notes	Actions
Release Planning / Roadmap	Quarterly Releases are planned by POs. High-level roadmap for the next quarter consists of the the least of features assigned to PO. Features are created in UXPROD project in jira. Stories are created in corresponding JIRA projects (each module has a separate JIRA project) and must be linked to a feature in UXPROD project.	1. Review Getting Started for Product Owners. 2. Review Q1 2019 Dashboard. 3. Work with PO to get the features up-to-date (assigned to PO, correct statuses and epics). 4. Make sure Stories are linked to Features.

Backlog Grooming	PO is responsible for adding stories to the backlog. Prioritization of backlog must be done by PO. Backlog grooming are held using https://www.planitpoker.com. Stories/Bugs are estimated in Story points (no estimations in hours!). In case Story/Bug cannot be estimated and additional investigation is required, a spike can be added (in a form of story) to investigate before assessing an actual story and taking in to Sprint.	1. Make sure PO works on backlog to add stories with detailed descriptions and acceptance criteria (for example - ~~STCOM-438~~ CLOSED). 2. Make sure PO prioritizes backlog items. 3. Create team room on https://www.planitpoker.com and organize regular Backlog Grooming meetings using https://www.planitpoker.com. 4. Make sure the team understands relative estimation.
Sprint Planning	All Folio Teams share Sprints timeline: two-week sprints, Sprint 55 will start on Jan 14. Usually sprints are closed on Thursday/Friday and started on Friday/Monday.	1. Capacity Planning based on expected availability of the team (allocation, public holidays, vacations, etc.) 2. Expected Velocity planning based on the expected capacity and average velocity of the team. 3. Select planning approach suitable for the team: general planning based on average velocity of the team as a whole, individual planning assigning stories to team-members while planning (if there are several platforms, specific skills, etc. and stories cannot be taken by any team-members). 4. Consider spillovers while planning next sprint. 5. Optional: Sprint Planning summary to indicate capacity utilization while planning and forecast for next sprint.
Daily Stand-ups	Taking place the same time and place every work day.	1. Drive Stand-ups with new teams. Try to ask team-members to drive Stand-ups in more mature teams. 2. Optional: Daily Standup Notes with major items completed, decisions made and actions for the team-members.
Sprint Review / Internal Demo	The meeting is to review the board and understand the amount of spillover, reasons for the stories to be incomplete and to present completed work internally to the team-members and PO.	1. Get understanding of spillover reasons and how much effort is still required to get the stories completed. 2. Drive internal demo for the team-members to screenshare and present completed work to the team. 3. Make sure all the accepted stories are closed. 4. Analyze metrics upon sprint closure: perf/jira/manually captured. 5. Optional: Sprint Closure Report for the team to outline current status and work on further improvements. 6. Update Slide Deck for Oleksii to include main updates based on the closed sprint (Epam Folio Status). Team setup can be added/edited in Visio on Folio tab (use IE to access).
Sprint Retrospective	Sprint Retro is held using https://funretro.io/. The team is to add cards before the meeting to save time. Likes and dislikes are discussed during the meeting and Action plan is created. Action plan is updated on team's confluence page to track progress on completion.	1. https://funretro.io/ removed option to create free boards without registration. You must register for free account to be able to create free boards while being logged in. You must copy and store the URL to the created board as you won;t be able to access it later from the list of your boards (free account shows only the last created boards), but all the boards can be accesses via direct URLs. Thus, create a free board, copy the URL, share to the team in invitation, use shared URL to access the board in future. 2. Make sure you remind the team about any actions pending based on the previous Retro. 3. Update Retro action plan on team's confluence page regularly (for example - Acquisitions - Retrospective / Action Plan).
System Demo	System Demo is a joint demo for all the teams and is organized once per two sprints. The team and PO should decide whether to present anything on System demo. Slide deck must be updated to outline major updates for two previous sprints.	1. Discuss with PO if they want to present any of the completed functionality. System Demo is more user oriented and non-functional updates, refactoring, back-end development can be hardly presented. 2. Check with PO if slide deck is updated for System Demo.