The Scrum Framework At a Glance

**Who should participate and for how long?**

**SPRINT PLANNING:**
- **Who:** The entire Scrum Team. Timebox: Maximum of 8 hours for a month-long Sprint. Shorter timebox for shorter Sprints.

**DAILY SCRUM:**
- **Who:** The Developers, but if the Product Owner or Scrum Master are actively working on items in the Sprint Backlog, they participate as Developers. Timebox: Maximum of 15 minutes.

**SPRINT REVIEW:**
- **Who:** The entire Scrum Team. Stakeholders are invited to provide feedback on the increment. Timebox: Maximum of 4 hours for a month-long Sprint. Shorter timebox for shorter Sprints.

**SPRINT RETROSPECTIVE:**
- **Who:** The entire Scrum Team. Timebox: Maximum of 3 hours meeting for a month-long Sprint. Shorter timebox for shorter Sprints.

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**The Product Backlog**
- is an emergent, ordered list of what is needed to improve the product and includes the Product Goal.

**Refinement**
- is a continuous activity used to add detail, estimates, and order to items in the Product Backlog.

**The Sprint Backlog**
- is the set of Product Backlog items selected for the Sprint by the Developers, plus a plan for delivering the product Increment and realizing the Sprint Goal.

Each Sprint should bring the product closer to the overall Product Goal.

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**Sprint Planning**
- establishes the Sprint Goal, what can be done, and how the chosen work will be completed.


**Daily Scrum**
- is to inspect progress toward the Sprint Goal and adapt the Sprint Backlog as necessary, adjusting the upcoming planned work.

Who: The entire Scrum Team. Timebox: Maximum of 15 minutes.

**Sprint Review**
- is to inspect the outcome of the Sprint with stakeholders and determine future adaptations.


**Sprint Retrospective**
- is when the Scrum Team inspects how the last Sprint went with regards to individuals, interactions, processes, tools, and Definition of Done. The Team identifies improvements to make the next Sprint more effective and enjoyable. This event concludes the Sprint.


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**The Sprint of 1 month or less**
- is the heartbeat of Scrum.

**Refinement**
- helps manage the work.

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