

YOUR EXPERIENCE STARTS HERE



Stakeholders | Learn | Innovation | Demonstration | Experience



SCRUM Master Certified

Course Outline



Scrum Master Certified (SMC™)

Duration: 2 Days

Overview & Objectives

The Scrum Master Certified course is a collaborative learning experience, including roundtables, group discussions, team activities and role-plays.

The course also prepares candidates for the Scrum Master Certified (SMC™) certification exam.

What's Included in this Course

1. Course Workbook – Hard Copy or Electronic (Delivered via Microsoft OneNote)
2. Scrum Body of Knowledge (SBOK™) - The official Scrum text book – Hard Copy or Electronic
3. Exams are administered by ScrumStudy and the cost of the exam is included in the course fee.

Objectives

- To assist participants in taking up the role of Scrum Master
- To gain an overview of the Agile principles - the Agile Manifesto
- To gain an understanding of how Scrum differs from traditional project management methods
- Gain an understanding of Scrum core team roles and how they interface with non-core team
- Roles
- Learn how to conduct effective Scrum planning meetings to set the foundation for successful Sprints
- Learn the importance of conducting effective Daily Stand-ups
- Appreciate the importance of time-boxed meetings / activities
- Learn how to facilitate and understand the benefits of the Sprint Review and Sprint Retrospective Meetings
- Learn the importance of transparency through artefacts, meetings and information radiators such as Burndown Charts and Scrum boards
- Learn how to scale Scrum in programs and portfolios
- Learn tips on how to transition your organisation to Scrum
- Prepare participants for Scrum Master Certified certification exam



Who is this Workshop For?

This workshop is designed for:

- ⊗ New Scrum Masters
- ⊗ New Product Owners
- ⊗ New Customer Relationship Managers
- ⊗ Project Managers
- ⊗ Business Analysts
- ⊗ Business Unit Owners
- ⊗ Developers
- ⊗ Testers
- ⊗ Project Team Members
- ⊗ Team Managers
- ⊗ Team Leads
- ⊗ Technical Co-ordinators
- ⊗ Program & Portfolio Managers

Prerequisites

There is much to do in this workshop! It is best that you take the time to complete the pre-work. We estimate that it should take no longer than 30 minutes to complete as it sets a baseline of working knowledge to allow the group to collectively dive right into the workshop activities.

We will send materials out to you 1 week in advance of the workshop via the Hippo-Campus



Learning Outcomes and Facilitation

Successful completion of this course will enable participants to;

- Explain the agile method and how Scrum relates to agile
- Explain how Scrum differs from traditional project management methods
- Explain the 6 principles and 5 aspects that underpin a Scrum project and how they apply throughout the life of a project
- Understand the responsibilities of core and non-core team roles
- Work effectively as a Scrum Master by having an in-depth understanding of their role, tools and techniques used
- Facilitate effective Scrum meetings – Sprint Planning Meeting, Daily Stand-ups, Sprint Review and Retrospective Meetings Use information radiators such as Burndown Charts and Scrum boards for effective risk management and decision-making

Trainers of this course will use a practical delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience. Understanding and recall techniques will be used to provide participants with a solid comprehension of Scrum.

Courses are facilitated by our experienced and qualified SCRUMstudy Certified Trainers (SCT™). These can be held on-site or at our premises. All courses can be customised to suit your requirements.

Certification

This course prepares candidates to sit the Scrum Master Certified (SMC™) certification exam. Participants may, at the end of this program, register to undertake the proctored online examination which consists of:

- Multiple choice
- 100 questions per exam
- No negative marks for wrong answers
- 120 minutes duration
- Proctored online exam
- Current pass rate: 95%



Workshop Summary



LEARN – An innovative combination of demonstration, conversation and sharing of pragmatic best practices



EXPERIENCE – An innovative approach to experiential learning where participants practically put into practice what they have learnt

EXPERIENCE 1 – THE EXPERIENCE BEGINS

- 🌐 Introductions
 - Write the first user story - **EXPERIENCE**
- 🌐 Understand workshop objectives
 - Set expectations and define the workshop experience
- 🌐 Introduction to Scrum Certification Paths
 - Scrum Master Certification Exam Overview

EXPERIENCE 2 – Pre-Course Review

- 🌐 Agile Overview – **EXPERIENCE**
 - The Need for Agile
 - Adaptive Project Management – a comparison with Waterfall Project Management Methods.
- 🌐 The Story of Agile – The Manifesto, Values, Principles, and Methods – **LEARN**
- 🌐 The difference between “Doing” Agile and “Being” Agile - **LEARN**
- 🌐 Waterfall versus Agile (Scrum) – When to Use and Why to Use – **LEARN**
- 🌐 Chapter Retrospective – **EXPERIENCE & LEARN**

EXPERIENCE 3 – A Close Examination of SCRUM PRINCIPLES, & ASPECTS

- 🌐 6 SCRUM Principles - **Learn**
 - Empirical Process Control
 - Self-Organization
 - Collaboration
 - Value Based Prioritization
 - Time-Boxing
 - Iterative Development



- 🌐 5 SCRUM Aspects – **LEARN**
 - Organization
 - Business Justification
 - Quality
 - Change
 - Risk
- 🌐 Chapter Retrospective – **EXPERIENCE**

EXPERIENCE 4 – SCRUM Roles

- 🌐 Scrum Master - **LEARN**
 - Chief Scrum Master
 - Program Scrum Master
 - Portfolio Scrum Master
 - Leadership Styles
 - Servant Leadership
- 🌐 Product Owner - **LEARN**
 - Chief Product Owner
 - Program Product Owner
 - Portfolio Product Owner
- 🌐 Scrum Team – **LEARN / EXPERIENCE**
 - HR Theories Applied to Scrum
 - Tuckman’s Model
 - Theory X & Y
 - Team Dynamics
 - Maslow’s Hierarchy of Needs
 - Team Selection
 - Advantages of Cross-Functional Teams
- 🌐 Non-Core Roles – **LEARN**
- 🌐 Role Play – **EXPERIENCE**
 - Scrum Planning
 - Daily Stand-up
 - Retrospective
- 🌐 Chapter Retrospective - **EXPERIENCE**



EXPERIENCE 5 – The SCRUM Lifecycle

- 🌐 SCRUM Workflow - **EXPERIENCE**
- 🌐 SCRUM Phases and Processes – **LEARN**
 - **1. Initiate Phase - LEARN**
 - Create Project Vision
 - Identify Scrum Master and Stakeholders
 - Form the Scrum Team
 - Develop Epics
 - Create Prioritised Product Backlog
 - Kano Analysis
 - MoSCoW Prioritisation
 - Conduct Release Planning
 - Phase Retrospective - **EXPERIENCE**
 - **2. Planning & Estimating Phase - LEARN**
 - Create User Stories
 - Estimate User Stories
 - Affinity Estimation
 - Wideband Delphi
 - Planning Poker
 - Fist-of-Five – consensus building
 - Commit User Stories
 - Identify Tasks
 - Create Sprint Back Log
 - Phase Retrospective - **EXPERIENCE**
 - **3. Implement Phase - LEARN**
 - Create Deliverables
 - Conduct Daily Stand-Up
 - Groom Prioritised Product Backlog
 - Phase Retrospective - **EXPERIENCE**
 - **4. Review and Retrospect Phase**
 - Demonstrate and Validate Sprint
 - Acceptance Criteria, Done Criteria, Minimal Done Criteria, Definition of Done
 - Retrospect Sprint
 - Phase Retrospective – **EXPERIENCE**
 - **5. Release Phase – LEARN**
 - Ship Deliverables
 - Retrospect the Project
 - Phase Retrospective – **EXPERIENCE**



EXPERIENCE 6 – Scaling SCRUM

- ⊕ Scaling SCRUM for Large Projects - **LEARN**
 - Create large Project Components
 - Conduct and co-ordinate sprints
 - Prepare large project release
- ⊕ Scaling SCRUM for Enterprise Projects - **LEARN**
 - Create program or portfolio components
 - Review and update scrum guidance body
 - Create and Groom Prioritised Program or Portfolio Backlog
 - Coordinate Program and Portfolio Components
 - Retrospect Program or Portfolio Releases.
 - Chapter Retrospective - **EXPERIENCE**

EXPERIENCE 7 – Conducting a SCRUM PROJECT - **EXPERIENCE**