

Scrum Ceremonies Guide

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1 Core Scrum Ceremonies

1.1 Sprint Planning

- Duration: 2-4 hours
- Frequency: Start of each sprint (typically 2 weeks)
- Participants: Scrum Team (Dev Team, Scrum Master, Product Owner)
- Outputs: Sprint backlog, sprint goal, capacity planning

1.2 Daily Scrum

- Duration: 15 minutes
- Format: 3 questions (Done/Doing/Blockers)
- Timing: Same time daily
- Standing meeting with Scrum board

1.3 Sprint Review

- Duration: 1-2 hours
- Stakeholders: Scrum Team + stakeholders
- Demo format: Working software from completed sprint
- Sprint goal achievement review

1.4 Sprint Retrospective

- Duration: 1-1.5 hours
- Format: Start/Stop/Continue
- Sprint-based improvements
- Scrum Master facilitation

2 Remote Ceremony Guidelines

- Video always on
- Virtual board usage
- Timeboxing enforcement
- Documentation requirements

3 Comparison with Kanban

3.1 When to Choose Scrum

- Fixed-length iterations needed
- Clear project scope exists
- Team can commit to sprint goals
- Regular delivery cadence required
- Strong change control needed

3.2 Key Advantages

- Predictable delivery schedule
- Structured planning process

- Clear commitment framework
- Sprint-based velocity metrics

3.3 Trade-offs vs Kanban

- Less flexible to changes mid-sprint
- Higher ceremony overhead
- Requires dedicated Scrum Master
- Fixed team composition preferred

4 Ceremony Effectiveness

4.1 Success Criteria

- Planning: All stories estimated → Estimation Guide
- Daily Standup: Blockers identified and tracked
- Review: Working software demonstrated
- Retrospective: Actionable improvements identified

4.2 Quality Gates

- Planning readiness → Quality Gates
- Demo acceptance criteria
- Retrospective action items tracking

4.3 Metrics Integration

See Performance Metrics for detailed tracking