

	Process Objective		Activity	Artifacts	Meeting
Organize	1	Organize Team	Choose team members and identify Product Owner (PO) and Scrum Master (SM).	Team Roles	
	2	Develop Product Requirements	Generate requirements, specifications, and user stories.	Product Requirements	
	3	Create Scrum Board	Build Scrum Board (either physical or in software) with areas for Product Backlog, Sprint Backlog (To Do), Doing, and Done.	Scrum Board	
Plan	4	Prioritize Requirements	Rank requirements based on dependency, uncertainty, importance and lead time.	Product Backlog	Product Backlog Grooming
	5	Identify Tasks	Identify the tasks that need to be done to meet Product Requirements complete with measures, targets, and tests that define when they are done (i.e. test-driven development).	Sprint Backlog	Sprint Planning Meeting
	6	Estimate Task Time	Estimate the time each task will take.		
	7	Choose Sprint Tasks	Choose what tasks to complete during the Sprint. Only start what you can finish.		
	8	Align Team Members with Tasks	Choose which team members are responsible for which tasks. Move tasks in-process to "Doing" area of Scrum Board.		
Do	9	Do Work	Do the technical work moving tasks from "To Do", to "Doing" to "Done" on Scrum Board.	Product Artifacts	Sprint Standup
	10	Track Progress	Track progress on Scrum Board Burndown Chart.	Update Scrum Board	
Review	11	Review Sprint Product	Hold a Sprint Review (aka design review) where the progress on the product is demonstrated.	Updated Product Intent and Tasks	Sprint Review
	12	Review Design Process	Have a Sprint Retrospective where the design process is reviewed, and improvements developed.	Team Process Changes	Sprint Retrospective