**Team (name) Charter**

**Team Members**

|  |  |  |
| --- | --- | --- |
| Portfolio Manager |  | Can insert team logo |
| Scrum Master |  |
| Product Owner |  |
| Development Lead |  |
| Sr Developer |  |
| Jr Developer |  |
| BA |  |
| SA |  |
| QCoE Lead |  |
| QCoE |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Working Together**

Working Agreements -

* No cell phones in ceremonies
* No email/laptop work while in ceremonies
* If unavailable for standup communicate progress
* Communicate individual schedules
* Primarily communication by Rally - Limit Emails
* Add action items from retros into backlog or add to working agreements or processes
* Report impediments/blockers immediately
* **Start on time / End on time**

**Core Working Hours** -

* 9:00 - 5:00 CST

**Team Values** - Commitment, Focus, Openness, Respect & Courage

**Product Owner -** Product Owner availability

Is there a time the PO is always available (i.e. after the Daily Scrum for sidebars)?

Is there a time the PO is always out in the field talking to customers and thus is unavailable?

 **“Business people and developers must work together daily**

**throughout the project”**

Does the PO attend the Daily Scrum?

What do we do when the PO is not available:

a. For sprint planning or sprint review:

b. For a meeting:

c. For a question:

d. For an extended period of time (vacation, sick leave, etc...):

Technical Owner Responsibility:

* Code Reviews
* High level technical overview

**Schedule**

Sprint Length - **2 weeks**

Sprint Start Day -

Sprint Planning Day / Time / Location -

Daily Scrum Time / Location -

Mid Sprint Review Day / Time / Location –

Demo Day / Time / Location -

Sprint Retrospective Day / Time / Location - Backlog Refinement (a.k.a. Story Time or

Backlog Grooming) Day / Time / Location –

**Important Milestones**

**None Identified to Date**

**Definitions**

|  |  |
| --- | --- |
| Dean Definition of Done | Team Definition of Ready - * Meet the I.N.V.E.S.T. criteria -
	+ ( Independent, Negotiable, Valuable, Estimable, Small, Testable),
* The Product Backlog Items can be done in a sprint,
* The team is clear on what is being asked for
* Story has been sized with all team member participation
 |

* User Stories User stories follow the 3Cs and INVEST model. User Stories User stories are vertical slices most of the time.
* User Stories User stories must be estimated & have acceptance criteria before they are ready to be developed.
* User Stories Estimate user stories in story points. User Stories Follow recommendations for required stories such as Update Disaster Recovery Plan

**Product Vision** -

**Determined by Product Management at the Program** **Level**

**Estimation Scale**: **Fibonacci**