

21SCRUM – Getting Started

This is a quick start guide to help you get up and running with 21SCRUM. The guide assumes you have an understanding of the Scrum process, the basics of SharePoint and have rights to install a Sandbox solution in your SharePoint site collection.

1. Installing 21SCRUM
2. Activating the Features
3. Adding Burndown Chart Web Part
4. Adding stories to the Product Backlog
5. Starting your first Sprint
6. Story Board

Installing 21SCRUM

21SCRUM has been developed as a SharePoint Sandbox solution and can be deployed by Power Users without the need of direct IT support.

Uploading 21SCRUM solution

Once you have downloaded and extracted the 21SCRUM solution you should have a file named:

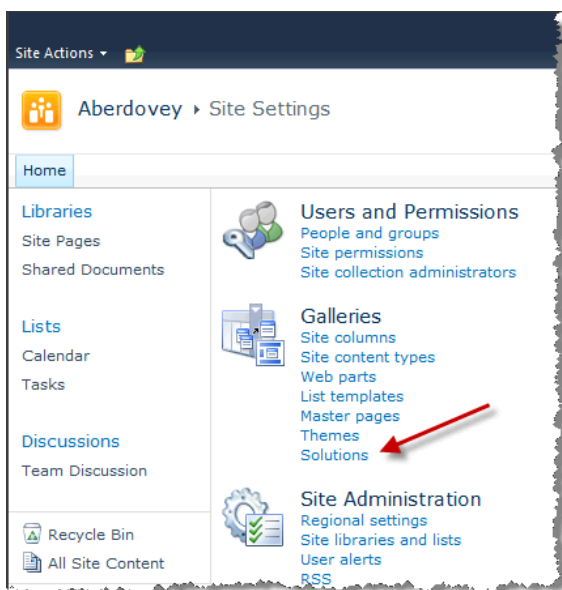
21Scrum.SingleSite.Solution.100628.1.wsp

The actual name will vary depending on which version you have downloaded.

Upload this solution to your Site Collection via the solutions area.

What is a Sandbox solution?

In simple terms it is a SharePoint application that can be installed by Power Users. SharePoint 2010 provides a secure area (the 'Sandbox') which your Admins can monitor. The Sandbox is designed to provide restricted functions allowing Power Users to install new applications without direct IT input in the knowledge that they will not impact other uses or the SharePoint farm.

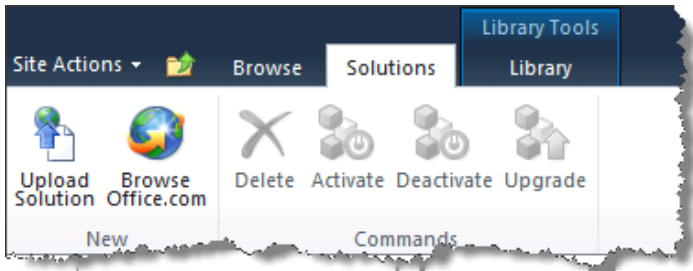


From Site Actions menu in the site collection you wish to install 21SCRUM choose

Site Actions > Site Settings

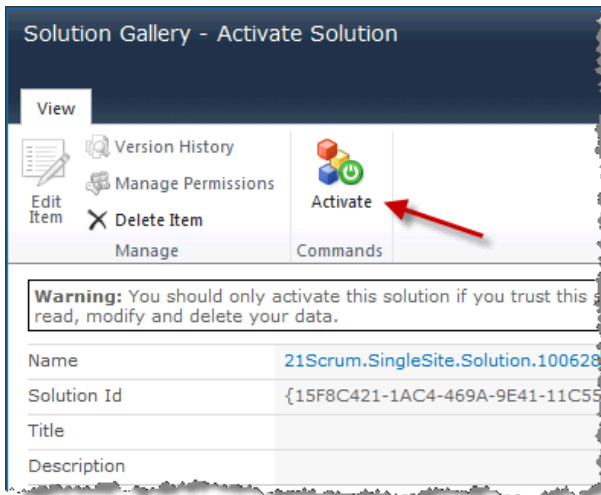
From the Galleries section navigate to Solutions

Although the Solutions Tab looks highlighted already, click on the Solutions Tab to show the Ribbon.



Select Upload Solution and in the dialog box browse to the location you saved the 21SCRUM solution and click upload. You will be presented with the Activate Solution dialog that allows you to make the solution active.

Click on Activate to make the features in the solution available for use in the Site Collection.



Possible Problems:

I don't see the Activate Dialog?

If you don't see the Activate dialog check the file you uploaded has the extension .WSP

Why is the Activate Button greyed out?

If the Activate button is greyed out and does not allow you to select it, you need to talk to your SharePoint Admins as they have not enabled Sandbox solutions. Ask them to enable

the "Microsoft SharePoint Foundation Sandboxed Code Service" in Central Administration – this is disabled by default.

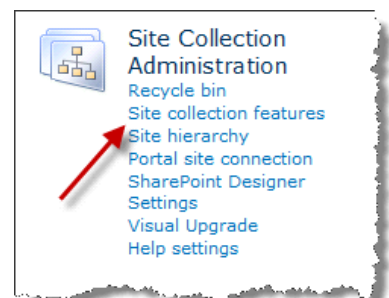
Activating Features

21SCRUM is divided into two features, one at the Site Collection level that installs the web parts and the other at the Site level that creates the lists and pages needed to run a Scrum project. It is possible to have as many Scrum projects as you want with a site per scrum project.

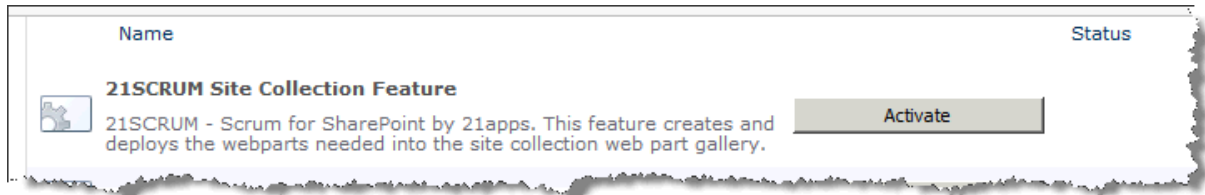
From Site Actions menu in the site collection you wish to install 21SCRUM choose

Site Actions > Site Settings

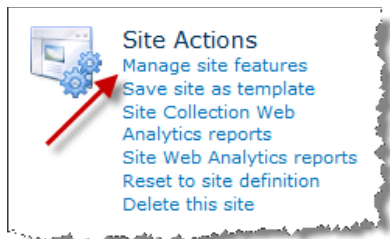
From the Site Collection Administration section choose *Site collection features*



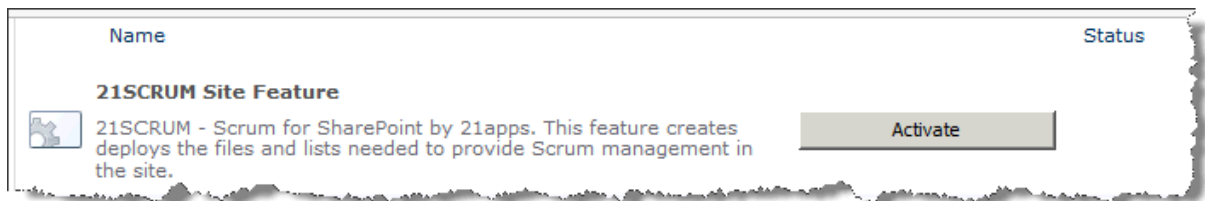
Activate the 21SCRUM Site Collection Feature



Once activated click Back in the browser and navigate to the Manage Site Features option under the Site Actions section.



Activate the 21SCRUM Site Feature



21SCRUM is now installed, configured and ready to use.

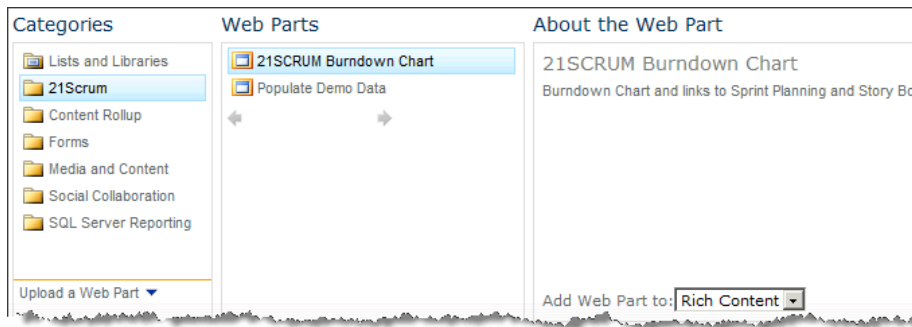
Adding Burndown Chart Web Part

Although not required the adding of the Burndown Chart web part really brings the heart of Scrum into your site - why not put it right there on the home page.

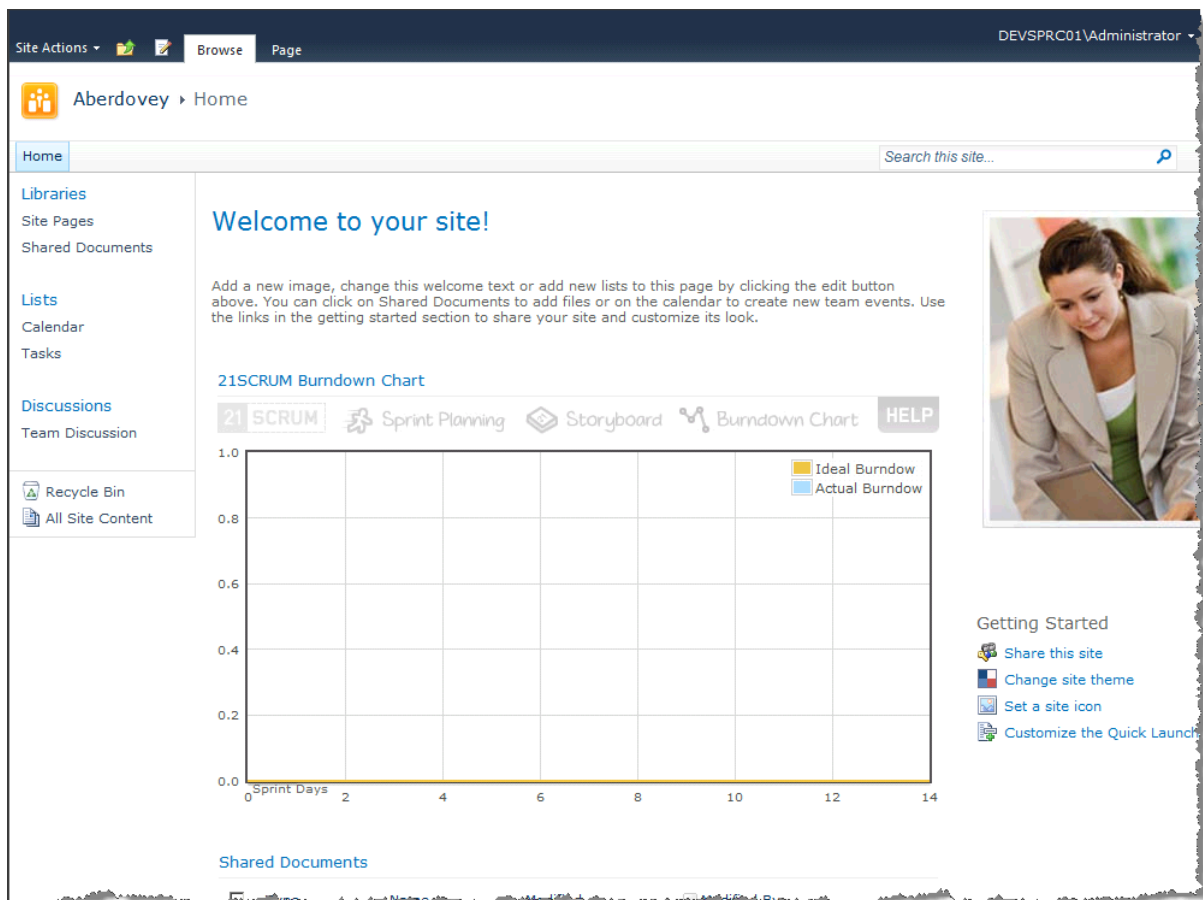
21SCRUM provides 2 web parts

- **21SCRUM Burndown Chart**
Provides a Burndown chart with navigation to the Sprint Planning and Storyboard
- **Populate Demo Data**
Creates demo data into the backlog, storyboard and Burndown allowing you to quickly try out 21SCRUM without need to write lots of stories.

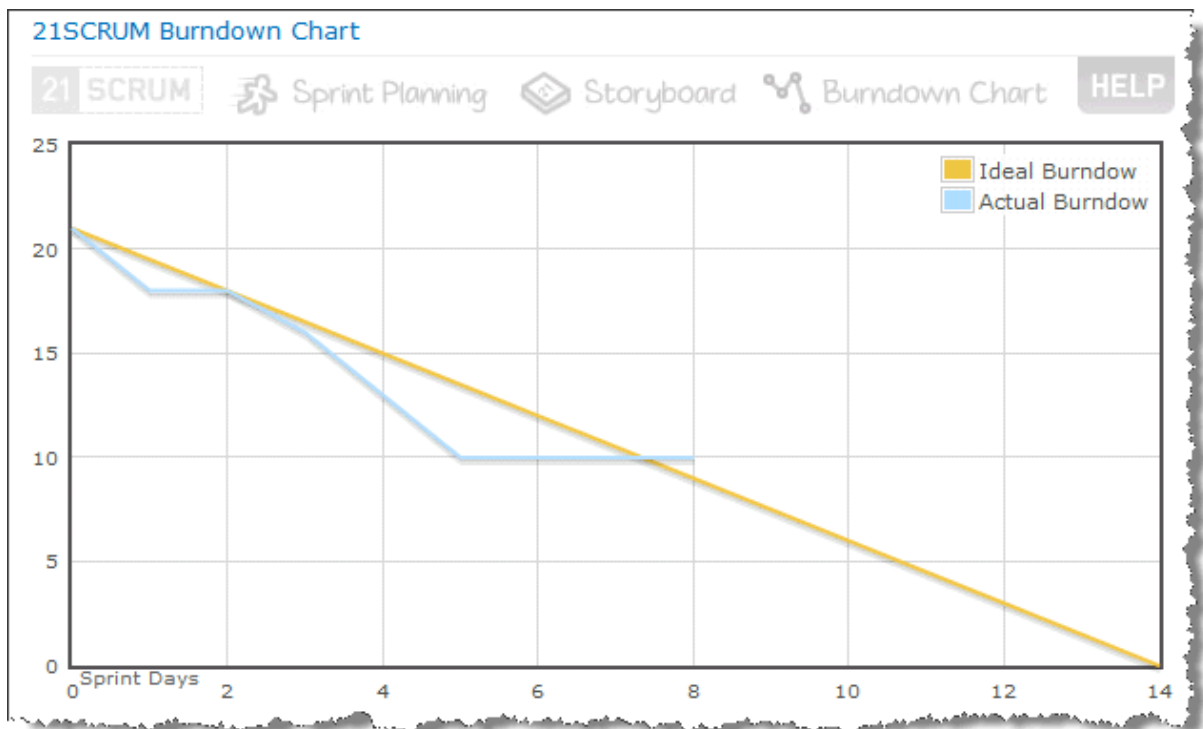
Each web part is listed under the 21SCRUM category.



Adding the 21SCRUM Burndown Chart to the standard team site looks like this



If you also add the Populate Demo Data web part it gives you a simple button to allow you to pre-create stories to help you get used to using 21SCRUM. After populating the demo data and refreshing the page you should see a Burndown chart similar to the one below.



Understanding the Burndown Chart Web Part

The Burndown chart shows two lines

- **Idea Burndown**
A guide to how quickly the team should complete work based on the sprint duration (default 14 days, shown along the bottom of the chart) and the amount of effort (shown on the left hand axis).
- **Actual Burndown**
This plots the actual work that has been marked as 'Done' on the story board over time. The last plot shows in real time the effect of any changes during the day.

Every page in 21SCRUM including the Burndown Chart have a common toolbar with links to

- **Sprint Planning**
This is where you plan the sprints and manage the product backlog
- **Story Board**
This is where the team work during the sprint and move stories through to done
- **Burndown Chart**
This page has the Burndown Chart web part pre-added

Help is always at hand

With every toolbar comes a help page. Click on Help to show and hide information about the page being shown. For the Burndown Chart you get:

21SCRUM Burndown Chart

Burndown Chart Overview

The Burndown Chart shows the work left to do in the sprint. The ideal burndown plots an even line based on the amount of effort planned when the sprint was started. As stories are moved to done the amount of work remaining is shown. If you add new stories to the sprint or increase the estimate the work remaining will increase. The Burndown Chart gives a real view on how the team is actually doing, no more 80% complete estimates it shows what is done.

More help?

If you've got questions, problems or suggestions contact the team

- Support support@21Scrum.com
- Discussion [Get Satisfaction](#)

You are running 21SCRUM Single Site Collection Edition Version: 1.1.100628.1

21 SCRUM | Sprint Planning | Storyboard | Burndown Chart | HELP

- Details about the Burndown Chart
- Links to get more help from the 21Scrum team and community
- Details about the edition and version of 21SCRUM you are running

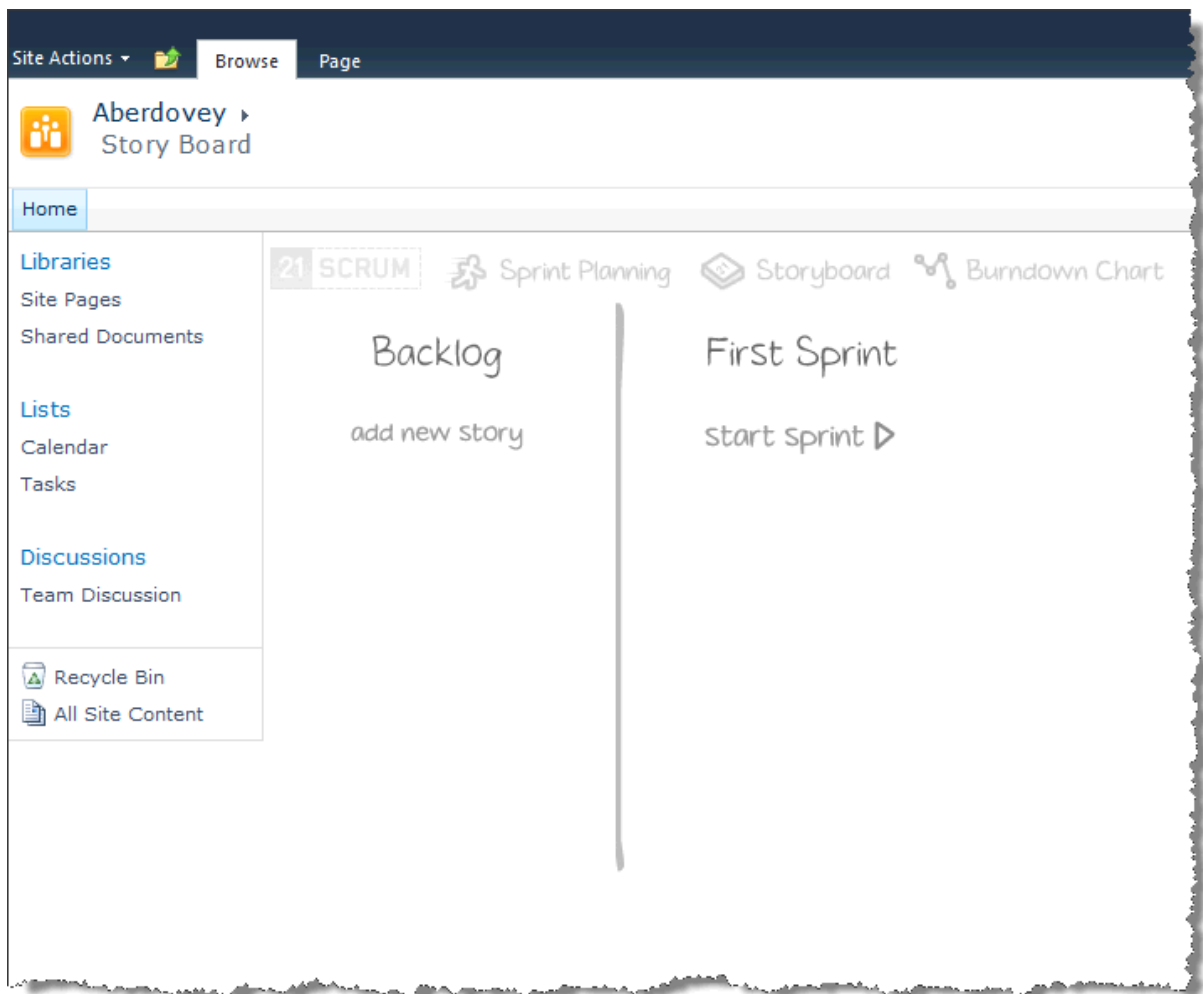
Adding Stories to the Backlog

Clicking on Sprint Planning in the toolbar will take you to the Sprint Planning page and the Product Backlog. Here you manage the backlog of stories and plan your sprints.

If you start with a new install and didn't use the Populate Demo Data option the Sprint Planning page will show the standard 21SCRUM toolbar and two columns

- Backlog
 - Lists the stories waiting to be planned and allows you to add new stories. This is known as the Product Backlog
- First Sprint
 - The first sprint is where you will drag stories you are planning to do in the first sprint

To start your first sprint just add stories to the backlog, plan them by dragging them into the First Sprint column and when you are ready click start sprint.



Adding Stories

21SCRUM is designed to make the adding, editing and planning of stories a quick and easy process. No more clicking back and forth between lists 21SCRUM lets you do everything on the page.

Click 'add new story' to show the Add Story dialog allowing you to enter




- Title
Short summary of the story, can be used in standard SharePoint views
- Story
The story description, this is shown on the sprint planning and story board. Normally written in the format
as a <role> I want to <action/feature> so that I can <reason>
- Estimate
Leave blank if you don't know the estimate, otherwise a numeric value. There are lots of number formats from Fibonacci to simple 1-2-3 as small, medium and large. This is used to plot the Burndown chart.



All dialog boxes will validate the data entered and any mandatory fields.

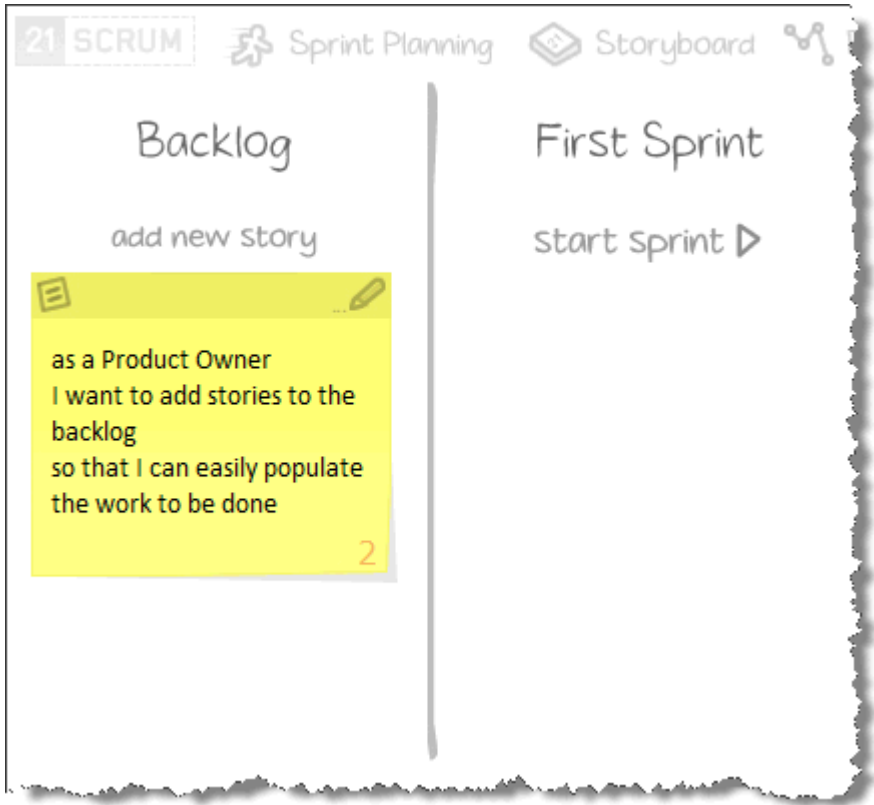
Clicking Add story will add the story to the backlog.

It is possible to

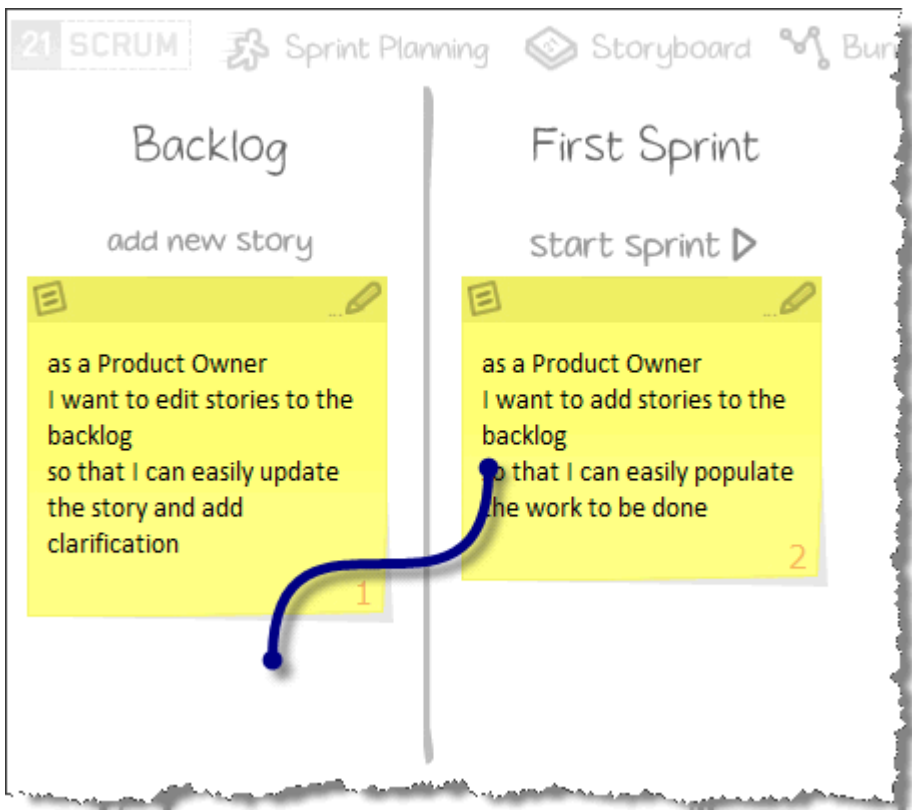
- Edit the story using the Edit button 
- Add notes to the story using the Notes button 
- Delete stories by dropping them on the  Recycle Bin

Story Notes

Story Notes allow you to record anything that helps the team understand and complete the story. This includes developer notes, clarification on meaning, tests required. Anything you would add to the back of a paper story card.

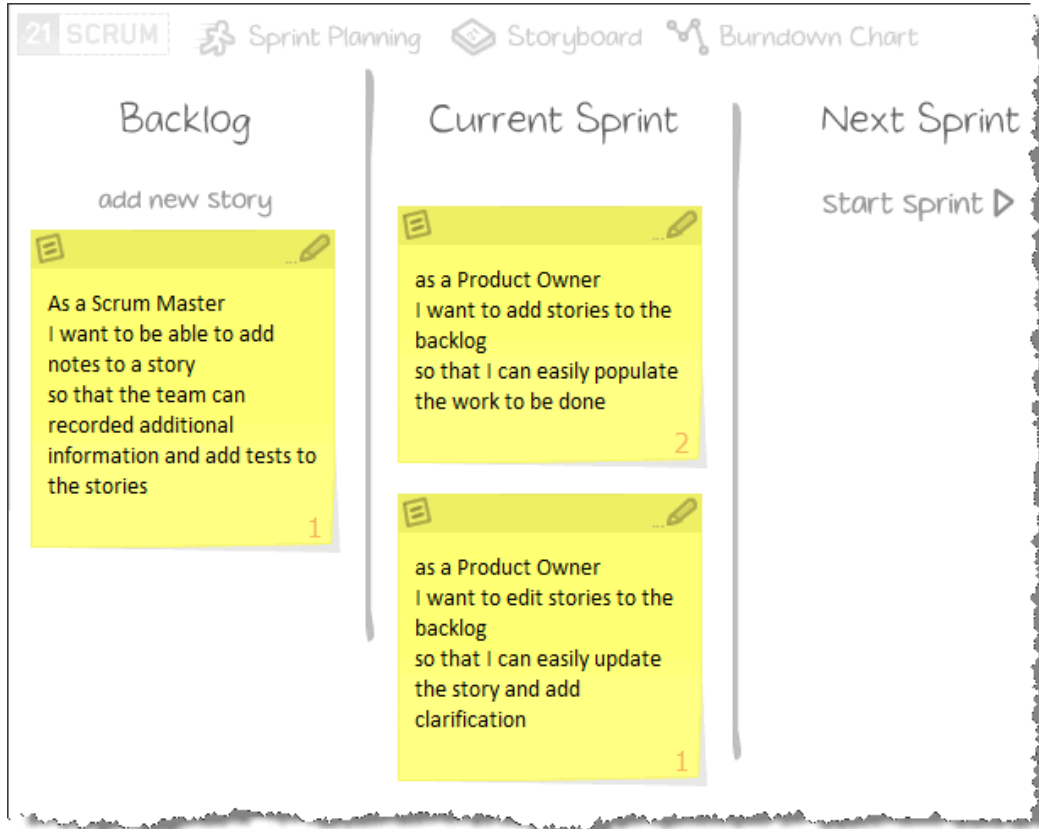


Stories are planned by dragging and dropping them on the first or next sprint columns.



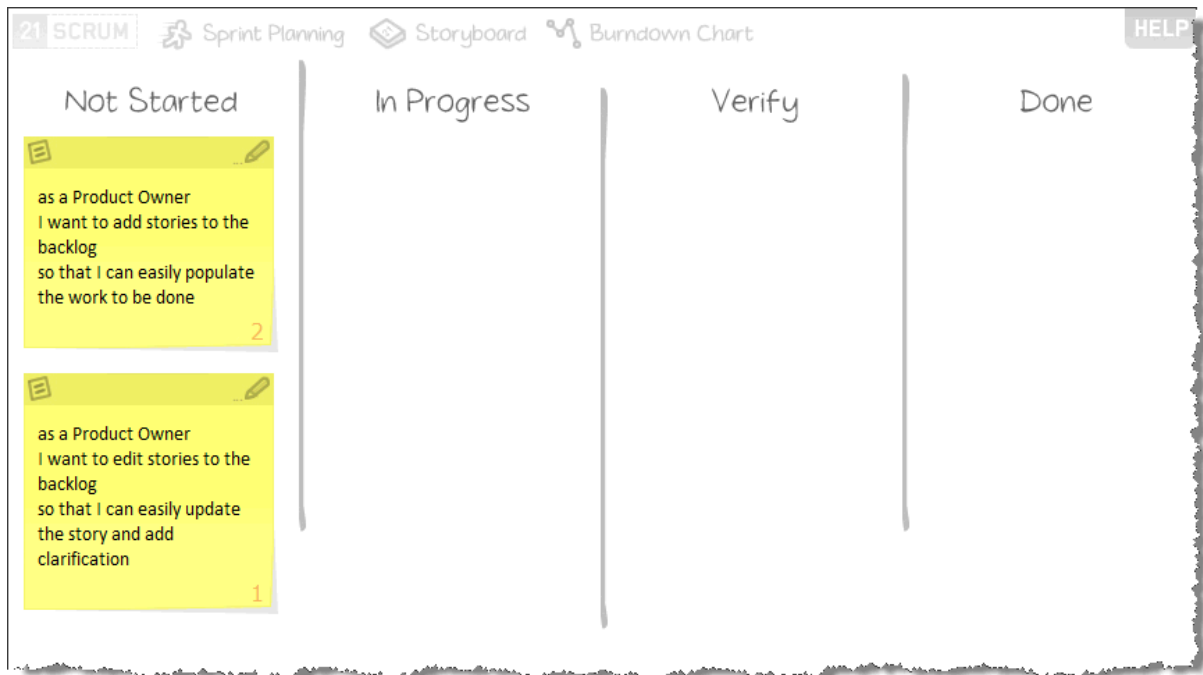
Start First Sprint

Once all the stories for the sprint have been agreed clicking on 'start sprint' will move the stories into the current sprint and allow the team to work on the stories. The Product Owner is free to add new stories and plan the next sprint in the Sprint Planning page.



Storyboard

The story board shows the stories in the Current Sprint and is used by the Scrum team to progress the work through to done. It allows the team to focus on the agree work without getting distracted.



The team move the stories through from Not Started to Done. Only when a story is moved to the 'Done' column does it record against the Burndown.

Moving stories in/out of the 'Done' column will be reflected in the Burndown in real-time for the current day.

Feedback

We have tried really hard to make 21SCRUM easy to use whilst providing you with a powerful and fully features Scrum tool. We have kept things simple as we found other scrum tools too complex and trying to do too many things for too many people.

If you have a question, want to share an idea, have found a problem or just want to pat us on the back we look forward to hearing from you. Visit our community forum <http://getsatisfaction.com/21apps> or email us contact@21scrum.com

What is Done?

The meaning of 'Done' has to be agreed with everyone. You could create a checklist of things that need to be completed before a story is moved to 'Done'. It generally means everything needed to put the feature live has been completed. The feature is Production Ready.

