



CANADIAN
MANUFACTURERS
& EXPORTERS

DIVIDE AND CONQUER WITH SCRUM: THE PROJECT PLANNING TOOL

STUDENT GUIDE

OBJECTIVES

- Learn the basics of Scrum
- Implement Scrum in academic and personal life
- Provide you with a tool to track your time, projects and after school activities

BRIEF DESCRIPTION OF SCRUM

Scrum is a framework in which people can plan, track and complete projects, individually and in groups. This framework outlines how to break down a project into bite-sized pieces, manage the workflow and make changes throughout the process to get the best possible results.

Scrum is about breaking down large projects into smaller ones. The work of each smaller project is called a Sprint. Once the Sprint is complete you will look at the completed Sprint and assess the accuracy of the work and adjust it if it does not meet the requirements. This allows you to make changes as you work through the project and assess your work as you go. Once you complete one smaller project and assess it, you can move on to the next little project.

For example, when you have a large group paper, you can break up the work into steps like:

1. Come up with the concept: brainstorm ideas, choose 3 main ideas, research the 3 main ideas, choose the idea with the strongest evidence to support, write idea thesis.
2. Write paper: write introduction, write paragraph 1, write paragraph 2, write conclusion.
3. Formatting: create table of contents, create bibliography, create title page.

IMPORTANT STEPS

To make a Scrum board you will need to make 4 columns: backlog, to do, doing and done. These 4 columns can be drawn on a piece of paper, put on the wall with painters' tape or done on a trifold. It can also be made electronic on word or excel or any other tools you have access to (e.g. Trello, Monday.com, etc.). Miro.com offers free versions of their software if you want an online platform.

You will break up your project or work into easy actionable steps. Then write these down on sticky notes and place it on your board. As you work through the tasks the sticky notes will be moved through the columns until the task is done and the sticky note is in the done column. You will follow this process until all the sticky notes have been moved and the project is completed.



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EXAMPLE SCRUM BOARD

Scrum Board				
Backlog	To Do	In Progress	Testing	Done
<p>Decide how to break down into modules</p>	<p>Create Assessment tool for all modules</p>	<p>Determine what can be learned in a learning environment facilitated</p>		

*Note: This board has a column for testing but that is not necessary for your board.