



Aalto University
School of Science

Tips for the Scrum Master in Capstone Projects

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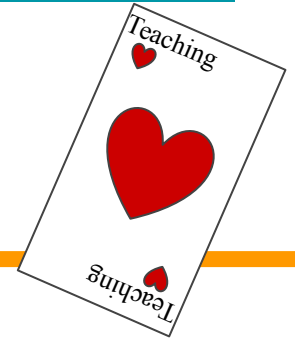
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1. Choose your project carefully (PO availability, Client commitment, Software or Hardware).
2. You will have learning goals and project goals. Nevertheless, one must support the other. Integrated activities related to the course in your sprint.
3. Each teaching method has its benefits.
 - a. SM Certification
 - b. EES
 - c. Coach (discuss the role of the coach)
 - d. Diaries.
 - e. [SM Certification Booklet](#) and [Mycourses/Materials](#)
 - f. Lego Game

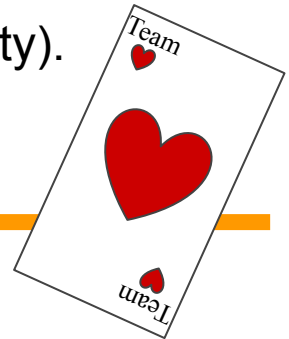
Learn-by-doing



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4. First weeks matters. The faster you create a motivated team, the faster you will develop momentum and commitment.
5. Team building could be accomplished by doing social activities, working together, having lunch together, internal Demos, hackathons, creating Telegram sticker packs, joking around, informal discussions.
6. “Not all groups are teams” (J.R. Katzenbach, D.K. Smith, 1993). Work together and create a team culture. Keep in mind that a shared leadership nurture self-managed teams.
7. Team rules could save you the day (e.g. no interruptions, punctuality).



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8. Create an ideal DoD at the beginning of the project. However, It is important to keep your DoD realistic enough (Automate as much as you can).
9. [Sprint Goal](#) is important. This will allow you to have some room regarding the functionality. It must be concise, it must not be repeated, and it must be measurable.
10. [Effort Estimation](#) helps create the required tasks to accomplish the user story. Story points are helpful because they allow team members who perform at different speeds to communicate and estimate collaboratively (*Mike Cohn, 2014*).



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11. Plan the Sprints!. Time tracking, time management and planning is important in this capstone project. (Google calendar, @slackbot, [Google sheet](#))
 - a. Some other activities are happening at the University.
 - b. Everyone has different schedules.
 - c. This is a Part-time project (Full-time vs part-time project)
 - d. Working at Aalto or Client's premises?

THE FuN cHArT: CUmuLAtIve hoURs PEr meMBeR

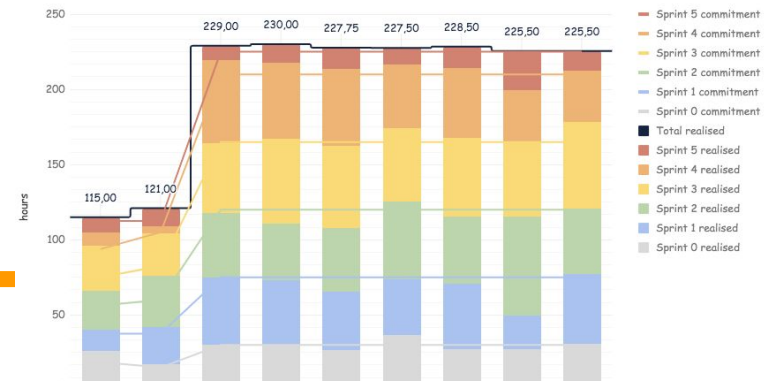


Figure 1. Example of time tracking sheet, Software Project Course webpage, 2018, Team 12. Retrieved from: <https://mycourses.aalto.fi/course/view.php?id=20556§ion=3>

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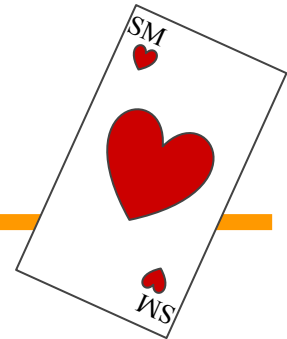
12. Soft skills could be the key to succeed as an SM.
 - a. People have feelings and emotions. There is something called Psychological safety (Edmondson, 1999).
 - b. There are factors such as motivation, communication, among many others.
 - c. Humour is beneficial for your teamwork.(Snyder et al., 1991; Vilaythong et al., 2013)



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13. The SM should read about Scrum and SM responsibilities. (Remember you are the one teaching Scrum)
14. Create a solid and direct relationship with the PO.
15. Collaborate with the PO to create and maintain the Product Backlog.
16. The SM should be present in the Daily Scrum.
17. The SM is not a secretary, all the team members should be aware of documents and minutes.



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18. Doing something is better than doing nothing. Remember that this is a safe environment to fail.
19. Risk management is part of a project (bus factor, dependencies).
20. Being Scrum Master and Developer could be overwhelming.
21. Your project can succeed with you being an old-school manager, but remember that you are learning “how to become a Scrum Master”. Keep a balance between traditional management and servant leader.

Enjoy being the SM



References

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