

SCRUM

EXAM CHEAT SHEET

PSM I

YOUR QUICK REFERENCE GUIDE
TO PASS WITH CONFIDENCE



CLEAR

Key concepts
at a glance

FOCUSED

What matters
for the exam

PRACTICAL

Apply Scrum
with confidence

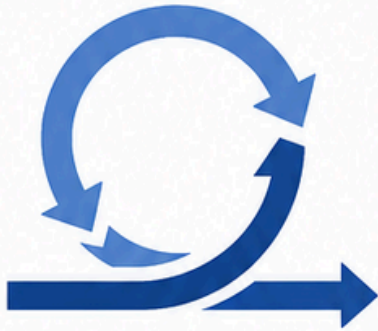
SUCCESS

Study smart.
Pass PSM I.



KEEP IT SIMPLE.
MAKE IT WORK.

SCRUM THEORY



FOUNDED ON EMPIRICISM

– decisions based on
OBSERVATION + EXPERIENCES



AND LEAN THINKING

– reduces **WASTE** + focuses on **ESSENTIALS**



ENGAGES GROUPS OF PEOPLE who have collectively all the **SKILLS, EXPERTISE** and **SKILLS** needed



SCRUM IS FOR **INSPECTION** AND **ADAPTATION**

BASED ON THREE PILLARS



TRANSPARENCY

- process and work must be **VISIBLE**
- enables **INSPECTION**



INSPECTION

- inspect **FREQUENTLY**
- Inspection without **TRANSPARENCY** is **MISLEADING** and **WASTEFUL**
- enables **ADAPTATION**



ADAPTATION

- becomes more **DIFFICULT** when people involved are not **EMPOWERED** or **SELF-MANAGED**



SCRUM VALUES

COMMITMENT, FOCUS, OPENNESS, RESPECT, AND COURAGE

COMMITMENT

Scrum Team **COMMITTS** to achieving goals + supporting each other

FOCUS

Focus on the work of the **SPRINT** to make the best possible **PROGRESS**

OPENNESS

Be **OPEN** about work and challenges

RESPECT

Respect each other to be **CAPABLE, INDEPENDENT** people, and to be **RESPECTED** as such

COURAGE

Have **COURAGE** to do the right thing and to work on **TOUGH PROBLEMS**

The Ultimate Cheat Sheet



The Scrum Team: One Team, One Goal

Small, autonomous unit.
Consists of PO, SM, and Developers;
no hierarchies or sub-teams present.



Product Goal

Autonomous and cross-functional.

The team itself decides internally who does what, when, how and possesses all necessary skills for value creation.

Full focus on the Product Goal.

The entire unit is aligned toward making a valuable step towards the goal in every Sprint.



The Developers (Implementation)

Creators of the Product.

Committed to creating a usable Increment per Sprint.

Guardians of Quality.

They create the plan (Sprint Backlog) and strictly adhere to the "Definition of Done".

Daily Synchronization.

They adapt their plan daily in the Daily Scrum to achieve the Sprint-Goal.



Product Owner (Value Maximization)

One person, not a committee.

To make effective decisions, the PO must be a single, authorized person.

Maximization of Product Value.

Responsible for the outcome of the work of the entire team.

Backlog Prioritization.

Creates, communicates, and orders Product Backlog Items according to business value.



Scrum Master (Effectiveness)

Moderator & Coach.

Serves the team, the PO, and the entire organization in the application of Scrum.

Clears Obstacles.

Identifies and removes barriers (impediments) that hinder the team's progress.

Driver of Effectiveness.

Responsible for the continuous improvement of team practices within the Scrum framework.

PSM I — Sprint Core



1. THE SPRINT

Timebox

- 1 month or less
- next Sprint starts immediately

Participants + Task

- Scrum Team
- self-managing
- cross-functional
- no hierarchy

Content

- Sprint Planning
- Daily Scrum
- Sprint Review
- Sprint Retrospective
- no changes endangering Sprint Goal
- quality does not decrease
- Product Backlog refinement as needed

Purpose

- valuable, useful Increment
- predictability
- inspect + adapt toward Product Goal



2. SPRINT PLANNING

Timebox

- max 8h / 1-month Sprint

Participants + Task

- Scrum Team
- PO: prepares valuable items, Product Goal context
- Developers: forecast work, plan delivery

Content

- Why is this Sprint valuable?
- What can be Done this Sprint?
- How will the chosen work get done?
- Sprint Goal
- selected Product Backlog items
- plan for first days of work

Purpose

- starts the Sprint
- creates Sprint Goal + Sprint Backlog



3. DAILY SCRUM

Timebox

- 15 min
- every working day

Participants + Task

- Developers
- inspect progress toward Sprint Goal
- adapt Sprint Backlog

Content

- same time and place
- actionable plan for next day
- any structure or technique

Purpose

- focus
- improve self-management
- inspect progress
- adapt plan

SCRUM RETRO vs. SCRUM REVIEW

Two Events in a Sprint – Different Focus Areas



During the Sprint



Product Goal



At the end of the Sprint

SCRUM RETROSPECTIVE

Improve collaboration

SCRUM REVIEW

Inspect & adapt the outcome

Plan ways to improve quality & effectiveness.



GOAL

Inspect the results of the Sprint and plan next steps.

- What went well?
- What didn't go well?
- Why? (Root causes)
- What can we improve?



FOCUS

- What was achieved?
- What has changed?
- What do we do next?
- Adjustments to the Product Backlog?

Only the Scrum Team.



PARTICIPANTS

Scrum Team
+ Stakeholders.

Concrete improvements for collaboration, processes and quality.



OUTCOME

Transparency about the results & decisions on next steps.
Adjustments to the Product Backlog possible.

Max. 3 hours (for 1-month Sprint), shorter for shorter Sprints.



TIMEBOX

Max. 4 hours (for 1-month Sprint), shorter for shorter Sprints.

The last event of the Sprint.



WHEN

The second to last event of the Sprint.

KEY TERMS – ENGLISH / DEUTSCH



Increment (Inkrement)
The usable, completed result of the Sprint.



Stakeholder (Stakeholder)
Anyone with an interest in the product.



Product Goal (Produktziel)
The long-term goal for the product.



Inspect (Überprüfen)
Observe something carefully.



Product Backlog (Produkt-Backlog)
Ordered list of all product requirements.



Adapt (Anpassen)
Respond to insights and adjust.

SCRUM ARTIFACTS

PSM I EXAM CHEAT SHEET

PRODUCT BACKLOG

WHAT?	Ordered list of everything needed to improve the product.
PURPOSE	Maximize product value and create transparency.
GOAL / COMMITMENT	Product Goal
RESPONSIBLE	Product Owner

SPRINT BACKLOG

WHAT?	Sprint Goal + selected PBIs + delivery plan.
PURPOSE	Plan the work needed to achieve the Sprint Goal.
GOAL / COMMITMENT	Sprint Goal
RESPONSIBLE	Developers

INCREMENT

WHAT?	Sum of completed PBIs and all previous Increments.
PURPOSE	Deliver usable value and enable inspection.
GOAL / COMMITMENT	Definition of Done (DoD)
RESPONSIBLE	Scrum Team

PSM-I EXAM TRAPS

PRODUCT BACKLOG

→ Future work

SPRINT BACKLOG

→ Current Sprint plan

INCREMENT

→ Usable product value

REMEMBER

Product Goal = WHY PRODUCT?

Sprint Goal = WHY SPRINT?

Definition of Done = IS IT DONE?

Scrum Values

The foundation for successful Scrum

The Scrum Values underpin everything we do with Scrum. They guide our behavior and our decisions.



1. Courage

- Scrum Team members have the **courage** to do what is right and to work on tough problems.
- They have the courage to **speak up** about uncomfortable topics.
- They work on problems for which they have **no easy answers**.



2. Focus

- Scrum Team members focus on the **work of the Sprint** to make the best possible progress toward a goal.
- They focus on the **needs of the Stakeholders** to deliver value.



3. Openness

- Scrum Team members and Stakeholders are **open** about the work and the challenges.
- They are open to **feedback and new ideas**.



4. Respect

- Scrum Team members **respect each other** to be capable, independent people.
- They respect **Stakeholders and their needs**.



5. Commitment

- Scrum Team members are **committed** to achieving their goals and the goals of the Scrum Team.
- They commit to **working together with the Stakeholders** to achieve those goals.

DEFINITION OF DONE

Shared quality criteria for a usable Increment



1 MEANING

A formal description of the Increment state when it meets the quality measures required for the product.



2 WHY IT MATTERS

- ✓ Creates transparency
- ✓ Aligns quality expectations
- ✓ Supports inspection and adaptation



3 CORE BUILDING BLOCKS



Reviewed



Tested



Integrated



No critical defects

4 WHO CREATES IT?



Created by

The Scrum Team
if no organizational
standard exists.



Shared standard

A common quality
baseline for
the Increment.



Applied by

Developers use it
every Sprint
to assess whether
work is Done.

 If organizational standards exist, the Scrum Team follows them as a minimum.

5 SCRUM NOTE

Only work that meets the Definition of Done becomes part of the Increment.



6 MINI EXAMPLE

Login feature: reviewed, tested, integrated, no critical defects.



SCRUM TIMEBOX





DEFINITION

A timebox is a fixed duration for a Scrum Event. It has a clear start and end.

SCRUM EVENTS & TIMEBOXES

















EVENT	TIMEBOX	PURPOSE
1 Sprint	1 – 4 weeks	Create a consistent cadence for delivering value.
2 Sprint Planning	Max. 8 h (1 month Sprint)	Plan the work for the Sprint.
3 Daily Scrum	15 min	Synchronize the team daily.
4 Sprint Review	Max. 4 h (1 month Sprint)	Inspect the Increment and adapt the Product Backlog if needed.
5 Sprint Retrospective	Max. 3 h (1 month Sprint)	Inspect the way of working and define improvements.

KEY POINTS

-  **Do not change a timebox**
Only the Scrum Team can cancel an event.
-  **Stay focused**
End the event when the timebox is up.
-  **Use the timebox**
It protects the team from overrun and keeps a steady rhythm.
-  **Inspect & adapt**
Make the best use of the time available.

SCRUM Cheat Sheet

Key terms at a glance

	Sprint	Timeboxed iteration with a fixed goal and duration (typically 1–4 weeks).
	Product Backlog	Ordered list of all requirements, ideas, and improvements.
	Sprint Backlog	Selected work for the Sprint to achieve the Sprint Goal.
	Increment	Potentially shippable result of the Sprint.
	Definition of Done	Shared quality criteria that the Increment must meet.
	Scrum Master	Servant leader who empowers the team and facilitates Scrum.
	Product Owner	Accountable for value maximization and the Product Backlog.
	Developers	Cross-functional team that delivers the Increment.
	Daily Scrum	15-minute daily meeting to synchronize the team.
	Sprint Review	Inspect the Increment and adapt the Product Backlog.
	Sprint Retrospective	Reflect and determine improvements for the next Sprint.
	Velocity	Measure of work delivered per Sprint (e.g., Story Points).
	Burndown Chart	Chart of remaining work over time.
	User Story	Brief description of value from the user's perspective.
	Acceptance Criteria	Criteria that must be met for the story to be accepted.
	Refinement	Ongoing activity to clarify and prepare backlog items.