# Agile Scrum Team Charter

## {{Team Name}}

## TEAM DEFINITION

|  |  |
| --- | --- |
| **TSD Value Stream** (select one) | * Customer Engagement Services * Enterprise Information Management * Common Acquisition Platform * Legacy Services |
| **Product Owner / Champion** |  |
| **CIO Project Manager** |  |
| **Scrum Master** |  |
| **Scrum Team Members** |  |

## PRODUCTION RELEASE SCHEDULE

The Push to production has to happen after 8:00pm

24 hours after the end of the sprint, except on Thursdays/Fridays, it would be on the following Monday evening.

## DEFINITION OF DONE

 Please provide the definition of done

## ACCEPTANCE TESTING

Please describe how and when acceptance testing is done.

## CADENCES

|  |  |
| --- | --- |
| **Daily SCRUM Stand Up Time** | 12:00pm Daily |
| **Release Cadence** (select one) | * Twice Monthly * Monthly * Quarterly |
| **Sprint Cadence** (select one) | * Twice Monthly (1st – 15th, 16th – 30th) * Three Times Monthly (1st – 10th, 11th – 20th, 21st – 30th) |

## TOOLS

|  |  |
| --- | --- |
| **Team Collaboration (select one)** | * Chatter * Flowdock * Rally |
| **Project Management** |  |
| **Code repository name/location?** |  |
| **Documentation Location** | * Google Drive * Rally * Confluence |
| **Testing Tools** |  |