

# Scrum : Agile Management Practice

The Digital Project  
Management Journey with  
**ONES.COM**



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Introduction

02

Plan the Trip

03

Hit The Road

04

Enjoy the Journey



# Scrum Framework

What is Scrum and How to  
Get Started



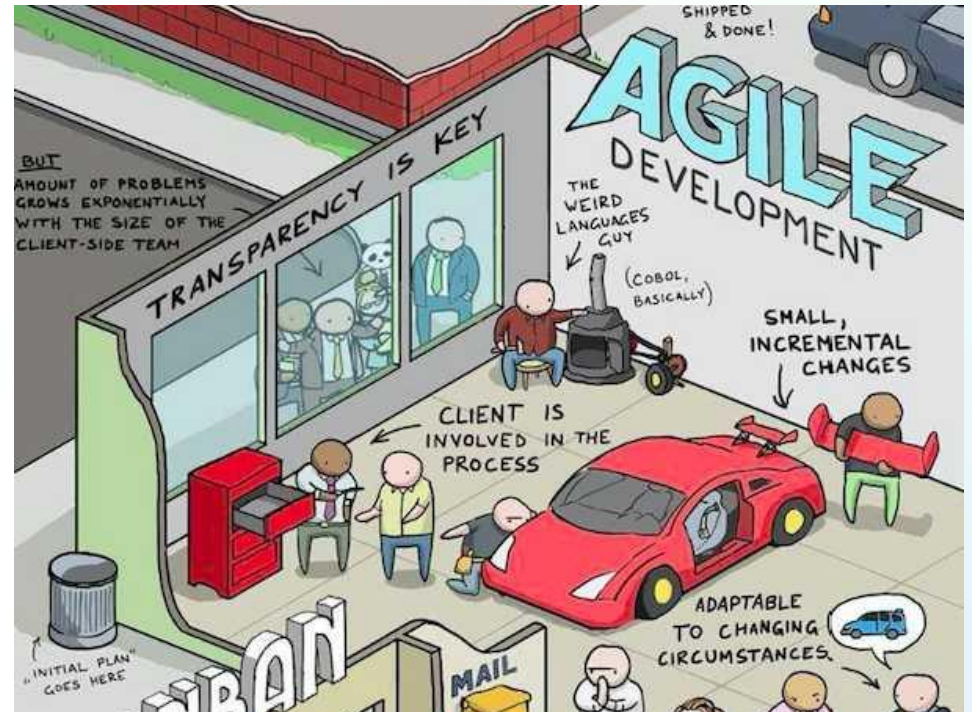
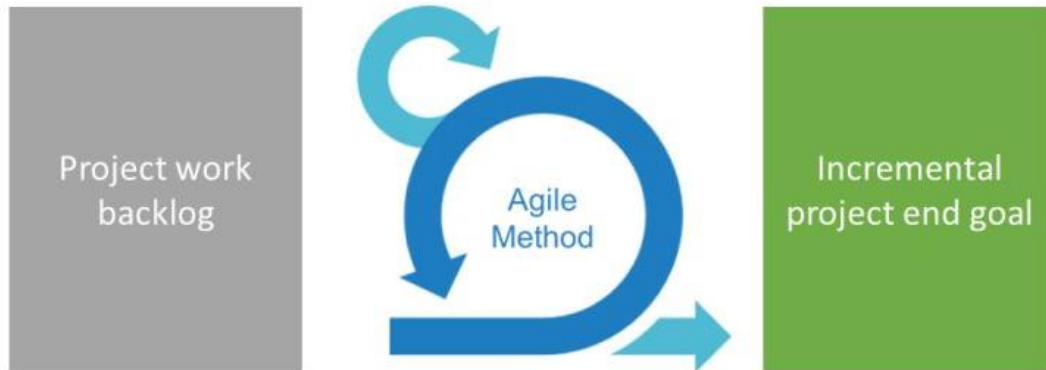
# Agile Project Management

**AGILE METHODOLOGIES** are the conventions that a team chooses to follow in a way that follows Agile values and principles.

**Agile** works in *ongoing sprints* of project planning and execution, enabling you to continuously adapt and mature your project.

**Popular frameworks under Agile:**

*Scrum, Kanban, Extreme Programming(XP), Lean...*



# SCRUM

—The most popular framework under Agile



# Scrum

**Scrum** helps people and teams deliver value incrementally in a collaborative manner.

**As a framework under Agile,** Scrum provides just enough structure for people and teams to integrate into how they work, while adding the right practices to optimize for their specific needs.



# Core Concepts of Scrum - 3355

**3**  
Roles



Product Owner



Scrum Master



Development Team

**3**  
Artifacts



Product Backlog



Sprint Backlog



Product Increment

**5**  
Events



Sprint



Sprint Planning Meeting



Daily Scrum Meeting



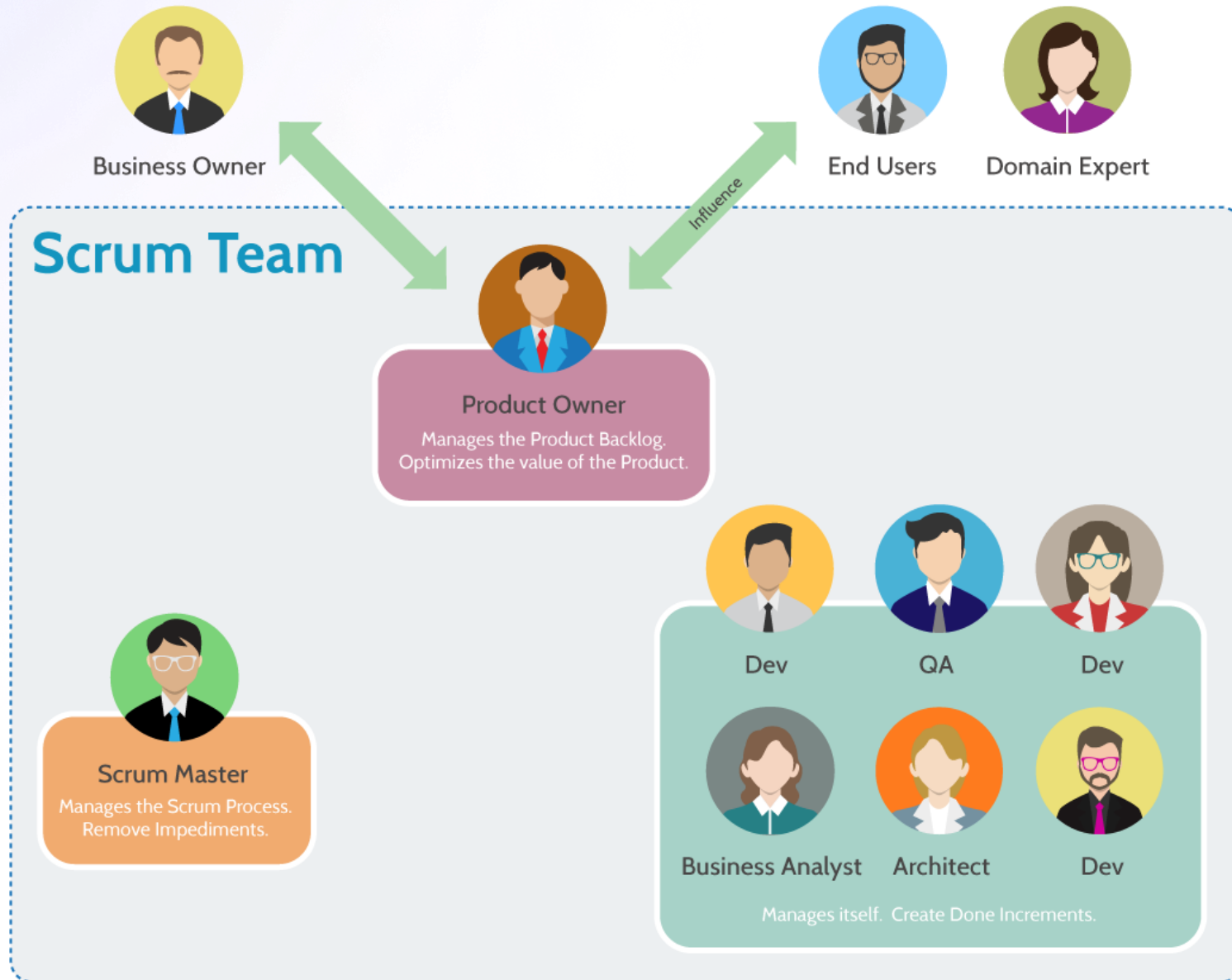
Scrum Review Meeting



Scrum Retrospective Meeting

**5**  
Values

O P E N N E S S  
C O U R A G E  
R E S P E C T  
F O C U S  
C O M M I T T M E N T



## A Scrum Team

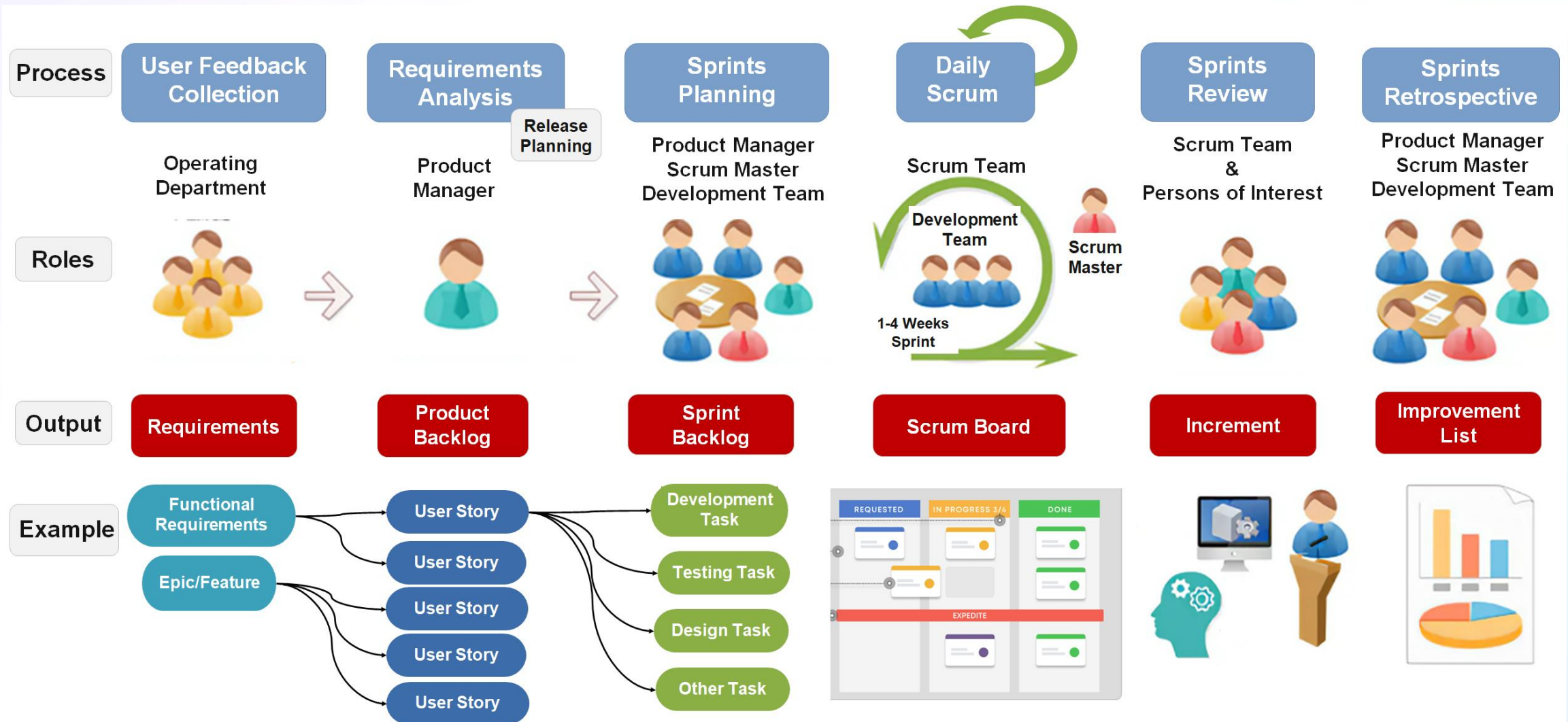
is a collection of self-organizing individuals (5-9) working together for a common goal.

### This involves

- Frequent communication,
- Realistic goal setting,
- An overall commitment to the team.

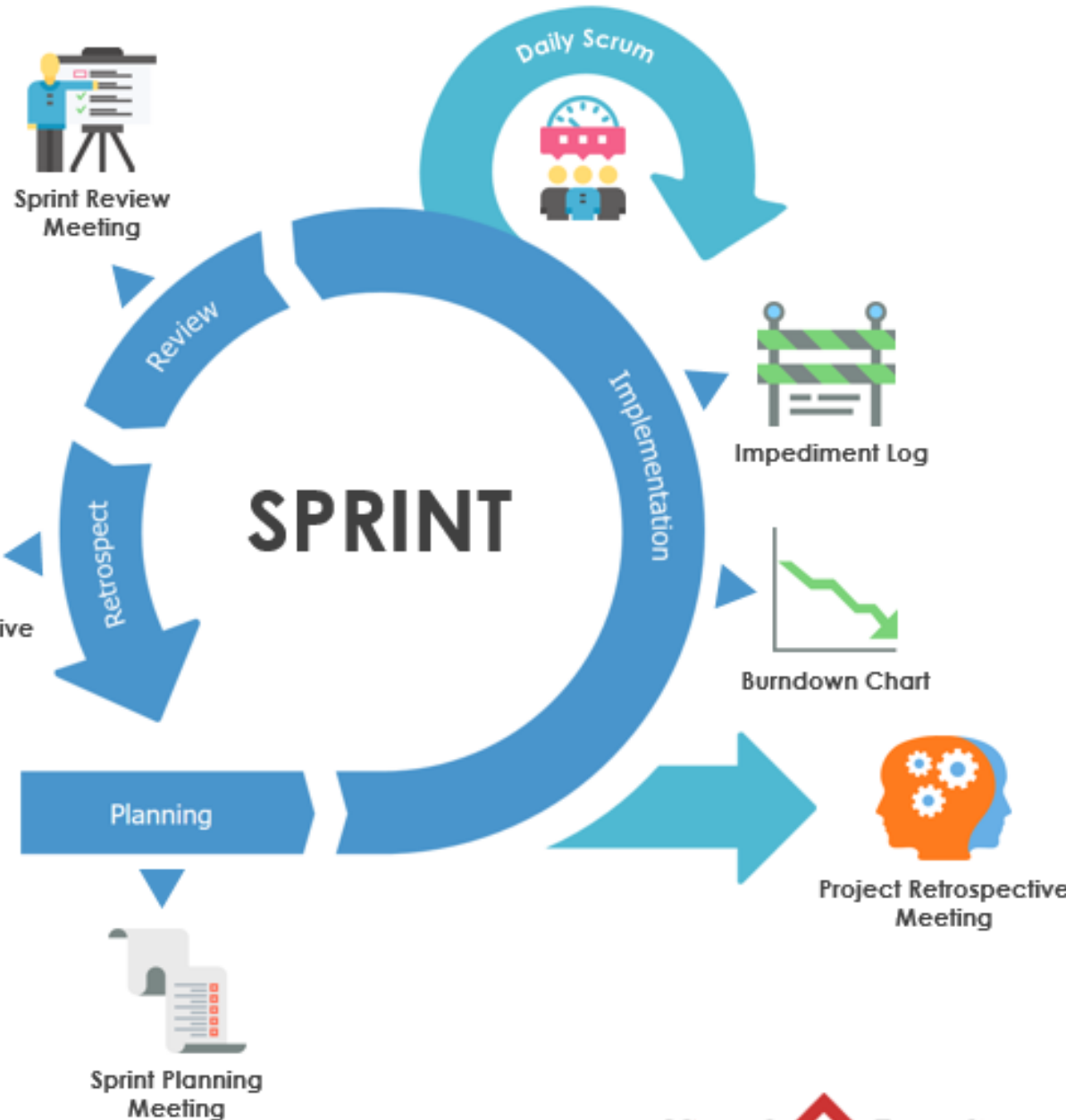
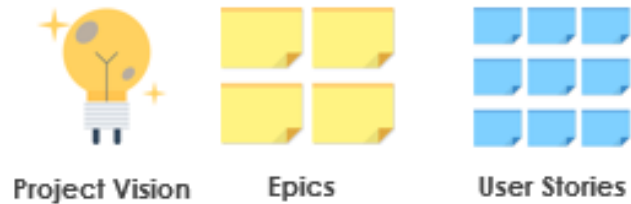


# Full Process of Scrum



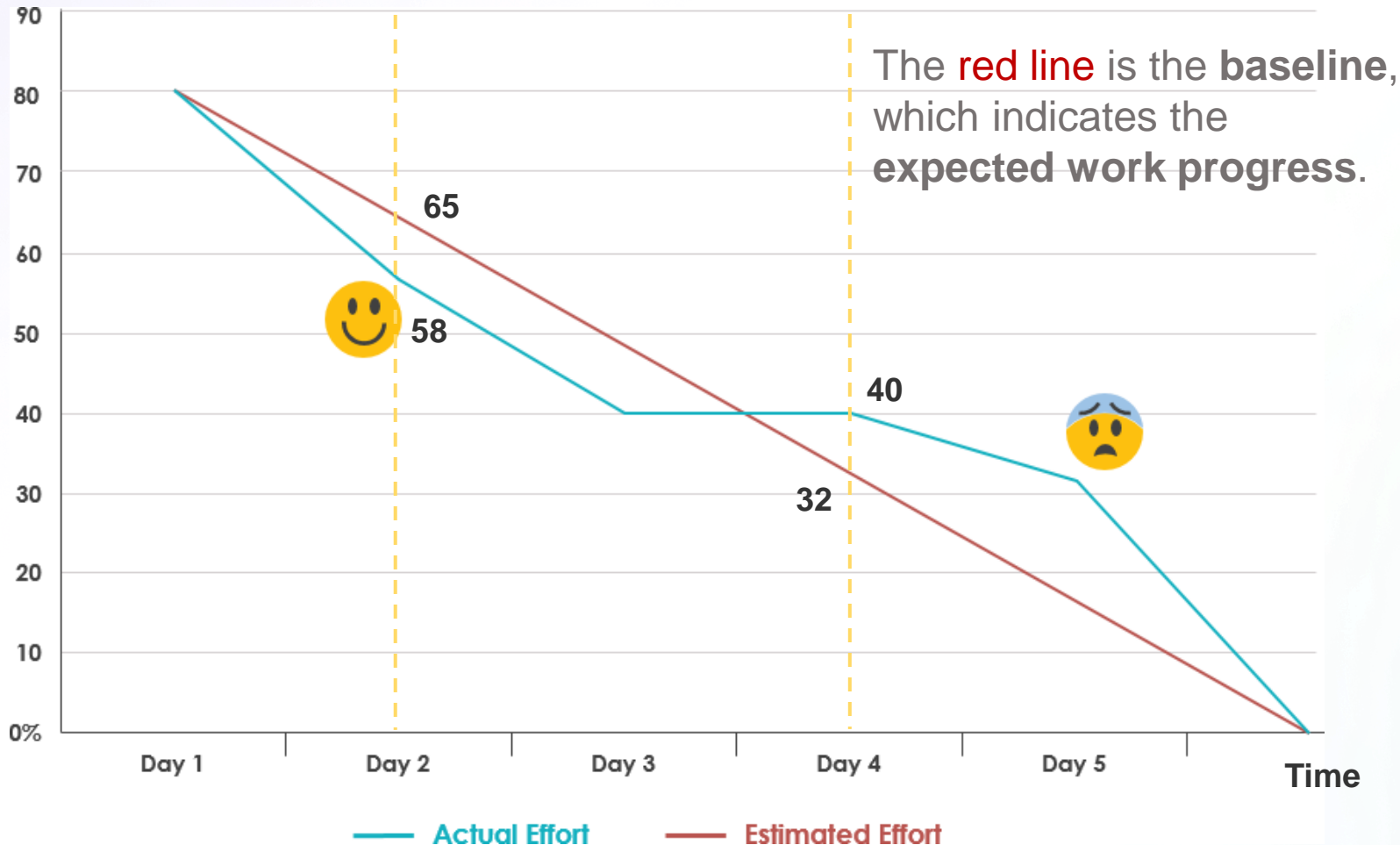


# Scrum Framework



# What is Burndown Chart in Scrum?

Remaining Workload



**A burn down chart** is a graphical representation of *time (X-axis)* versus the *remaining workload (Y-axis)*.

It can be used on Daily-Scrum Meetings to keep the team running on schedule

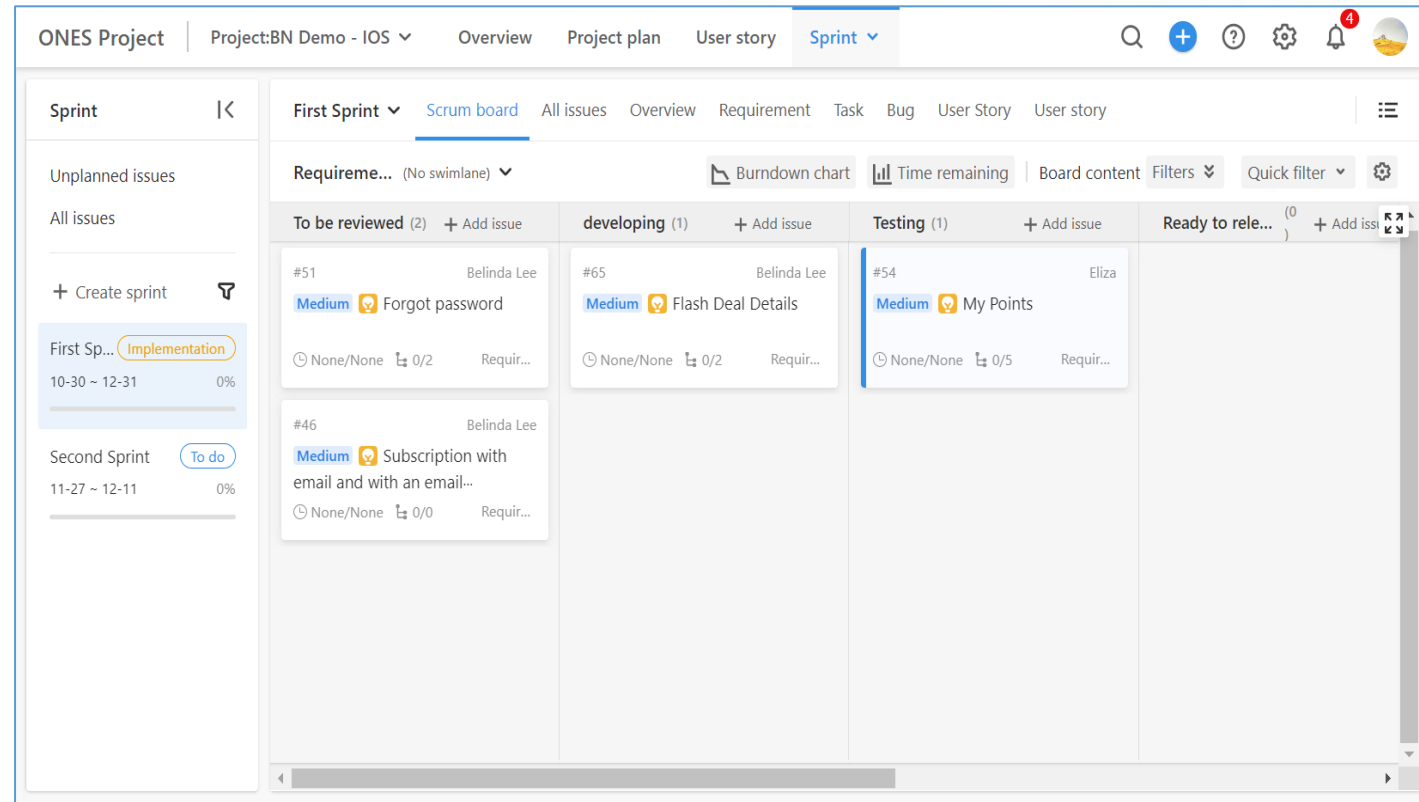


# Scrum Board VS Kanban Board

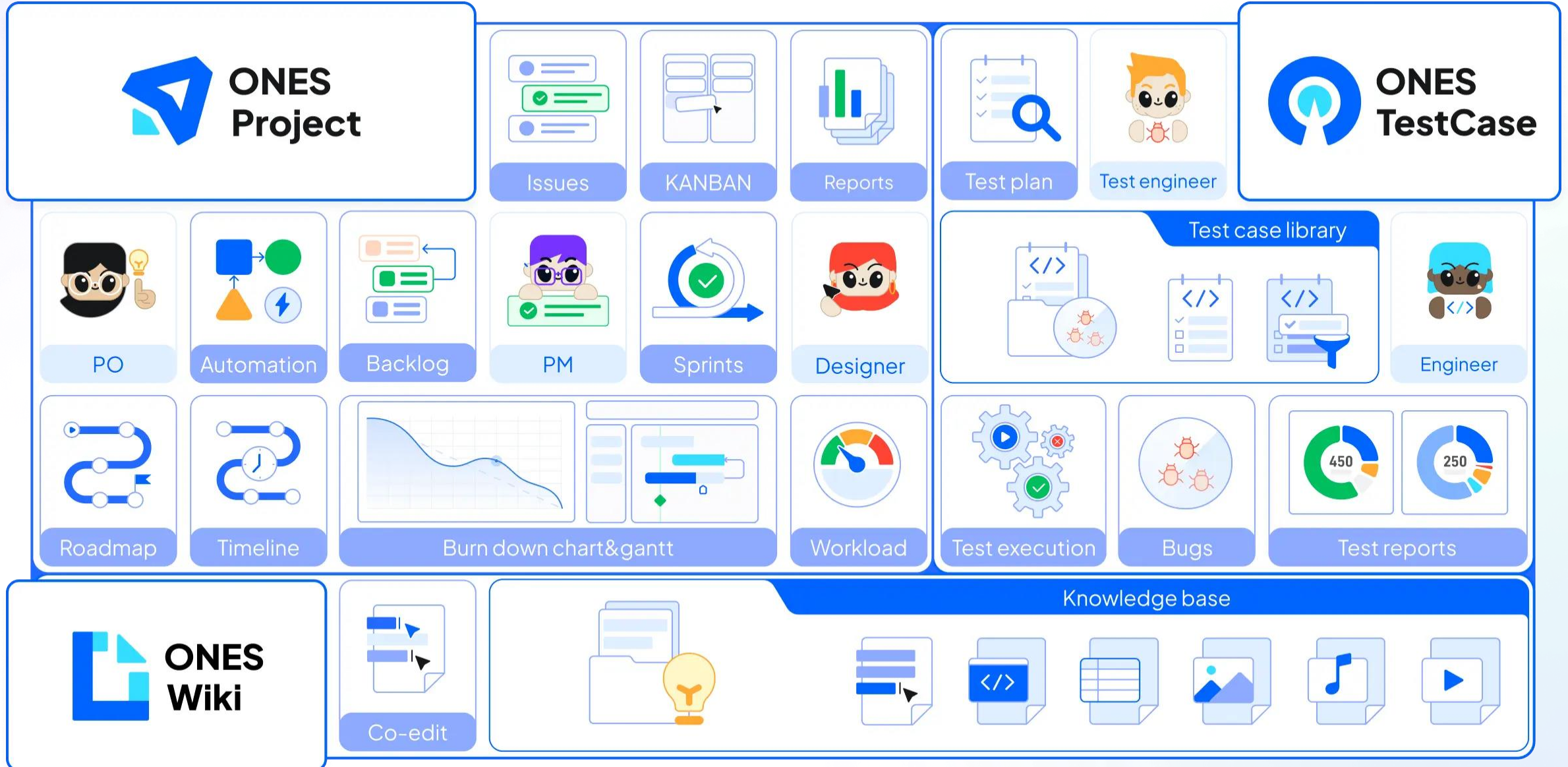
A **Scrum Board** is a visual tool to help teams that work in Sprints to track their work.

There are **two key elements** : the **product (or project) backlog**, and the **Sprint backlog**.

A **Kanban Board** is designed to help visualize work, limit work-in-progress, and maximize efficiency (or flow).



# An **all-in-one** Project management platform



The dashboard is organized into several functional areas:

- ONES Project** (top left): Includes **Issues**, **KANBAN**, **Reports**, **Test plan**, **Test engineer**, and **ONES TestCase**.
- PO** (Project Owner): Includes **Automation**, **Backlog**, **PM** (Project Manager), **Sprints**, and **Designer**.
- Test case library** (top right): Includes **Engineer**.
- Visual Tools** (middle row): Includes **Roadmap**, **Timeline**, **Burn down chart&gantt**, **Workload**, **Test execution**, **Bugs**, and **Test reports** (displaying 450 and 250).
- ONES Wiki** (bottom left): Includes **Co-edit** and a **Knowledge base** section with icons for documents, code, tables, images, audio, and video.

# Scrum : Agile Management Practice

Step 3 Start Your Project Journey

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Step 2 Form Your Scrum Team

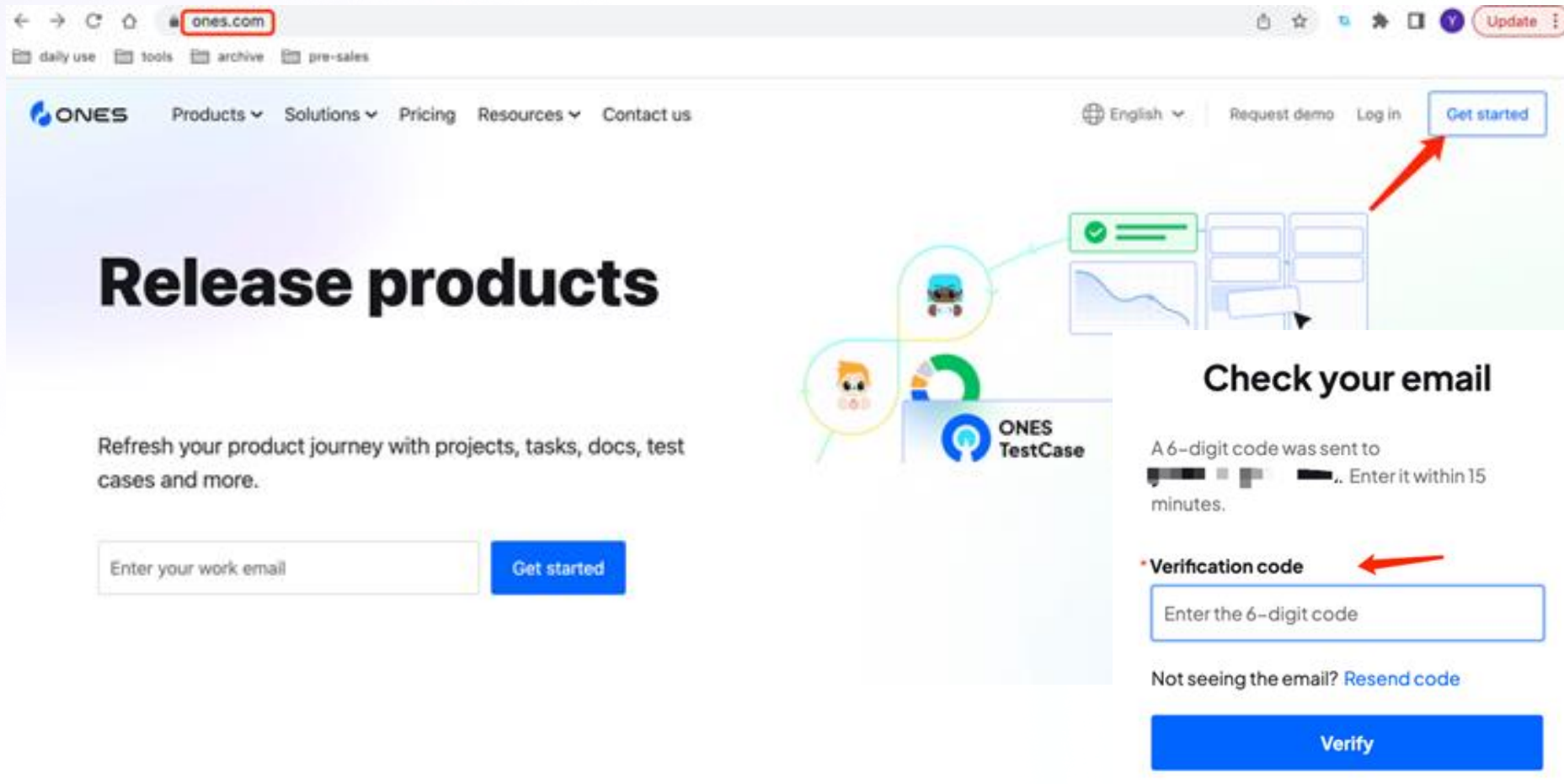
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Step 1 Create Your Account

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# Register Your ONES.com Account



ones.com

daily use tools archive pre-sales

ONES Products Solutions Pricing Resources Contact us

English Request demo Log in **Get started**

## Release products

Refresh your product journey with projects, tasks, docs, test cases and more.

Enter your work email **Get started**

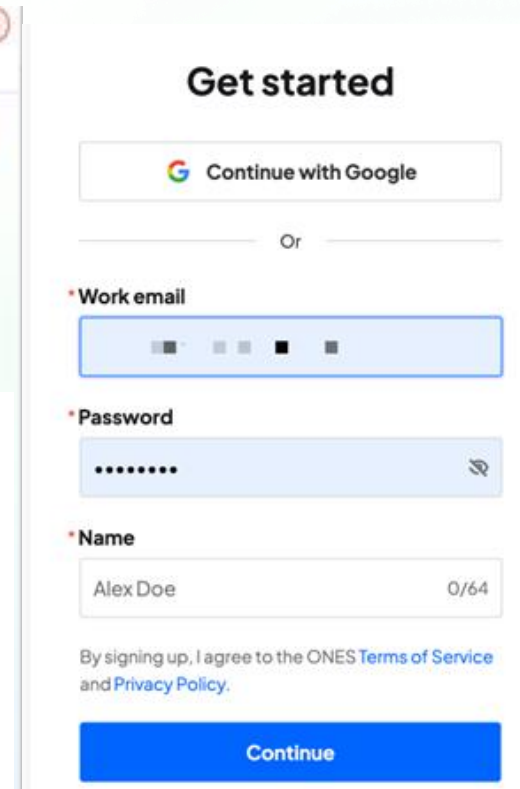
### Check your email

A 6-digit code was sent to [redacted].. Enter it within 15 minutes.


**\*Verification code** Enter the 6-digit code

Not seeing the email? [Resend code](#)

**Verify**



## Get started

 Continue with Google

Or

**\*Work email**


**\*Password**

**\*Name** Alex Doe 0/64

By signing up, I agree to the ONES [Terms of Service](#) and [Privacy Policy](#).

**Continue**

# Form Your Scrum Team



Welcome, Alex  
Tell us more about your team.

This will only take a minute and help us personalize your experience in ONES.


What type of team do you work in?

Software development  IT support  PMO  Product & design

Marketing  Operations  Customer service  Sales  Others

[Continue](#)

We keep your info safe in accordance with our [Privacy Policy](#)



What's your role?

Business owner  Team leader  Team member


Director / C-level / VP  Others

What's your team size?

1-10  11-50  51-200  201-500  500-1000

1000+

[Back](#) [Continue](#)



What would you like to do with ONES?  
(Multiple choices)

Project management  Sprints & backlogs  Bugs tracking


Testing and quality assurance (QA)  Project planning and coordination

Roadmap  Improving workflows and processes  Time tracking

DevOps  ITSM  Knowledge base  Document collaboration

Others

[Back](#) [Continue](#)



Name your team

Team name

Alex's team 0 / 64

You can also use the name of your company or organization.

[Back](#) [Continue](#)

# Create Your First Project



Let's create your first project!

\* Project name

 0 / 128

\* Select a project template

 Agile  Waterfall

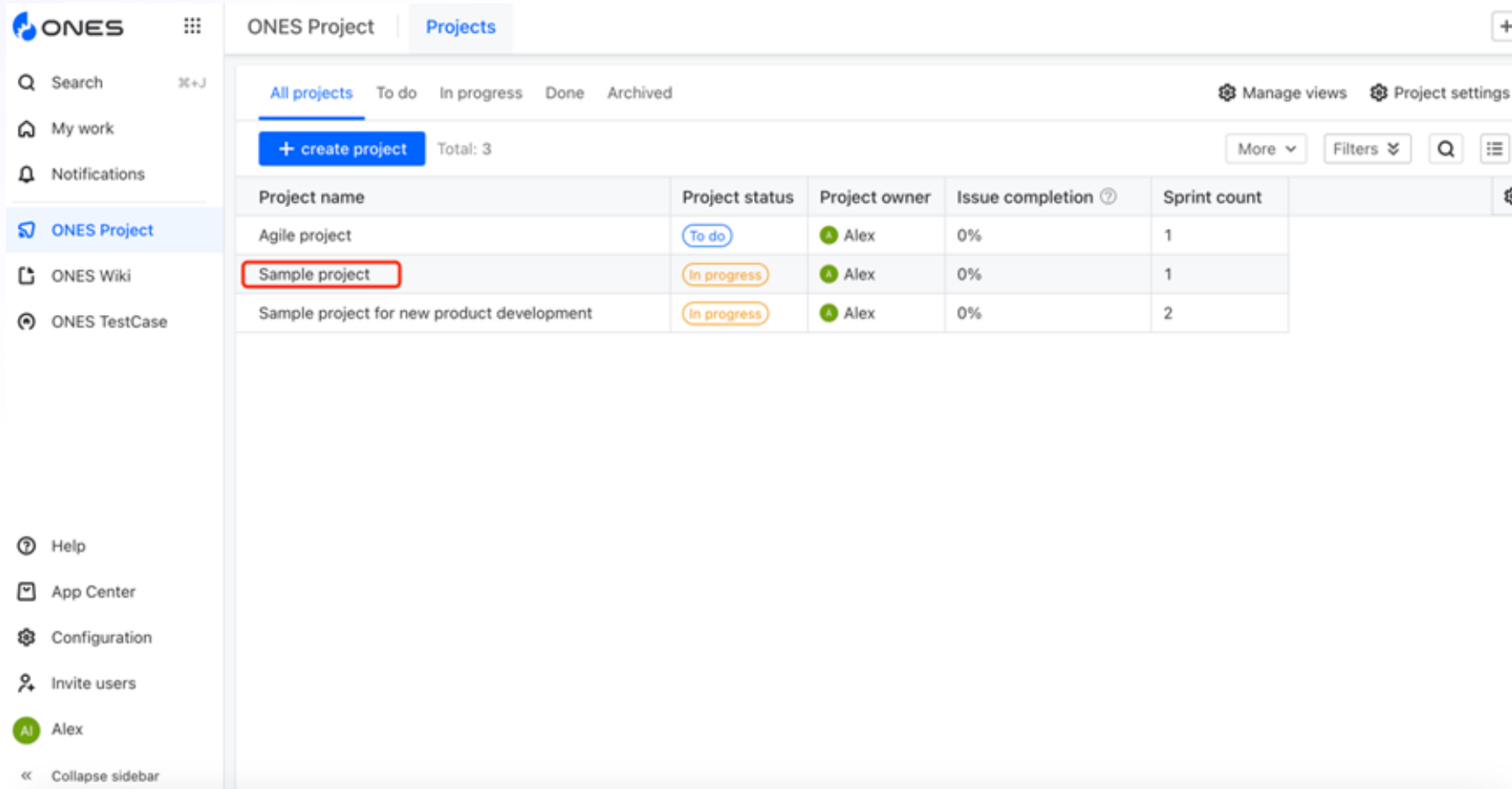
Manage sprints, assign requirements, track bugs, and evaluate the performance of projects with multi-dimensional reports.

< Back

Start



# Start Your Project Journey with ONES.COM



The screenshot displays the ONES Project management interface. On the left is a sidebar with navigation options: Search, My work, Notifications, ONES Project (selected), ONES Wiki, ONES TestCase, Help, App Center, Configuration, Invite users, and a user profile for Alex. The main content area is titled 'ONES Project' and 'Projects'. It features a filter bar with 'All projects', 'To do', 'In progress', 'Done', and 'Archived'. A '+ create project' button and 'Total: 3' are visible. Below the filter bar is a table with columns: Project name, Project status, Project owner, Issue completion, and Sprint count. The table lists three projects: 'Agile project' (To do), 'Sample project' (In progress, highlighted with a red box), and 'Sample project for new product development' (In progress). The user 'Alex' is listed as the owner for all projects, and the completion is 0% for all. The sprint counts are 1, 1, and 2 respectively.

Project name	Project status	Project owner	Issue completion	Sprint count
Agile project	To do	Alex	0%	1
Sample project	In progress	Alex	0%	1
Sample project for new product development	In progress	Alex	0%	2

# Project Overview

ONES Project
Sample project ▾
Overview
Requirement
Sprint
Report
Task
Bug
Members
⚙️ Setting
+

Sample project In progress ▾

🖥️ Full screen
🎮 Play
✎ Edit overview

### Project

AI

**Alex**

Project owner

➔ 14  
To do

➔ 7  
In pro...

✔ 0  
Done

📅 2023-07-10 ~ 2023-10-08

Project plan duration

📊  20%

Project progress ⓘ


### Announcement

- This is a sample project to give you an insight into the development management features in ONES.
  - In Overview, you can configure key charts and information and sync them with your teams.
  - In Requirement, you can create, break down, and manage requirements.
  - In Sprint, you can plan sprint requirements, break down development tasks, as well as creating and linking test cases. During development, Kanban boards and burndown charts enable you to track progress and record task time.
  - In Report, you can analyze development efficiency via reports and charts. In Settings, you can configure a report's key fields, permissions, automated workflows, notifications, and reminders.
  - Meanwhile, you can also view other sample data in ONES Wiki, ONES TestCase, and ONES Automation.

### Daily status trend of Requirement

Total data entries: 12

Not started
In progress



Date	Not started	In progress
2023-08-04	6	7
2023-08-05	5	7
2023-08-06	5	7
2023-08-07	5	7
2023-08-08	5	7
2023-08-09	5	7
2023-08-10	5	7
2023-08-11	5	7

### Sprint in progress

Total sprints in progress: 1

Sprint name	Sprint owner	Start time	End time	Current stag
Sample spr...	<span style="color: #28a745;">A</span> Alex	2023-07-24	2023-08-07	<span style="border: 1px solid #ffc107; border-radius: 5px; padding: 2px 5px; font-size: 0.7em;">In progress</span>

# Effective Handle Requirements

ONES Project | Sample project ▾ | Overview | **Requirement** | Sprint | Report | Task | Bug | Members | ⚙️ Setting | +

Unplanned | Planned | Completed | All Requirement | ⚙️ Manage views

+ Create requirement ▾ Total: 6 | Layout Narr... ▾ | Structure Exp... ▾ | Sort by Tim... ▾ | Group by All ▾ | Filters ▾<sup>2</sup> | 🔍 | ☰

6 matching result(s) in total: Status type excludes "Done" × Sprint includes "Empty" × [Clear conditions](#)

Assignee	Priority	None	🔔	Description	📅	0/1	Not started
Alex	Highest	None	🔔	As a product manager, you can use the C...	📅	0/1	Not started
Alex	High	None	🔔	As a product manager, you can use the Cr...	📅		Not started
Alex	High	None	🔔	As a product manager, you can configure the Priority ...	📅		Not started
Alex	High	None	🔔	As a product manager, you can use the Group by vie...	📅		Not started
Alex	Medium	None	🔔	As a product manager, you can use the Group by vie...	📅		Not started
Alex	Medium	None	🔔	As a product manager, you can edit the Current st...	📅		Not started
Alex	Medium	None	🔔	As a product manager, you can manage team sprin...	📅		Not started

#10

As a product manager, you can use the Create requirement or Bulk create requirement feature to record user requirements in Requirement

**Alex** Assignee | **Not started** Current status

**Highest** Priority | **None** Sprint

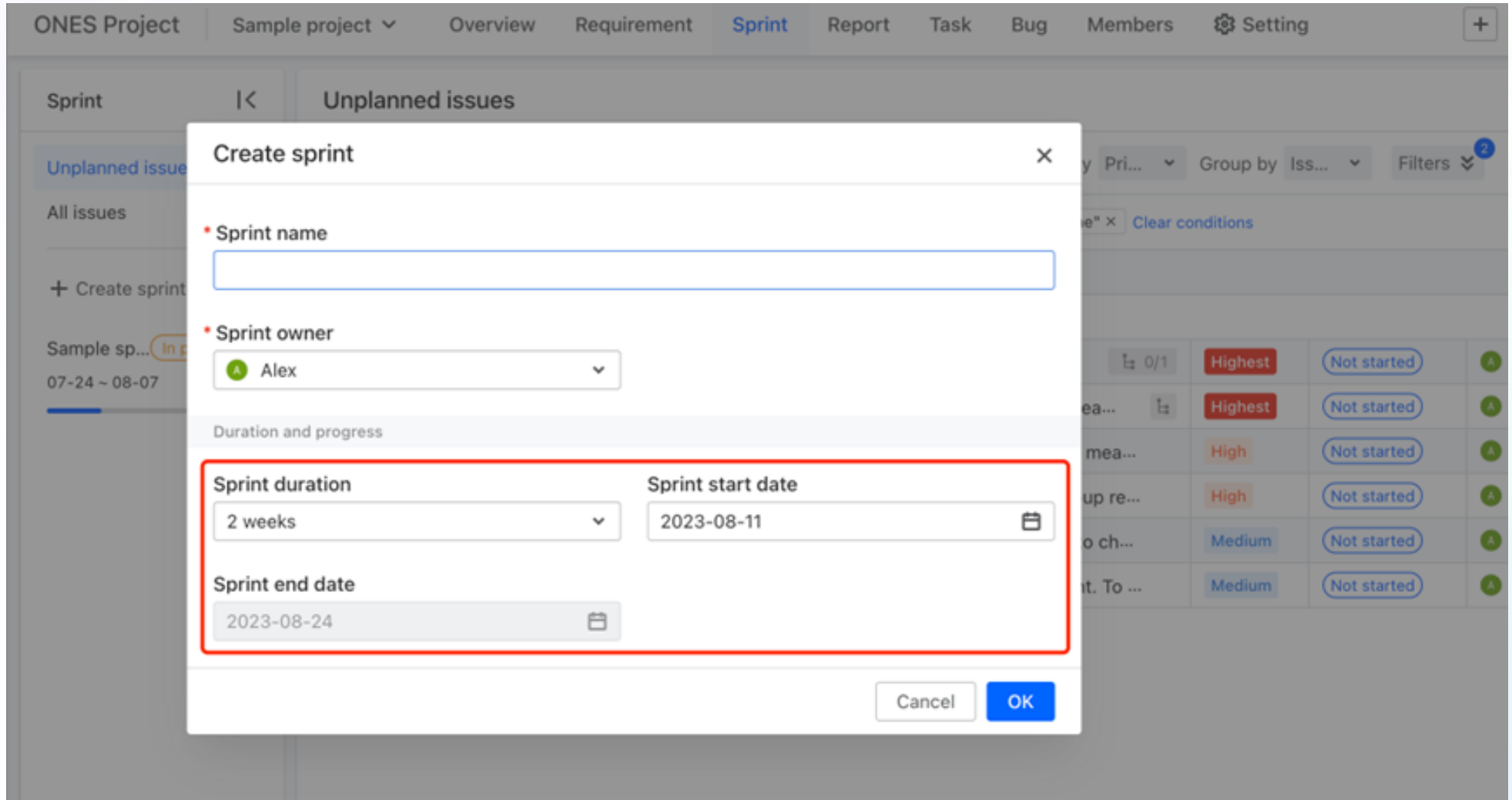
**Description**

Enter the description.

**Comment** | 🗑️

**Watcher** 1 Alex | 🗑️

# Create Sprints



The screenshot shows the 'Create sprint' dialog box in the ONES application. The dialog is titled 'Create sprint' and has a close button (X) in the top right corner. It contains the following fields:

- Sprint name:** A text input field.
- Sprint owner:** A dropdown menu with 'Alex' selected.
- Duration and progress:** A section containing three date-related fields:
  - Sprint duration:** A dropdown menu with '2 weeks' selected.
  - Sprint start date:** A date input field with '2023-08-11' and a calendar icon.
  - Sprint end date:** A date input field with '2023-08-24' and a calendar icon.

At the bottom of the dialog, there are two buttons: 'Cancel' and 'OK'.

The background shows the 'Unplanned issues' view in the ONES Project interface, with a table of issues. The table has columns for priority, group by, issue status, and filters. The visible issues are:

Priority	Group by	Issue Status	Filters
Highest	0/1	Not started	
Highest		Not started	
High		Not started	
High		Not started	
Medium		Not started	
Medium		Not started	



# Intergrade Unplanned Issues

ONES Project | Sample project ▾ | Overview | Requirement | **Sprint** | Report | Task | Bug | Members | ⚙️ Setting | +

Sprint | < | **Unplanned issues**

**+ Issue** ▾ | Add to sprint | Total: 6 | Sort by Pri... ▾ | Group by Iss... ▾ | Filters ▾ <sup>2</sup>

6 matching result(s) in total: Issue type includes "Requirement,Bug" × | Status type excludes "Done" × | [Clear conditions](#)

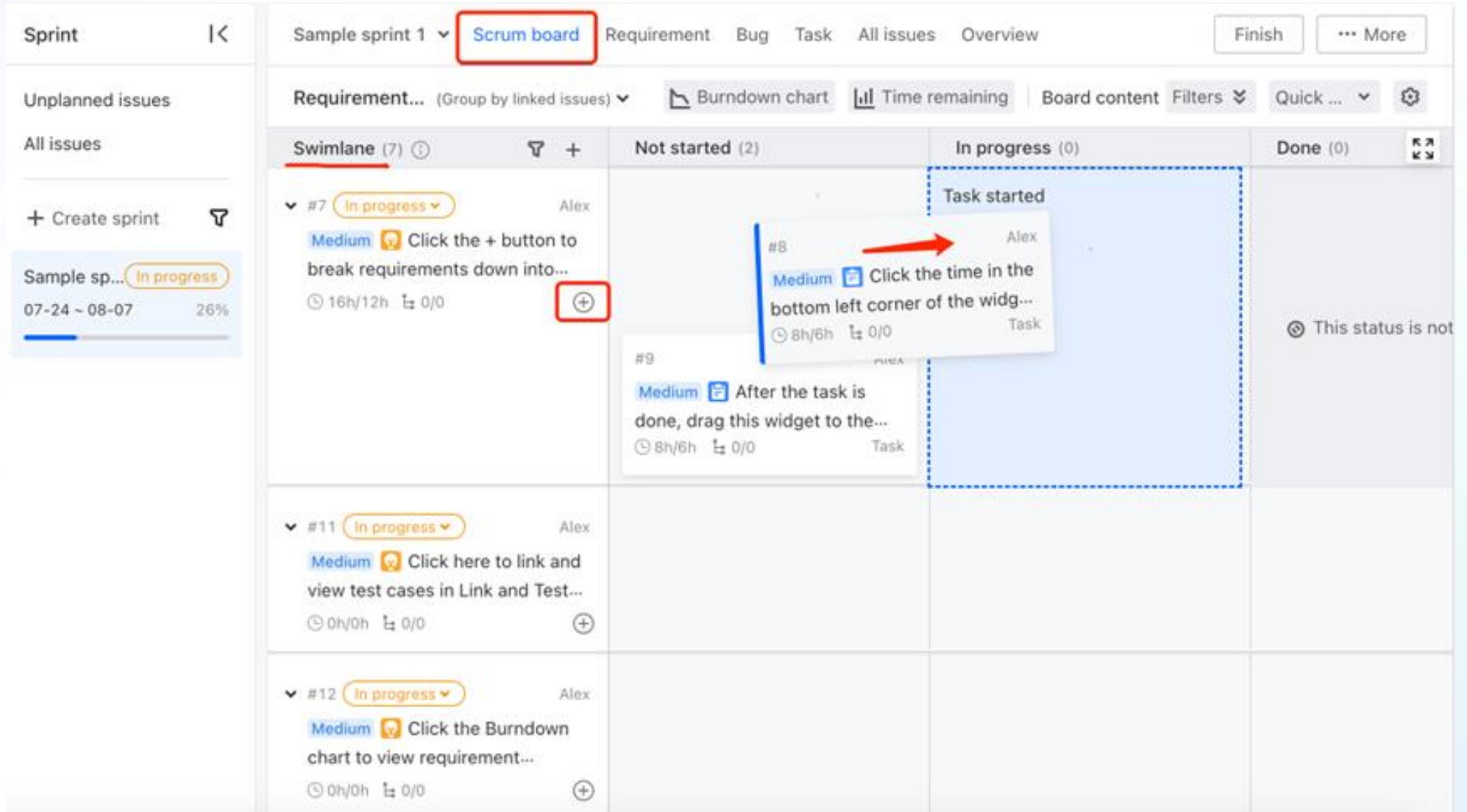
Selected 2 issue(s) | Total time estimated 0h | Total time remaining 0h

▼ Requirement (6)

<input checked="" type="checkbox"/> #10	<input checked="" type="checkbox"/> 🧠 As a product manager, you can use the Create requirem...	0/1	Highest	Not started	A
<input checked="" type="checkbox"/> #2	🔗 As a product manager, you can use the Create subissue fea...		Highest	Not started	A
<input type="checkbox"/> #3	🧠 As a product manager, you can configure the Priority field to mea...		High	Not started	A
<input type="checkbox"/> #4	🧠 As a product manager, you can use the Group by view to group re...		High	Not started	A
<input type="checkbox"/> #5	🧠 As a product manager, you can edit the Current status field to ch...		Medium	Not started	A
<input type="checkbox"/> #6	🧠 As a product manager, you can manage team sprints in Sprint. To ...		Medium	Not started	A

Left sidebar: Sprint | < | **Unplanned issues** | All issues | + Create sprint | Sample sp... **In progress** | 07-24 ~ 08-07 | 26%

# Oversee Sprint!



The screenshot displays the ONES Scrum board interface. On the left, a sidebar shows the sprint overview for "Sample sprint 1" (07-24 ~ 08-07, 26% progress). The main board is titled "Sample sprint 1" and is set to "Scrum board" view. It features a "Requirement..." group and a "Burndown chart" view. The board is organized into swimlanes: "Not started (2)", "In progress (0)", and "Done (0)".

Annotations highlight key features:

- A red box highlights the "Scrum board" view selector.
- A red box highlights the "+" button on the task card for item #7.
- A blue dashed box highlights the "In progress" swimlane.
- A red arrow points to the bottom-left corner of the task card for item #8, with a tooltip that reads: "Click the time in the bottom left corner of the widget...".
- A tooltip for item #8 also includes the text: "After the task is done, drag this widget to the...".

Task cards visible include:

- #7: "Click the + button to break requirements down into..." (16h/12h, 0/0)
- #8: "Click the time in the bottom left corner of the widget..." (8h/6h, 0/0)
- #9: "After the task is done, drag this widget to the..." (8h/6h, 0/0)
- #11: "Click here to link and view test cases in Link and Test..." (0h/0h, 0/0)
- #12: "Click the Burndown chart to view requirement..." (0h/0h, 0/0)

# Evaluate Development Efficiency

### Select report type

Search by report type name

- All 26
- General report 4
- Worklog report 2
- Bug report 10
- Requirement re... 6
- Task report 4

#### General report

- Issue distribution statistics**   
View the issue distributions based on different dimensions.
- Issue trend statistics**  
View the issue trend within the specified time period.
- Issue field resistance time statistics**  
View the issue resistance duration distribution for different fields based on the specified dimension.
- Resistance time of specific field**   
View the resistance time of different issue fields.

#### Worklog report

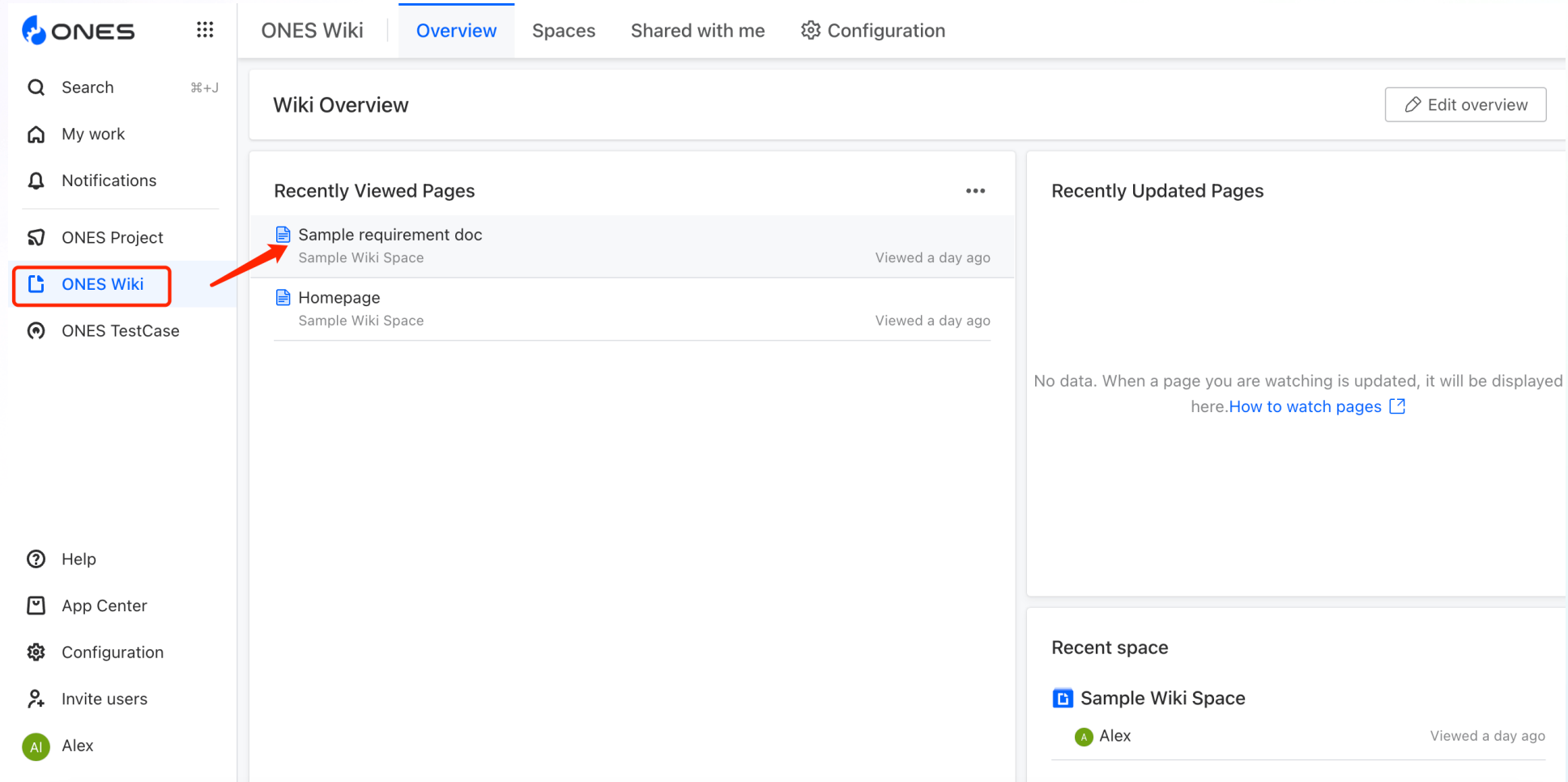
- Worklog**  
View the time spent of members.
- Worklog overview**  
View the time distribution based on two specified dimensions.

#### Bug report

- Bug distribution statistics**  
View the Bug distributions based on different dimensions.
- Bug trend statistics**  
View the Bug trend within the specified time period.

Cancel OK

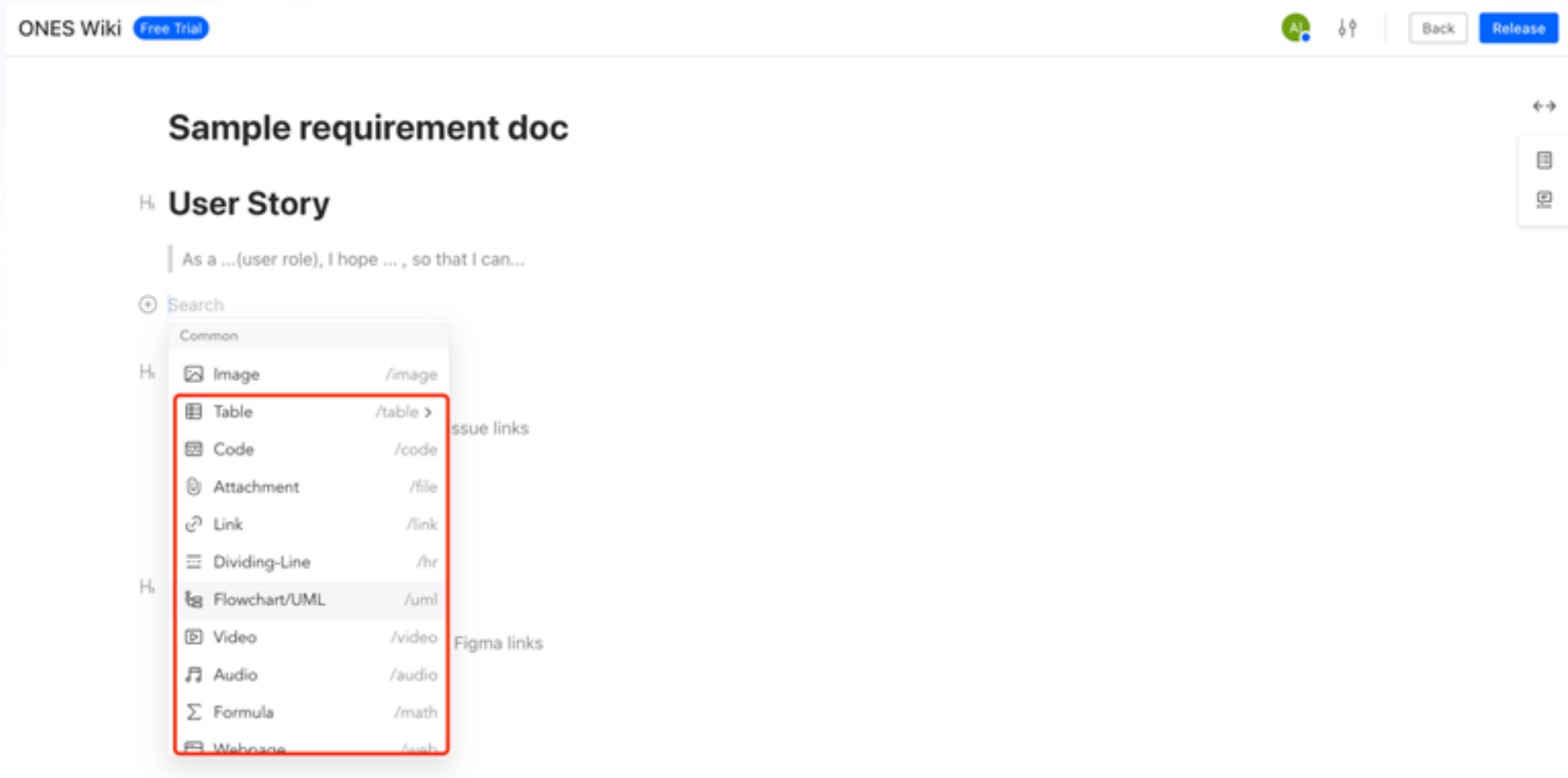
# Facilitate Knowledge Management with ONES Wiki



The screenshot displays the ONES Wiki interface. On the left is a navigation sidebar with the ONES logo, search, my work, notifications, ONES Project, **ONES Wiki** (highlighted with a red box), ONES TestCase, help, app center, configuration, invite users, and a user profile for Alex. The main content area is titled "ONES Wiki" and has tabs for "Overview" (selected), "Spaces", "Shared with me", and "Configuration". Below the tabs is a "Wiki Overview" section with an "Edit overview" button. The "Recently Viewed Pages" section lists "Sample requirement doc" and "Homepage" from the "Sample Wiki Space", both viewed a day ago. The "Recently Updated Pages" section is empty, with a message: "No data. When a page you are watching is updated, it will be displayed here. [How to watch pages](#)". The "Recent space" section shows "Sample Wiki Space" viewed a day ago.



# Facilitate Knowledge Management with ONES Wiki



ONES Wiki [Free Trial](#) AI ↓ ↑ Back Release

## Sample requirement doc

### H. User Story

As a ...(user role), I hope ..., so that I can...

Search

- Common
- H. Image [/image](#)
- Table [/table >](#)
- Code [/code](#)
- Attachment [/file](#)
- Link [/link](#)
- Dividing-Line [/hr](#)
- H. Flowchart/UML [/uml](#)
- Video [/video](#) Figma links
- Audio [/audio](#)
- Formula [/math](#)
- Webpage [/web](#)

Issue links

# ONES Wiki Seamlessly Integrates with ONES Project

### Insert issue table

Changes to project data will be synced to the documentation instantly.

**Inserting method**

Select issue view  Paste issue table URL [How to get the URL link](#)

**View position** **Component** **View**

Sample project Task All Task

**Preview**

All Task (2 in total)

ID	Title	Priority	Status	Assignee
#8	Click the time in the bottom left corner of the widget to log task time	Medium	Not started	Alex
#9	After the task is done, drag this widget to the Done column	Medium	Not started	Alex

Cancel OK

# ONES TestCase

### Insert issue table

Changes to project data will be synced to the documentation instantly.

**Inserting method**

Select issue view  Paste issue table URL [How to get the URL link](#)

**View position** **Component** **View**

Sample project Task All Task

**Preview**

All Task (2 in total)

ID	Title	Priority	Status	Assignee
#8	Click the time in the bottom left corner of the widget to log task time	Medium	Not started	Alex
#9	After the task is done, drag this widget to the Done column	Medium	Not started	Alex

Cancel OK

# ONES TestCase


ONES TestCase | Test plans: Sample pr... ▾ | **Test case** | Requirements tra... | Test plan settings | +

Status In progress ▾ | Export test case ▾ | View test report (1) ▾ | Add linked test case

Function module

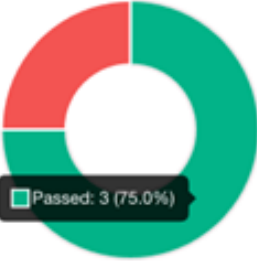
- All test cases
- Sample test case library
  - No module
  - From an inaccessible t...

### All test cases

Passed **75.0%** | Tested **4/4** 

Change executor Change result More **Test case result report**  
4 records in total


<input type="checkbox"/> ID	Test case name	Maintainer
<input type="checkbox"/> T3	This is a test case	Alex
<input type="checkbox"/> T6	This is a test case	Alex
<input type="checkbox"/> T5	This is a test case	Alex
<input type="checkbox"/> T4	This is a test case	Alex



Result	Count	Percentage
Passed	3	75.0%
Failed	1	25.0%
Blocked	0	0.0%
Skipped	0	0.0%
Not executed	0	0.0%

### Bug priority report

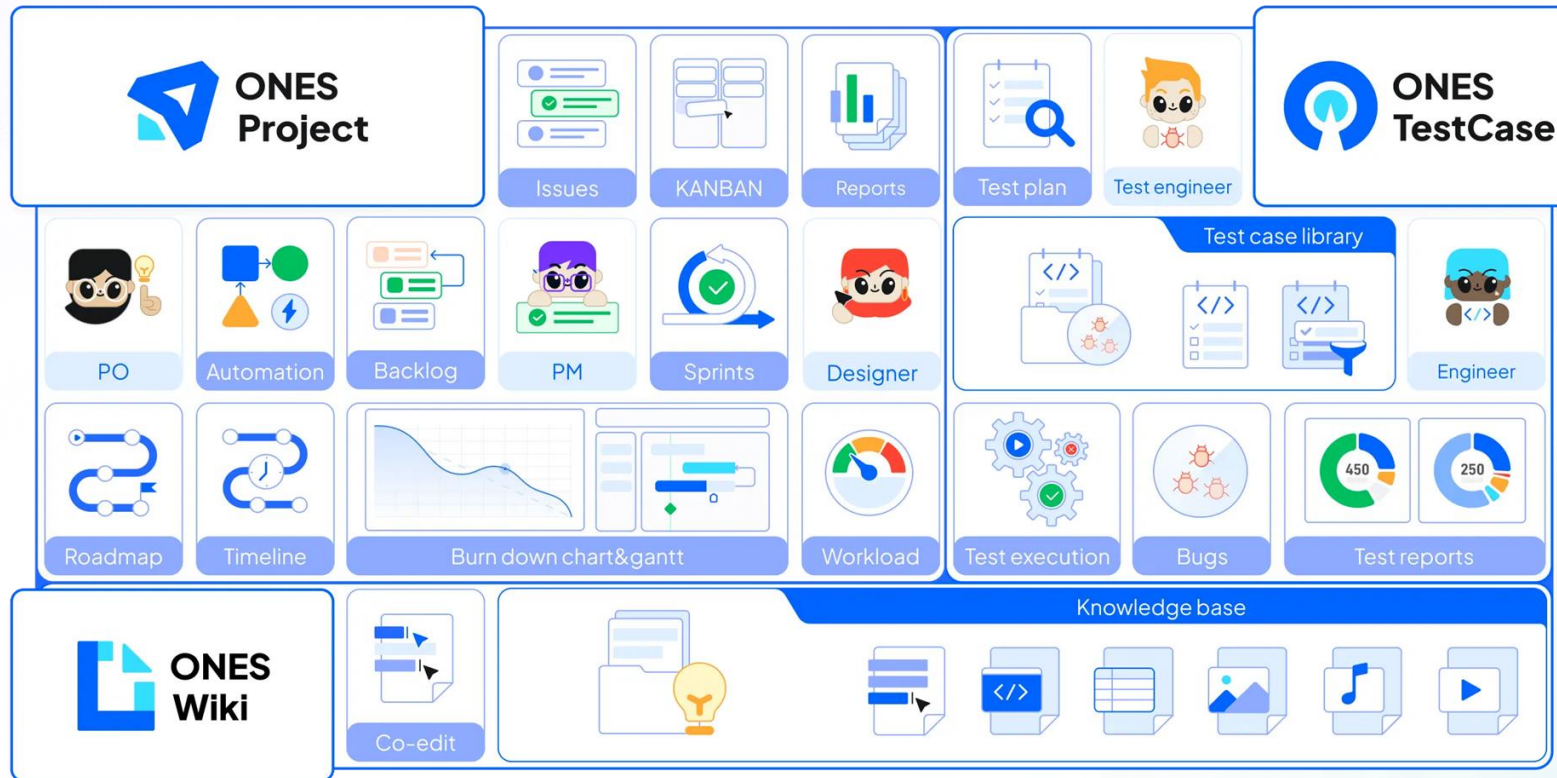
1 records in total



Priority	Count	Percentage
Medium	1	100.0%



# Let Do Your Own Scrum !



# Conclusion

The screenshot shows the ONES website with a navigation bar containing 'ONES', 'Products', 'Solutions', 'Pricing', 'Resources', and 'Contact us'. A 'Migrate from Jira to ONES.com' banner is at the top. The main content area features the text 'Release product better & faster' and 'Refresh your product journey with projects, test cases and more.' Below this is a form to 'Enter your work email' and a 'Get started' button. A video player is overlaid on the page, showing a 'Product Demo' and a list of related videos such as 'Knowledge management', 'Waterfall Model', and 'Agile testing with ONES'. On the right side, a diagram illustrates a workflow involving a 'ONES Wiki' box, a document icon, and a character icon, connected by arrows to various UI elements like a search bar and a list of items.

# Thanks

## Official website

[ones.com](https://ones.com)

## Locations

[United States](#) | [Japan](#) | [Thailand](#) | [Singapore](#) | [China](#)

## E-mail

[support@ones.com](mailto:support@ones.com)

## Social media

[in](#) [🐦](#) [f](#) [▶](#)