

Guide for certifying

Scrum Master – TÜV

and

Scrum Product Owner – TÜV

Content:

- A Qualification criteria**
- B Prerequisites for participating in the exam and certificate issuance**
- C Examination modalities**
- D Certification and recertification**
- E Recommended weighting of training content**

Introduction

The content and training duration of this certification program are binding for certification of the levels **Scrum Master – TÜV** and **Scrum Product Owner – TÜV** by the Certification Body for Persons of TÜV SÜD Akademie GmbH.

This Scrum certification program's body of knowledge is the basis for the personal certification:

- Scrum Master
 - Current version of the Scrum Guide
 - Timinger, Holger. 2017. *Modernes Projektmanagement*. Weinheim: Wiley-VCH. 2017
 - Chapter 4 (excerpts, pages 161–165)
 - Chapter 5 (excerpts, pages 241–247)

- Scrum Product Owner
 - Current version of the Scrum Guide
 - McGreal, Don, and Ralph Jocham. 2021. *The Professional Product Owner*. Boston: Addison-Wesley.
 - Pichler, Roman. 2013. *Agile Product Management with Scrum*. Boston: Addison-Wesely.

The qualification criteria for each specific certification are derived from the requirements of the body of knowledge:

Scrum Master – TÜV

The Scrum Master – TÜV has the skills necessary to guide a team in using Scrum. They can lead and moderate Scrum events, support the drawing up and structuring of Scrum artifacts, and enable participants to live Scrum roles.

Scrum Product Owner – TÜV

In addition to the skills of the Scrum Master – TÜV, the Scrum Product Owner – TÜV has the professional knowledge necessary to develop a product vision, to identify customer requirements, to structure them as user stories with the team and stakeholders, and to draw up a well-founded release planning.

Guide for Scrum Master and Scrum Product Owner certification

A Qualification criteria

The criteria in the following table give an overview of the knowledge areas and learning content that the Scrum Master or Scrum Product Owner should already have. They correspond to the specified level of depth for properly assessing and applying Scrum comprehensively based on the demands of the qualification level.

This does not mean that the people in these roles must possess and be able to use the knowledge at the level of people who continuously work in this knowledge area. What is required is knowledge that enables the Scrum Master or Scrum Product Owner to recognize, understand and assess interrelationships.

The knowledge and skills for the learning content are not to be understood as qualifications to be acquired in isolation, but always in connection with and focused on the requirements of the body of knowledge listed above.

With regard to possible self-study, training courses and the examination for the respective qualification level, the knowledge requirements are presented in detail, meaningfully summarized and structured in Tables 1. to 9.

In the right columns of the table the depth levels are distinguished based on Bloom's Taxonomy:

| | | |
|----|---------------|--|
| K1 | Knowledge | Factual knowledge, familiarity |
| K2 | Comprehension | Understand, and explain in own words |
| K3 | Application | Implementation of one-dimensional learning content, examples from own work |
| K4 | Analysis | Break down into individual parts, case studies |
| K5 | Synthesis | Integrate and optimize, represent across disciplines, project tasks |
| K6 | Evaluation | Corresponds to K4 with additional evaluation by the learner |

Abbreviations: **SM** *Scrum Master – TÜV*
 PO *Scrum Product Owner – TÜV*

Guide for Scrum Master and Scrum Product Owner certification

| No. | Knowledge areas and learning content | SM | PO |
|-----------|--|-------|-------|
| 1. | SCRUM FUNDAMENTALS | | |
| 1.1 | Scrum approach Agile Manifesto, empiricism (transparency, inspection, adaptation), values | K1-K3 | K1-K3 |
| 1.2 | Scrum elements Scrum Team, Scrum events, Scrum artifacts and commitments | K1-K3 | K1-K3 |
| 1.3 | Difference between agile and traditional project management Iterative and incremental, planning and description of requirements, fields of application | K1-K3 | K1-K3 |
| 2. | PRODUCT BACKLOG | | |
| 2.1 | Product vision Structure and content, functions of the product vision | K1-K4 | K1-K6 |
| 2.2 | Product Backlog Characteristics, Product Backlog items, prioritization, planning poker estimates, Product Goal | K1-K4 | K1-K6 |
| 3. | SPRINT PLANNING | | |
| 3.1 | Sprint Backlog Characteristics, structure, Sprint Goal | K1-K4 | K1-K4 |
| 3.2 | Sprint Planning meeting Goal, procedure (why? what? how?), scope, result | K1-K4 | K1-K4 |
| 4. | SPRINT IMPLEMENTATION | | |
| 4.1 | Daily Scrum Goal, procedure, result, scope, forecasting (burn-down chart) | K1-K4 | K1-K4 |
| 4.2 | Backlog refinement Goal, content, result, Definition of Ready | K1-K4 | K1-K6 |
| 5. | SPRINT REVIEW | | |
| 5.1 | Product Increment Characteristics, Definition of Done | K1-K4 | K1-K6 |
| 5.2 | Sprint Review meeting Goal, procedure, result, scope | K1-K4 | K1-K4 |
| 6. | SPRINT RETROSPECTIVE | | |
| 6.1 | Sprint Retrospective meeting Goal, procedure, result, scope | K1-K4 | K1-K4 |

Guide for Scrum Master and Scrum Product Owner certification

| | | | |
|------------|--|--------------|--------------|
| 7. | PRODUCT BACKLOG MANAGEMENT | | |
| 7.1 | Product Backlog items Product Backlog items, epics and user stories | K1-K2 | K1-K4 |
| 7.2 | Collect requirements Stakeholder map, personas, user story mapping, impact mapping | - | K1-K4 |
| 7.3 | Product Backlog preparation Write, prioritize, estimate and cut user stories | - | K1-K4 |

| | | | |
|------------|---|--------------|--------------|
| 8. | RELEASE PLANNING AND FORECASTING | | |
| 8.1 | Release planning Planning levels, release strategy, velocity, product value, MVP, forecasting including release burn-down | K1-K2 | K1-K4 |

| | | | |
|------------|--|--------------|--------------|
| 9. | SCALING | | |
| 9.1 | Scaling Scrum Scaling organization (SoS), scaling process (basics of scaling frameworks) | K1-K2 | K1-K2 |

Guide for Scrum Master and Scrum Product Owner certification

B Prerequisites for participating in the exam and certificate issuance

The prerequisites for certificate issuance are shown in the following overview:

| Requirement | SCRUM MASTER | SCRUM PRODUCT OWNER |
|--|--|---|
| Practical experience: | None | None |
| Prerequisites: | None | None |
| Recommendation: | Scrum Master training by an approved training provider | Scrum Product Owner training by an approved training provider |
| Training courses: For details, also see Table A (qualification criteria) | Scrum training within at least 22 units | Scrum Product Owner training within at least 16 units |
| Examination: | ¹ Successful completion of written exam | ¹ Successful completion of written exam |

Notes about the table:

¹ "Successful completion" means passing the final examination for the course or certification according to this certification program.

All prerequisites must be met at the time of certificate issuance.

The training courses must have been conducted by a qualified training provider recognized by the certification body.

Online training courses are also accepted as an entry requirement for taking the Scrum Master - TÜV or Scrum Product Owner - TÜV examination, provided that their concept and teaching materials fully address the corresponding topics of this guide.

If the participant has not attended any training, he must submit the following self-declaration as a prerequisite for participation in the examination:

"I hereby certify that I am familiar with the syllabus (Guide Scrum - TÜV) and confirm that I have acquired the contents of the syllabus through training or self-study."

C Examination modalities

Length and types of exams can be found in the Examination Regulations.

| Certification level | Written examination, multiple choice questions | Duration in minutes | Oral examination | Duration in minutes | Practical examination |
|----------------------------|--|---------------------|------------------|---------------------|-----------------------|
| SCRUM MASTER | 40 questions | 60 | No | - | - |
| SCRUM PRODUCT OWNER | 40 questions | 60 | No | - | - |

Minimum to pass: 60%

In the case of direct entry into a certification level, all examination modalities must be completed.

D Certification and recertification
Duration and specificity of certificates

The certificates contain information on the version of the Scrum Guide current at the time of the exam. The certificates are valid indefinitely.

The certificates are issued in English.

E Recommended weighting of training content
Scrum Master – TÜV

| Scrum topic | Description of the content | % of all | % of topic |
|------------------------------|---|----------|------------|
| 1. SCRUM FUNDAMENTALS | <ul style="list-style-type: none"> ▪ History and origin of Scrum ▪ Agile Manifesto ▪ Value pairs and principles ▪ Scrum values ▪ Transparency, inspection, adaptation | 18 | 5 |
| | <ul style="list-style-type: none"> ▪ Scrum framework <ul style="list-style-type: none"> - Scrum Team (Product Owner, Scrum Master, Developers) - Scrum events (Sprint, Sprint Planning, Daily Scrum, Sprint Review, Sprint Retrospective) - Scrum artifacts and commitments (Product Backlog and Product Goal, Sprint Backlog and Sprint Goal, product Increment and Definition of Done) | | 10 |
| | <ul style="list-style-type: none"> ▪ Difference between agile and traditional project management <ul style="list-style-type: none"> - Planning approach, waterfall vs. iterative and incremental, etc. - Application | | 3 |
| 2. PRODUCT BACKLOG | <ul style="list-style-type: none"> ▪ Product vision <ul style="list-style-type: none"> - Structure and content - Functions of the product vision | 9 | 2 |
| | <ul style="list-style-type: none"> ▪ Product Backlog <ul style="list-style-type: none"> - Product Backlog characteristics (DEEP) - Product Backlog items (epics, user stories, etc.) - User stories (wording and content, 3Cs) - Planning poker estimates - Prioritization of the Product Backlog - Product Goal | | 7 |
| 3. SPRINT PLANNING | <ul style="list-style-type: none"> ▪ Sprint Backlog <ul style="list-style-type: none"> - Characteristics - Structure - Sprint Goal | 18 | 9 |
| | <ul style="list-style-type: none"> ▪ Sprint Planning meeting | | 9 |

Guide for Scrum Master and Scrum Product Owner certification

| | | | |
|--|---|--|--|
| | <ul style="list-style-type: none"> - Objectives - Procedure (Why? Sprint Goal, What? user stories, How? tasks) - Scope - Result | | |
|--|---|--|--|

| | | | |
|--|--|----|----|
| 4. SPRINT IMPLEMENTATION | <ul style="list-style-type: none"> ▪ Daily Scrum <ul style="list-style-type: none"> - Objectives - Procedure - Result - Scope ▪ Forecasting (burn-down chart) | 18 | 9 |
| | <ul style="list-style-type: none"> ▪ Product Backlog refinement <ul style="list-style-type: none"> - Objectives - Content - Result - Definition of Ready | | 9 |
| 5. SPRINT REVIEW | <ul style="list-style-type: none"> ▪ Product Increment <ul style="list-style-type: none"> - Characteristics - Definition of Done | 14 | 5 |
| | <ul style="list-style-type: none"> ▪ Sprint Review meeting <ul style="list-style-type: none"> - Objectives - Content - Result - Scope | | 9 |
| 6. SPRINT RETROSPECTIVE | <ul style="list-style-type: none"> ▪ Sprint Retrospective <ul style="list-style-type: none"> - Objectives - Content - Result - Scope | 13 | 13 |
| 8. RELEASE PLANNING AND FORECASTING | <ul style="list-style-type: none"> ▪ Release planning <ul style="list-style-type: none"> - Planning levels - Velocity | 5 | 5 |
| 9. SCALING | <ul style="list-style-type: none"> ▪ Definition of the term "scaling" ▪ Scaling approaches <ul style="list-style-type: none"> - Scaling organization (SoS) - Scaling process (LeSS) | 5 | 5 |
| SCRUM MASTER ROLE | <ul style="list-style-type: none"> ▪ Scrum Master in depth <ul style="list-style-type: none"> - Tasks - Competences - The Scrum Master in the Scrum cycle | 1 | 1 |

Scrum Product Owner

| Scrum topic | Description of the content | % of course | % of topic |
|--|---|-------------|------------|
| 1. SCRUM FUNDAMENTALS | <ul style="list-style-type: none"> ▪ Recap of fundamentals <ul style="list-style-type: none"> - Scrum Team (Product Owner, Scrum Master, Developers) - Scrum events (Sprint, Sprint Planning, Daily Scrum, Sprint Review, Sprint Retrospective) - Scrum artifacts and commitments (Product Backlog and Product Goal, Sprint Backlog and Sprint Goal, product Increment and Definition of Done) | 6 | 6 |
| 7. PRODUCT BACKLOG MANAGEMENT | <ul style="list-style-type: none"> ▪ Product vision <ul style="list-style-type: none"> - Stakeholder map - Personas | 68 | 18 |
| | <ul style="list-style-type: none"> ▪ From the product vision to the initial Product Backlog <ul style="list-style-type: none"> - Impact mapping (goal, benefits, elements, processes) - User story mapping (goal, benefits, elements, processes) | | 25 |
| | <ul style="list-style-type: none"> ▪ Product Backlog preparation <ul style="list-style-type: none"> - Writing user stories (INVEST, 3Cs, etc.) - Prioritizing user stories (Kano, value/risk matrix, MuSCoW, etc.) - Estimating user stories - Cutting user stories - Determining the business value of user stories | | 25 |
| 8. RELEASE PLANNING AND FORECASTING | <ul style="list-style-type: none"> ▪ Definition of the term “release” ▪ Planning levels ▪ Release planning <ul style="list-style-type: none"> - Velocity | 25 | 20 |
| | <ul style="list-style-type: none"> ▪ Release strategy and product value (major, minor, functional) ▪ MVP (minimum viable product) | | 3 |
| | <ul style="list-style-type: none"> ▪ Forecasting using a release burn-down chart | | 2 |
| PRODUCT OWNER ROLE | <ul style="list-style-type: none"> ▪ Product Owner in depth <ul style="list-style-type: none"> - Tasks - Competences ▪ Collaboration with the team – the Product Owner in the Scrum cycle | 1 | 1 |