

Agile Glossary

17th November 2025

A

AGILE

A mindset and approach to working focused on delivering value quickly, adapting to change, and collaborating continuously.

ACCEPTANCE CRITERIA

A set of conditions that must be met for a user story to be considered complete.

ARTIFACT

Any document, board, or tool output used in Agile — e.g., product backlog, sprint backlog, increment.

B

BACKLOG

A list of work items ordered by priority. Typically refers to the Product Backlog.

BACKLOG REFINEMENT

Ongoing process of reviewing, clarifying, estimating and prioritising backlog items.

BURN-DOWN CHART

A visual representation of remaining work in a Sprint.

BURN-UP CHART

Shows work completed over time and the total scope.

C

CEREMONIES (EVENTS)

Regular Agile meetings such as Sprint Planning, Daily Scrum, Sprint Review, and Retrospective.

CROSS-FUNCTIONAL TEAM

A team with all skills required to deliver a product increment without external dependencies.

CYCLE TIME

How long it takes for work to move from “in progress” to “done.”

D

DAILY SCRUM (STAND UP)

A short daily meeting to synchronise work, discuss progress, and identify impediments.

DEFINITION OF DONE (DOD)

A shared understanding of what it means for work to be fully completed.

DEFINITION OF READY (DOR)

Criteria an item must meet before it can be pulled into a Sprint.

E

EPIC

A large piece of work broken down into several user stories.

ESTIMATION

Relative sizing of work items, usually via story points.

F

FLOW

The smooth, uninterrupted movement of work from idea to delivery.

FORECAST

The team's commitment to what they aim to deliver in a sprint.

I

INCREMENT

The sum of all completed work during a sprint plus previous increments — a tangible step toward the product goal.

ITERATION

Another word for sprint, especially in non-Scrum Agile frameworks.

IMPEDIMENT

Anything blocking team progress.

K

KANBAN

A visual workflow method that focuses on limiting work in progress and improving flow.

M

MINIMUM VIABLE PRODUCT (MVP)

A version of a product with just enough functionality to deliver value and gather real-world feedback.

METRICS

Data that measure progress, quality, flow or team health.

P

PERSONA

A fictional representation of a user, used to guide product decisions.

PRODUCT BACKLOG

The prioritised list of product work owned by the Product Owner.

PRODUCT GOAL

The long-term objective for the Scrum team.

PRODUCT INCREMENT

A usable, potentially shippable piece of value created each sprint.

PRODUCT OWNER

The role responsible for maximising value and managing the product backlog.

R

RETROSPECTIVE

A meeting where the team inspects how they worked and identifies improvements.

ROADMAP

A high-level plan showing how a product is expected to evolve.

S

SCRUM

A lightweight Agile framework based on iterations, transparency, inspection and adaptation.

SCRUM MASTER

A coach and facilitator who ensures Scrum is understood and followed.

SPIKE

A time-boxed investigation to gather information needed for a user story or technical approach.

SPRINT

A fixed-length development cycle (usually 1–4 weeks).

SPRINT BACKLOG

The set of Product Backlog items selected for the Sprint + the plan to deliver them.

SPRINT GOAL

The objective the team agrees to achieve during a sprint.

STORY POINTS

A unit of measure for estimating complexity or effort.

STAKEHOLDER

Anyone with interest in the product — users, customers, leadership, other teams.

T

TECHNICAL DEBT

Work left undone that makes future changes harder or slower.

THROUGHPUT

The number of work items completed over a period of time.

U

USER STORY

Short, simple description of a feature written from the user's perspective.

Format: "As a [user], I want [feature], so that [benefit]."

V

VALUE

The benefit delivered to customers, users or the business.

VELOCITY

The average number of story points a team completes in a sprint.

W

WIP (WORK IN PROGRESS) LIMIT

A cap on how many tasks can be active at once to avoid overload and improve flow.

WORKFLOW

The steps required for work to move from idea to “**done**”.