

WorldVisitz

Agile Onboarding

Scrum

2021
01.01



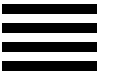
Why & Benefits

- Internal Challenges

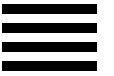
1. Lack of knowledge transfer
2. No adhering coding standard
3. Lack of camaraderie in the development team
4. Inefficient working procedure

- External Challenges

1. Application with complex functionalities
2. Integration with the software services from external companies
3. ROI - 18 months



Why & Benefits



Why Agile ?

It started in 2001 with the Agile manifesto and was originally made for software development.

Data from 2018 indicates that projects using Agile methodologies are 28% more successful and almost 71% of organizations use Agile with varying frequencies.

This is a evolution for the team – every one can reach their potentials



In a Nutshell

Agile is an iterative and incremental approach to project management that helps teams keep up with the demands of the modern workplace. It consists of different methodologies and all of them are based on the concepts of flexibility, transparency, quality, and continuous improvement.



Scrum Values– An Agile Framework

- Communication
- Collaboration & Cross-Team
- Respect



Benefits of Scrum to WorldVisitz

Collaboration and Communication

This is a cross-continent team. Two US based and 2 India based developers. There is cultural barriers and the lack of communication could be the reasons of the lack of trust atmosphere in the team. Under the framework of Scrum, team members will be engaged in many cross-functional tasks. A higher-level frequency of communication can to some extent enhance the understanding between each other.

Cross-functional team works can increase knowledge transfer. (Hoping that can gradually becoming part of the culture.)

Retrospective will also be helpful in cultivating trust in the team. (We will talk about that later)

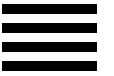
Software Quality

In the development life cycle under Scrum, our team will experience numeral iterations. We will be having continuous improvements on the codes. (One of the key reason of giving up XP is the constrain of time, we are expected to deliver the app within 18 month. XP overemphasizes the code quality. Sprint in the Scrum encourages to deliver minimal viable products, so it is lighter and more flexible. Iterations can also guarantee the software quality)

Lower Risk and Customer satisfaction

Software errors and bugs will be exposed during iterations. Team can find the problems and fix them before release plan. This also reduce the risk of letting the user to find any bugs.

Another advantage is that Sprint Demo allows to introduce customer to test the application in the planning phase. By keeping the customer in the loop and making changes according to their feedback, the deliver value to the customer and ensure that the final product is truly according to their requirements.



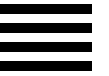
Benefits of Scrum to WorldVisitz

Effective Work Procedures

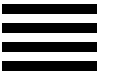
Product owner will take the main responsibility of development each deliverable product. If there were inefficient work procedure, we can identify the causes together and to improve it.

Daily stand up helps to synchronize what the team have achieved in the last 24 hours. Sharing information also reduce the chance of the inefficient work procedure.

One cause of inefficient work can be no clear definition of Done. Team should have agreed-upon deliverables that must be completed before a user story can be completed, or team may rework.



Scrum Roles



1. Jane Doe – PM - Scrum Master

Jane Done will facilitate the project.

- Help the team and the WorldVisitz understand Scrum theory and practice.
- Help the Scrum team (especially developers) focus on creating high-value increments that meet the Definition of Done.
- Another advantage of her is that she focuses on the scope to be delivered, which help reduce the low-value works in the team.
- Help find techniques for effective Product Goal definition and Product Backlog management
- Help the Scrum Team understand the need for clear and concise Product Backlog items
- Help establish empirical product planning for a complex environment
- Plan and advise Scrum implementations within the organization



2. John Smith – PM – Scrum Master

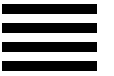
John Smith will facilitate the project.

John has more experience in market research, I believe that he has more business insights to the application and market/customer feedbacks.

- Facilitate stakeholder collaboration as requested or needed
- Help the Scrum Team understand the need for clear and concise Product Backlog items
- Arrange Sprint Demo for the Scrum team



Scrum Roles



3. Development Team

Venkat Ragu and Ali Khan – Developers - Product Owners

They are accountable for Product backlog management.

- Developing and explicitly communicating the Product Goal,
- Creating and clearly communicating Product Backlog items,
- Ordering Product Backlog items,
- Ensuring that the Product Backlog is transparent, visible and understood to the two onshore developers



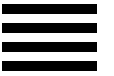
They may delegate the responsibility to other developers.



Note: This does not mean two less senior onshore developers cannot be the Product Owner. If they are competent to certain tasks, Scrum Masters may coach them and then assign the tasks to them.



Scrum Roles



4. Jerry Holden – Business Analyst - Product Owner

- He will be responsible for the similar things as the developers Product Owners do, but his focus is on business rather than software development.

5. Olly Vogt – Subject-matter Expert - Agile Team Member

- Provide supports including opinions and guidance to PO.



6. Kathy Qualls – Tester - Agile Team Member

- Do the testing for the development team

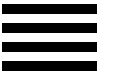
7. James Cowx – UX Designer - Agile Team Member

- Implement the UX requirements based on interval requirements or external feedbacks.



Agile Practices

Ceremonies



Sprint Planning

- WorldVisitz leaders elaborate the mobile app that the team is intended to achieve.
- Agenda – discuss the project goals, and outline the project vision
- Frequency and duration – 1 hour every month.

(The common practice is 1 hour before the project launch, but I think that reminding teams the vision is important.)

Daily Stand Up

- To synchronize activities and create a short-term plan for the next 24 hours
- Agenda – Three questions are addressed by each team member briefly.
 - First, what did I do since the last time we met?
 - Second, what do I plan to accomplish today?
 - Third, what impediments am I encountering?
- Frequency and duration – 15 min, at 9:30 AM every day
- Note: Offshore developers report to Scrum Master directly and CC the information to the onshore developers.



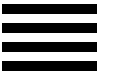
Sprint Planning

- The team self-organizes and plans out the work to be performed in the Sprint.
- Agenda – Agile Team works with the PO and Scrum Master to address the following three questions
 - First, what are we committing to deliver in the upcoming Sprint?
 - Second, how will we complete the work required to achieve this commitment?
 - Third, what are the respective estimates for each user story and associated tasks?
- Frequency and duration – 1 hour, at Friday 2:00 PM every week.



Agile Practices

Ceremonies



Sprint Demo/Review

- Purpose is to generate feedback and nurture collaboration
- Agenda – The Team and PO transparently discuss accomplishments, as well as opportunities for improvement. The PO determines if the Sprint deliverables are acceptable based on the Acceptance Criteria and Definition of Done.
- Frequency and duration – within 4 hour for a one-month Sprint.

Sprint Retrospective

- The Team self-inspects its performance during the Sprint and identifies practical opportunities for improvement for subsequent Sprints.
- Agenda – The Team also discusses what went well, as well as what to continue to doing that is working very well for the Agile Team in terms of delivering value.
- Frequency and duration – within 3 hour for a one-month Sprint.

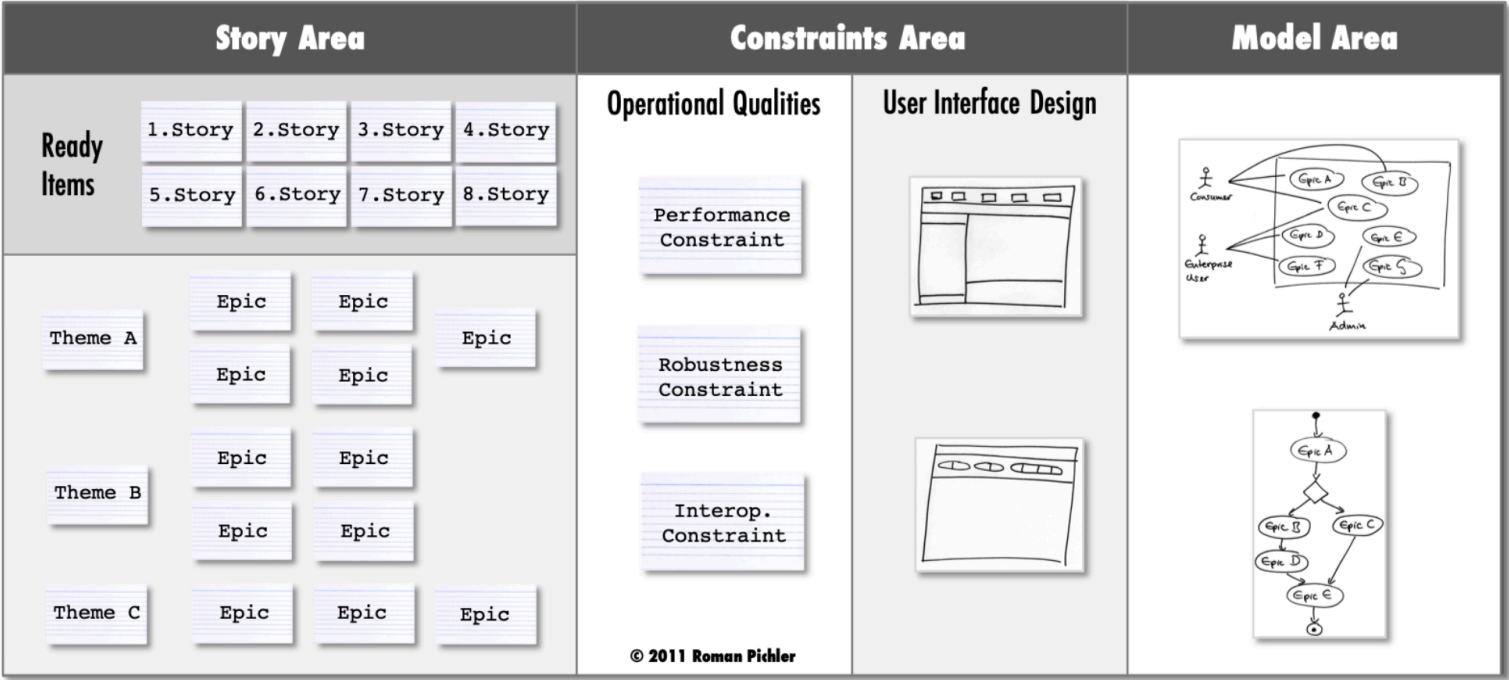
Release Planning

- The Team develops a Release Plan that defines when a collection of functionality will be delivered to the customer base
- Agenda – to discuss critical dates and milestones, coordinate with dependent departments and systems.
- Frequency and duration – Only occurs when there is a Release; time-boxed to 20 minutes.



Agile Practices

Backlog

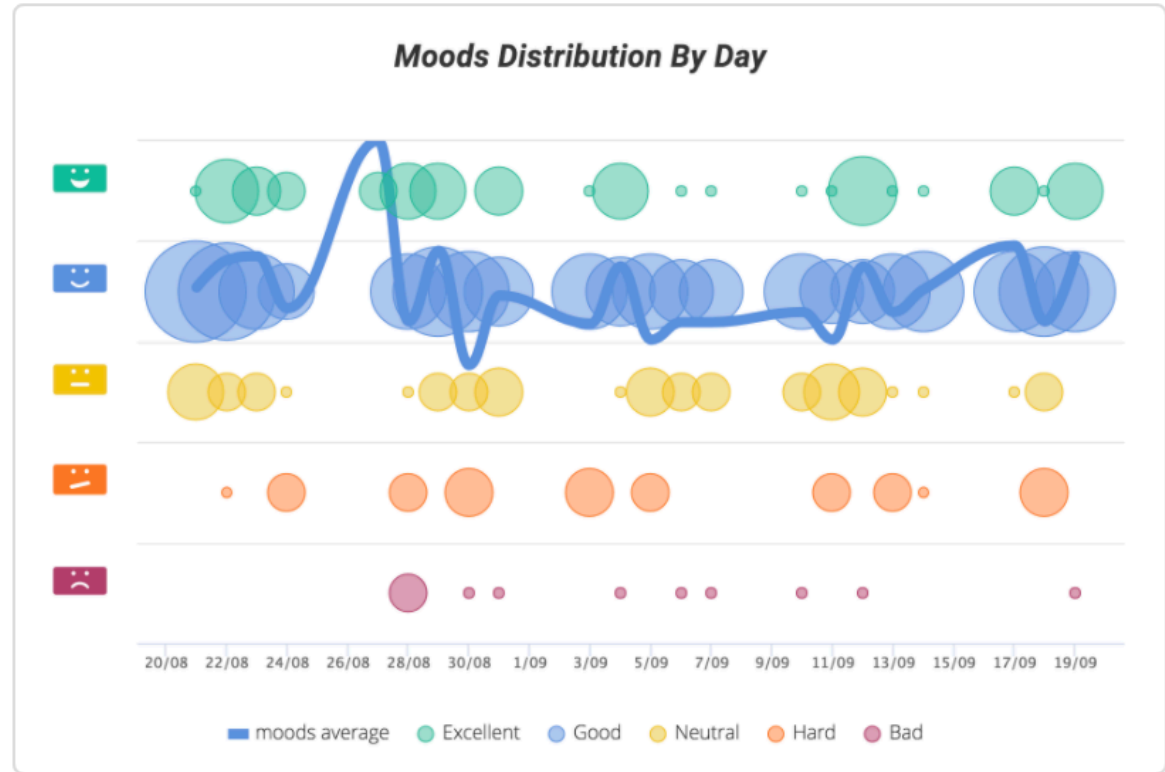


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- 1. Deliver Values
- 2. Product Owner’ s Responsibility
- 3. Track Progress



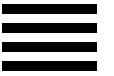


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- The logo for WorldVisitz features the brand name in a bold, black, sans-serif font. Below the text is a circular graphic with a green and blue globe pattern. Overlaid on the globe is a black silhouette of a suitcase and a blue silhouette of an airplane, with a black line connecting them, symbolizing travel.

Team Training

Skill Gaps

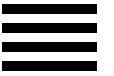
1. Follow Waterfall Development Process
2. Rigid Structure
3. Lack Agile Development Knowledge
4. Poor Communication
5. Lack Collaboration
6. No Evidence of Iteration



Team Training

Skill Gaps

1. From the descriptions and comments from the team, we can see that some members are following the waterfall development process. They begin their tasks only when its upstream tasks are done. For example, the full testing feedback will be provided for the PM only when the complete testing cycle is done. The UX designer receives feedback only when the market research/test is done. All these practices can be started after the preposition tasks begin. Usually, it is not necessary to do so.
2. There will be a lots of cross-functional collaborative works under Scrum. It seems that team members rarely conduct any out-scope task.
3. Based on the situation, a good practice is to get the whole team involved in a one-month Agile Development training. Team can be familiar with the common agile practices. Teams are more likely to accept the interval Agile reform. If any team member has problems with the Scrum Role, we can discuss about that and find answers.
4. The team lacks camaraderie and trust in the development team. A possibility might be the developers only talk when there are technical issues, because there are cultural barriers, and they are in different time zone.
5. Time zone is a main factor that causes the lack of collaboration amongst developers. Because of the rigid organization structure, people does not work out of their scope.
6. Based on tester' s feedback, the team does not do iterations.



Team Training

Training Notes

The one-month Agile Development training aims at importing the cross-functional, flexibility working pattern into the team.

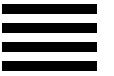
I believe this is the first step of this Agile reform.

1. Jane Doe - Scrum Master

As Jane tends to plan the work out primarily herself, I need to point out that her advantage (focusing on the scope to be delivered) and tell her that she will be the Scrum Master. She will manage and coordinate with the whole team. Cross-team works are musts, so she needs to learn to plan or adjust plans for others.

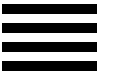
2. John Smith - Scrum Master

John has been detached from the developers by process department and facility boundaries, which goes against the principle of cross-functional. He is good at marketing stuff, but team-work delivers higher value. He is encouraged to talk with business analyst and tester to get more feedback/information to facilitate the whole project.



Team Training

Training Notes



3. Development Team

From the limited information I have about the development team, the developers should be presenting every time when assigning tasks. Information transparency can reduce the chance of misunderstanding and increase the trust in the team.

Another improvement is to employ pair programming, there is a research shows that pair programming between a senior and a not senior programmers can boost knowledge transfer.



4. Kathy Qualls – Tester

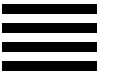
The testing job can be conducted in the MVP manner, which means she can begin the test when there are Minimal Viable Product(programs).

Another task for Kathy is to making a coding standard, any program that does not follow the standard will not pass the tests.



Team Training

Training Notes



5. Jerry Holden – Business Analyst

He should be more flexible and open-minded, because he freezes the requirements early on without getting much feedback. During iteration period, requirements may change constantly. It is impractical to freeze the requirements. Besides, feedback from customers is vital. How can we ignore the voice from customers?



6. Olly Vogt – Subject-matter Expert

He likes one-on-one interview. I think this is more productive than group interview.

Another task for Kathy is to making a coding standard, any program that does not follow the standard will not pass the tests.



7. James Cowx – UX Designer

He can be more proactive in seeking feedback from other departments rather than just waiting.



Agile Practices

Scrumban

- The structure and core functionalities of **Scrum** and **Kanban** are merged to make teams **more efficient** and **more productive**.

Advantages

- Quality
- Just-in-time (decisions and facts just when they are needed)
- Short lead time
- Kaizen (continuous improvement)
- Minimizing waste (everything that is not adding value to the customer)
- Process improvement by adding some values of Scrum as and when needed

The image displays two side-by-side screenshots of a Scrumban board interface. The left screenshot shows the 'Online Reservation App Product Backlog' with a table of tasks, tags, estimation points, and status. The right screenshot shows the 'Team Alpha Scrumban Board' with four columns: Sprint Backlog, Development, Deployed in Test, and QA Review, each containing user stories with timelines and estimates.

Title	Tags	Estimation	Status
Restaurant Search	Capability	59 pts	In progress
Filtering	Epic	21 pts	In progress
Filter by Price	User Story	5 pts	In progress
Filter by Open Now	User Story	3 pts	In progress
Filter by Food Type	User Story	5 pts	Done
Filter by Time	User Story	8 pts	Done
Sorting	Epic	11 pts	In progress
Sort by Price	User Story	3 pts	Not Started
Sort by Food Type	User Story	3 pts	In progress
Sort by Open Times	User Story	5 pts	Done
Results Map	Epic	16 pts	In progress
Simple Results Map	User Story	5 pts	
Advanced Results Map	User Story	11 pts	
Results List	Epic	11 pts	Blocked
Restaurant Details	Capability	43 pts	In progress
Restaurant Description	Epic	10 pts	
Overview Description	User Story	5 pts	
Detailed Description	User Story	5 pts	
Restaurant Price Range	Epic	4 pts	
Restaurant Reviews	Epic	19 pts	
Restaurant Photos	Epic	10 pts	
Reservations	Capability	68 pts	In progress
+ Add row		170 pts	

