# AGILE ONBOARDING

**TODAY'S AGENDA**

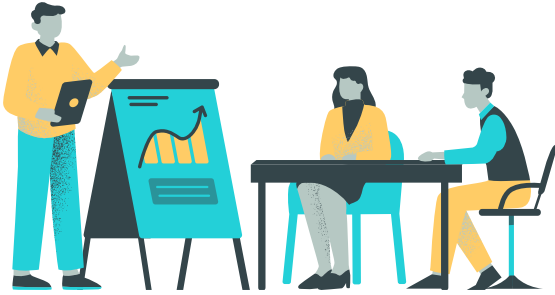| | |
|---|---|
| 1 | Agile Benefits for the team |
| 2 | Radiators |
| 3 | Ceremony |
| 4 | Team composition and role assignment |

Agile Onboarding

Welcome to the Agile Onboarding presentation! In this presentation, we will cover the benefits of Agile methodology, recommend Information Radiators, create a Ceremony Schedule, define team composition and role assignments, and provide a plan to improve skills and avoid antipatterns. Let's begin!

# AGILE BENEFITS FOR THE TEAM

**Agile methodology offers several benefits to WorldVisitz, including:**

- Increased productivity
- Higher quality
- Better collaboration

"Benefits of Agile" and highlights the three main advantages of Agile methodology, which are increased productivity, higher quality, and better collaboration. Here is a more detailed explanation of each benefit:

- Increased Productivity:

Agile methodology helps increase productivity by minimizing wasted efforts and maximizing value. The team focuses on important features and delivers them in short iterations, which means that they can quickly respond to changing requirements and feedback from stakeholders. This approach ensures that the team is always working on the most valuable features and eliminates any unnecessary work that may slow down the project. By working in short sprints, the team can also stay motivated and focused, leading to higher productivity.

- Higher Quality:

Agile methodology emphasizes high-quality standards, which means that the team focuses on delivering a working product that meets the customer's needs. By testing early and often, the team can identify and mitigate risks earlier in the development cycle. This helps avoid costly rework and ensures that the final product is of high quality. Additionally, by involving the customer in the development process, Agile teams can ensure that the product meets their expectations and requirements.

- Better Collaboration:

Agile methodology promotes communication, transparency, and teamwork, leading to a more  cohesive and engaged team. The team works closely together and shares information, which  helps avoid misunderstandings and ensures that everyone is working towards the same goal.  Additionally, by involving the customer in the development process, Agile teams can build a better  understanding of their needs and requirements. This collaboration leads to a sense of ownership  and accountability, which helps the team deliver a high-quality product.

# INFORMATION RADIATORS
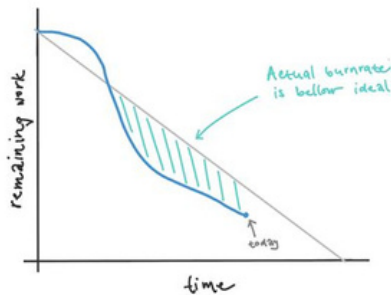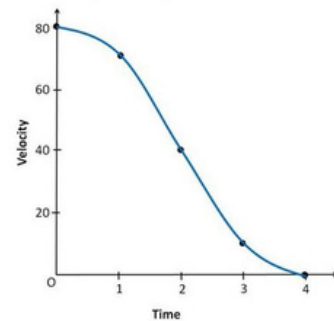


Burndown Chart



Velocity Chart

Moving on to the next slide, we have the Information Radiators
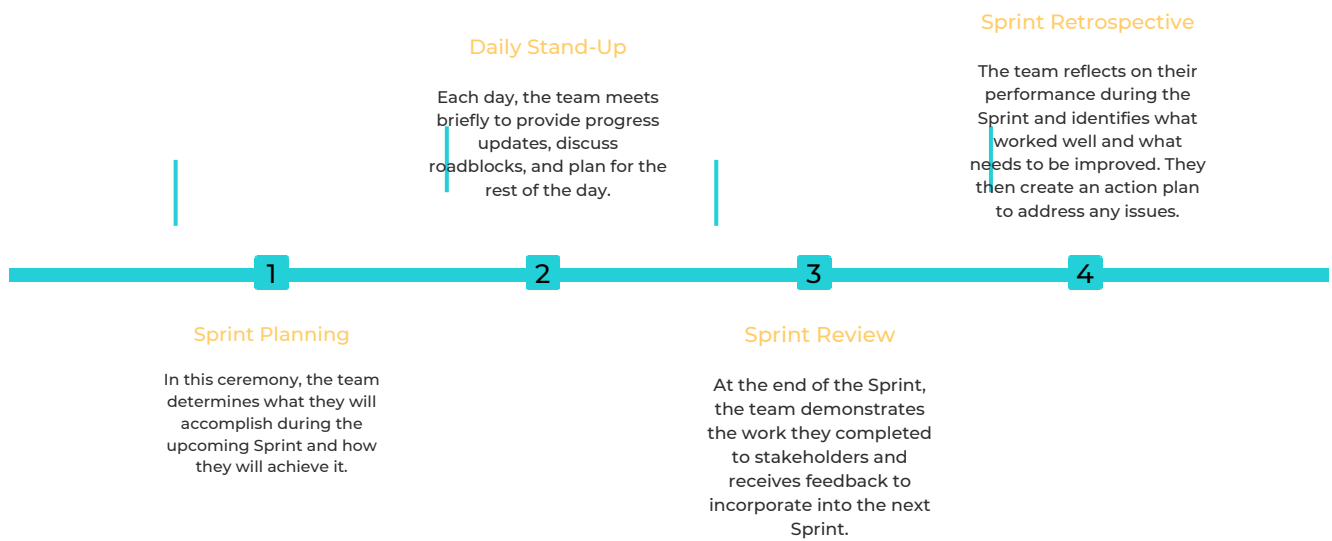- Burndown Chart.
This is a type of information radiator commonly used in Agile projects to track and share progress. The Burndown Chart is a visual representation of progress that shows how much work is remaining to be done compared to the amount of time left to complete it. The chart typically has the remaining work on the y-axis and the remaining time on the x-axis. A line is drawn to show the expected progress. This chart is a great tool to keep the team focused and motivated.

- Burndown Chart
Using a Burndown Chart allows teams to track progress in real-time, identify potential issues or roadblocks, and make adjustments to stay on track. It promotes transparency and accountability by showing how each team member's contributions are affecting the overall project. This way, the team can easily see if they're on track and if they need to adjust their approach.

In summary, the Burndown Chart is just one of many information radiators that Agile teams can use. However, it is a powerful tool to track progress, and it can help teams stay focused, and motivated and deliver value to the customer more efficiently.

# CEREMONY SCHEDULE

**Daily Stand-Up**

Each day, the team meets briefly to provide progress updates, discuss roadblocks, and plan for the rest of the day.

**Sprint Retrospective**

The team reflects on their performance during the Sprint and identifies what worked well and what needs to be improved. They then create an action plan to address any issues.

| 1 | 2 | 3 | 4 |

**Sprint Planning**

In this ceremony, the team determines what they will accomplish during the upcoming Sprint and how they will achieve it.

**Sprint Review**

At the end of the Sprint, the team demonstrates the work they completed to stakeholders and receives feedback to incorporate into the next Sprint.

Now let's move on to the Ceremony Schedule. Depending on the chosen Agile framework, the team may need to participate in a few different ceremonies or meetings to ensure that everyone is aligned and on track. Here, we've listed three of the most common ceremonies that teams using the Scrum framework typically follow:

First, we have the Sprint Planning ceremony. This is where the team comes together to determine what they will accomplish during the upcoming Sprint and how they will achieve it. The team sets a goal for the Sprint and creates a plan that outlines the tasks and activities needed to meet that goal. By the end of the ceremony, everyone should have a clear understanding of what is expected of them and how they will contribute to achieving the Sprint goal.

Next, we have the Daily Stand-Up ceremony. This is a brief meeting that takes place every day to provide progress updates, discuss roadblocks, and plan for the rest of the day. The meeting is typically time-boxed to no more than 15 minutes and everyone on the team should be present to provide updates and share any issues or blockers that they're facing. This ceremony promotes communication and collaboration within the team, helping to identify and resolve issues quickly.

Finally, we have the Sprint Review ceremony. At the end of the Sprint, the team demonstrates the work they completed to stakeholders and receives feedback to incorporate into the next Sprint. This ceremony helps to ensure that the team is delivering value to the customer and is meeting their expectations. The team showcases the completed work and receives feedback on how they can improve the next Sprint.

These ceremonies are just a few examples of the meetings that Agile teams may have depending  on the framework they are using. By following a set schedule and agenda, teams can stay aligned  and focused, making sure they deliver value to the customer with each Sprint.

# TEAM COMPOSITION & ROLE ASSIGNMENTS

**Product Owner**          **Scrum Master**          **Development Team**

As we move on to the next section of the presentation, let's talk about team composition and role assignments. This section describes the recommended Agile roles for the WorldVisitz team based on the Scrum framework. The Scrum Master is responsible for coaching the team on the Scrum process and ensuring that Scrum ceremonies are conducted properly. The Product Owner is the person who represents the customer and defines the requirements of the product. The Development Team is a cross-functional group of individuals responsible for delivering a potentially releasable Increment every Sprint.

For the WorldVisitz team, the Scrum Master role will be filled by Jane Doe, who will need training to fulfill this role. John Smith will take on the Product Owner role. The Development Team will consist of Jim Brady as the Frontend Developer, Nathan Connor as the Backend Developer, Venkat Ragu and Ali Khan as the Senior Developers (Offshore), Kathy Qualls as the Tester, Jerry Holden as the Business Analyst, James Cowx as the UX Designer, and Holly Vogt as the Subject Matter Expert.

The Product Owner is responsible for defining and prioritizing the work that the team performs, working closely with stakeholders and representing the voice of the customer to ensure that the team is building the right product. The Scrum Master is like the team's coach, facilitating meetings and coaching the team on Agile principles to help them achieve their goals. Finally, the Development Team is self-organized and cross-functional, responsible for delivering a potentially shippable product increment during each Sprint, working collaboratively to achieve their goals. Overall, having clearly defined roles and responsibilities is crucial for Agile teams to function effectively, delivering high-quality work in a timely manner.

# OPTIMIZING WORLDVISITZ AGILE DELIVERY SOLUTION: SCRUM TEAM COMPOSITION AND ROLE ASSIGNMENTS

| Team Member Name | Current Title | Scrum Role | Responsibilities | Soft Skills |
|---|---|---|---|---|
| Jane Doe | Project Manager | Scrum Master | Facilitates the Scrum process, manages the backlog, removes impediments, coaches team | Leadership, communication, problem-solving |
| John Smith | Product Manager | Product Owner | Defines product backlog, prioritizes backlog items, collaborates with stakeholders | Strategic thinking, communication, domain knowledge |
| Jim Brady (USA) | Developer | Development Team Member | Develops product increments, collaborates with other developers, participates in Scrum events | Technical expertise, teamwork, problem-solving |
| Nathan Connor (USA) | Developer | Development Team Member | Develops product increments, collaborates with other developers, participates in Scrum events | Technical expertise, teamwork, problem-solving |
| Venkat Ragu (India) | Developer | Development Team Member | Develops product increments, collaborates with other developers, participates in Scrum events | Technical expertise, teamwork, problem-solving |
| Ali Khan (India) | Developer | Development Team Member | Develops product increments, collaborates with other developers, participates in Scrum events | Technical expertise, teamwork, problem-solving |
| Kathy Qualls | Tester | Development Team Member | Tests product increments, collaborates with other team members, participates in Scrum events | Attention to detail, critical thinking, communication |
| Jerry Holden | Business Analyst | Development Team Member | Collaborates with Product Owner to refine product backlog, clarifies requirements for development team | Analytical thinking, communication, domain knowledge |
| James Cowx | UX Designer | Development Team Member | Designs user experience, collaborates with development team to implement design | Creativity, attention to detail, communication |
| Holly Vogt | Subject Matter Expert | Development Team Member | Provides guidance and expertise on specific areas, collaborates with development team to implement solutions | Domain knowledge, communication, problem-solving |

This slide provides an overview of the team members in a Scrum framework. It includes their names, current titles, Scrum roles, responsibilities, and soft skills. The table shows the importance of having a diverse team with various skills and expertise to ensure the success of the Scrum process. The roles of each team member are clearly defined, and their responsibilities and soft skills are highlighted to give a better understanding of their contributions to the team.

# Thank you!

Before we wrap up, I just wanted to take a moment to thank everyone for their hard work and dedication during this onboarding process. Your willingness to embrace Agile practices and work collaboratively as a team is truly inspiring. I'm excited to see what we can achieve together in the future. Let's continue to build on our Agile foundation and drive success for WorldVisitz!

**CONFIDENTIAL APPENDIX PERSONAL NOTES**

| Role | Current Skills/Experience | Skill Gaps/Antipatterns | Recommended Training/Coaching Plan |
|---|---|---|---|
| Scrum Master | Limited knowledge of Scrum framework | Lack of experience in coaching teams on Agile process | Whole Team Coaching, Dreyfus model |
| Product Owner | Strong domain knowledge and communication | None identified | None identified |
| Frontend Developer | Experience in frontend development | Limited knowledge of Agile practices | One-on-one coaching, Shu Ha Ri model |
| Backend Developer | Experience in backend development | Limited knowledge of Agile practices | One-on-one coaching, Shu Ha Ri model |
| Senior Developers (Offshore) | Strong technical skills in software development | Limited experience in Agile development practices | Whole Team Coaching, Dreyfus model |
| Tester | Experience in software testing | Limited knowledge of Agile testing practices | One-on-one coaching, Shu Ha Ri model |
| Business Analyst | Strong domain knowledge and communication | Limited experience in Agile development practices | Whole Team Coaching, Dreyfus model |
| UX Designer | Strong design skills and communication | Limited knowledge of Agile design practices | One-on-one coaching, Shu Ha Ri model |
| Subject Matter Expert | Strong domain knowledge and communication | Limited experience in Agile development practices | Whole Team Coaching, Dreyfus model |

Based on the gap analysis, we recommend the following training and coaching plan:

- Scrum Master: Whole Team Coaching using the Dreyfus model to develop their Agile coaching skills.
- Frontend Developer and Backend Developer: One-on-one coaching using the Shu Ha Ri model to develop their understanding of Agile practices and how to apply them to their specific roles.
- Senior Developers (Offshore), Business Analyst, and Subject Matter Expert: Whole Team Coaching using the Dreyfus model to develop their understanding of Agile practices and how to apply them to their specific roles.
- Tester and UX Designer: One-on-one coaching using the Shu Ha Ri model to develop their understanding of Agile practices and how to apply them to their specific roles.

Overall, the training and coaching plan will help the team members improve their Agile skills and knowledge, leading to a more effective and efficient Agile team.