# Basic OpenAgile Process Rules

_____ There is a single results-oriented Goal for the endeavour (the work being done)

_____ There are <u>at least</u> five (5) Cycles from start to finish in an endeavour to reach a Goal

_____ The intention of every Cycle is to deliver tangible value and progress towards the Goal

_____ Every Cycle is the same length

_____ There are no breaks between Cycles

_____ Every Cycle has <u>at least</u> five (5) Work Periods

_____ Every Cycle has the same number of Work Periods

_____ Every Work Period is the same duration

_____ There is an Engagement Meeting at the start of the first Work Period of every Cycle

_____ The Engagement Meeting meeting is time-boxed to the same duration every Cycle

_____ The time-box of the Engagement Meeting is set by the Team

_____ The Engagement Meeting includes Reflection on the previous Cycle

_____ The Engagement Meeting includes Learning from the previous Cycle

_____ The Engagement Meeting includes Planning for the next Cycle

_____ The Team does no work during the Engagement Meeting

_____ The Engagement Meeting results in a Cycle Plan

_____ The Cycle Plan includes Value Drivers and associated Tasks

_____ The Cycle Plan is owned by the Team

_____ The Cycle Plan is visible and accessible to all Stakeholders

_____ The Tasks in the Cycle Plan describe Repetitive Activities, Calendar Events, Obstacles, Quality Problems, and New Artifacts

_____ There is a Progress Meeting at the start of every Work Period in a Cycle except the first

_____ The Progress Meeting is time-boxed to the same duration every Work Period

_____ The Progress Meeting is short in proportion to the duration of a Work Period

_____ The Progress Meeting includes Reflection on Tasks done in the previous Work Period

_____ The Progress Meeting includes Learning about changes to the Cycle Plan

_____ The Progress Meeting includes Planning Tasks to be completed in the current Work Period

_____ The Team Members are people doing Tasks in the Cycle Plan

_____ The Team includes the Team Member(s) doing Growth Facilitation

_____ The Team includes the Team Member(s) doing Process Facilitation

_____ The Team does not include any other people (eg a manager who doesn't do Tasks)

## The List of Value Drivers

_____ All Value Drivers in the List of Value Drivers are related to the Goal

_____ Value Drivers are prioritized or ordered by expected Value

_____ Value Drivers are pieces of the end results of the Goal (not intermediate results)

_____ The List of Value Drivers is prepared to ensure it is ready for every Engagement Meeting

_____ Any stakeholder of the Goal can suggest a new Value Driver (including Team Members)

_____ The List of Value Drivers is easily visible and accessible to every stakeholder

## OpenAgile Team Member Role

_____ I use OpenAgile to create an environment in which people are free to express their true nature and capacities to contribute to the betterment of their organization

_____ I practice Truthfulness with my fellow Team Members about the status of my work and its workmanship

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_____ I use Consultative Decision-Making with my fellow Team Members about all significant choices and actions

_____ I apply Systematic Learning with my fellow Team Members to all aspects of my work

_____ I explore Organic Growth with my fellow Team Members in all aspects of my work

_____ I am fully committed, personally and professionally, to the Goal of my Team

_____ I actively seek to help my fellow Team Members

_____ I commit myself to doing whatever it takes to fully execute each and every Cycle Plan

_____ I volunteer for a new Task from the Cycle Plan as soon as I complete a Task

_____ I am willing to learn any skill needed to help my Team

_____ I take direction for the Goal of the Team from Team Member(s) doing Growth Facilitation

_____ I attend every Engagement Meeting in-person

_____ I attend every Progress Meeting in-person

_____ The majority of time on Tasks is in the same physical work space as all Team Members

_____ I never tell any other individual Team Member which Task to work on

_____ My official title is "Team Member"

## The Process Facilitation Path of Service

_____ I practice Truthfulness about the condition of the OpenAgile process and Foundations in my Team

_____ I use Consultative Decision-Making with my fellow Team Members about advancing the OpenAgile process and Foundations

_____ I apply Systematic Learning with my fellow Team Members about advancing the OpenAgile process and Foundations

_____ I explore Organic Growth with my fellow Team Members about advancing the OpenAgile process and Foundations

**OpenAgile**

_____ I believe that OpenAgile will help my Team improve

_____ I work with only one OpenAgile Team

_____ I know OpenAgile well and can explain it both quickly and in detail to others

_____ I facilitate time-boxing the Engagement Meetings

_____ I facilitate the techniques used in the Engagement Meetings

_____ I facilitate time-boxing the Progress Meetings

_____ I facilitate the techniques used in the Progress Meetings

_____ I facilitate time-boxing the Cycle

_____ I am allowed to communicate directly with any stakeholder of the Team

_____ I facilitate the creation and improvement of Team Standards

_____ I have the bandwidth and capacity to respond within minutes to my Team's questions

_____ I measure the Team's Commitment Velocity

_____ I never tell any individual Team Member which Task to work on

_____ No member of my Team reports to me

## The Growth Facilitation Path of Service

_____ I practice Truthfulness about progress towards the Goal and capacity of my Team to execute on Value Drivers

_____ I use Consultative Decision-Making with my fellow Team Members about advancing towards the Goal and developing Team capacity

_____ I apply Systematic Learning with my fellow Team Members about advancing towards the Goal and developing Team capacity

_____ I explore Organic Growth with my fellow Team Members about advancing towards the Goal and developing Team capacity

**OpenAgile**

_____ I believe that OpenAgile will help my Team improve

_____ I work with only one OpenAgile Team

_____ I know OpenAgile well and can explain it both quickly and in detail to others

_____ I create and maintain the list of Value Drivers

_____ I empower Team Members to accomplish Tasks in the Cycle Plan

_____ I facilitate the use of a Skills Matrix to develop Team capacity

_____ I measure progress towards the accomplishment of the Goal

_____ I am allowed to communicate directly with any stakeholder of the Team

_____ I have the bandwidth and capacity to respond within minutes to my Team's questions

_____ I always let my Team freely decide how many Value Drivers to work on in a Cycle

_____ I never tell any individual Team Member which Task to work on

_____ No member of my Team reports to me