

Organizational Overview Questionnaire

Purpose: To gather high-level information about your environment. This information will help guide our detailed assessment and consulting work.

Instructions: Please answer these questions to the best of your ability. Not all of these questions apply to every organization. For the purposes of this assessment tool, your organization refers to the group of people whose work may be affected by the use of Agile and Lean methods.

Date:

Your Name:

Your Role:

Information About Your Organization:

Company Name:

Organization Name:

employed staff in your organization:

contract staff in your organization:

volunteer staff in your organization:

people using agile methods:

Name of highest ranking executive in your organization:

Name of highest ranking executive who is supportive of agile methods:

If there are any executives who are not supportive of agile please list them now:

Which structure best describes your organization (check all that apply):

- ☐ matrixed
- ☐ functional silos
- ☐ project based
- ☐ line-of-business
- ☐ other:

Staff turnover (percent/year): %

How long does it take to hire a new employee:

Minimum:
Typical:
Worst-Case:

How long does it take to bring on a new contractor from an approved vendor?

Minimum:
Typical:
Worst-Case:

How long does it take to bring on a new contractor from a new vendor?

Minimum:
Typical:
Worst-Case:

What parts of your processes or skill sets are outsourced:

What parts of your processes or skill sets are off-shore:

Is there distrust between any two parts of your organization? If so, please describe:

Describe the process used to approve projects:

How long does it take:

How many different roles are involved in the approval process:

Information About How You Are Doing Agile

Why are you doing agile?

Who started your organization on the path to doing agile, and when:

How widespread is the adoption of agile in your organization:

What are some of the current obstacles to using agile effectively in your organization:

Financial Obstacles:

Procedure/Policy/Process Obstacles:

Structural/Management Obstacles:

Cultural Obstacles:

What agile method or methods are you using:

- ☐ Agile Unified Process
- ☐ Crystal
- ☐ Dynamic Systems Development Method
- ☐ Extreme Programming
- ☐ Feature Driven Development
- ☐ Lean
- ☐ OpenAgile
- ☐ PSP/TSP
- ☐ Rational Unified Process
- ☐ Scrum
- ☐ Other: _____

Information about your product/project(s)/service and teams

Describe the business goal of your product/project/service:

Describe the high level features, functions or activities of your product/project/service:

What is the audience of your product/project/service:

How many people are involved “hands-on” in delivering this product/project/service:

How many people overall (including stakeholders) are involved in delivering this product/project/service:

What do you do to ensure your junior team members understand the business purpose of the work:

What do you do to ensure your junior team members understand the technical aspects of the work:

How many levels of management does one need to go up from the most junior person in your organization to the person who has responsibility for all the groups involved:

List the roles or titles of people typically considered members of a team:

List the roles or titles of people typically supporting a team, but not members of a team: