Table 8.8 – Checklist for Way-of-Working

State	Checklist
Principles Established	Principles and constraints are committed to by the team.
	Principles and constraints are agreed to by the stakeholders.
	The tool needs of the work and its stakeholders are agreed.
	A recommendation for the approach to be taken is available.
	The context within which the team will operate is understood.
	The constraints that apply to the selection, acquisition, and use of practices and tools are known.
Foundation Established	The key practices and tools that form the foundation of the way-of-working are selected.
	Enough practices for work to start are agreed to by the team.
	All non-negotiable practices and tools have been identified.
	The gaps that exist between the practices and tools that are needed and the practices and tools that are available have been analyzed and understood.
	The capability gaps that exist between what is needed to execute the desired way of working and the capability levels of the team have been analyzed and understood.
	The selected practices and tools have been integrated to form a usable way-of-working.
In Use	The practices and tools are being used to do real work.
	The use of the practices and tools selected are regularly inspected.
	The practices and tools are being adapted to the team's context.
	The use of the practices and tools is supported by the team.
	Procedures are in place to handle feedback on the team's way of working.
	The practices and tools support team communication and collaboration.
In Place	The practices and tools are being used by the whole team to perform their work.
	All team members have access to the practices and tools required to do their work.
	The whole team is involved in the inspection and adaptation of the way-of-working.
Working well	Team members are making progress as planned by using and adapting the way-of-working to suit their current context.
	The team naturally applies the practices without thinking about them.
	The tools naturally support the way that the team works.
	The team continually tunes their use of the practices and tools.