

Agile

Workbook

Digital Essentials program



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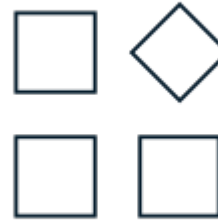
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Four foundational principles of Agile



Focus on end users

Connect early with users (internal or external) to gain insights and develop solutions that really fit their needs or solve their problems. You can use design thinking, such as creating user personas and analyzing user journeys.



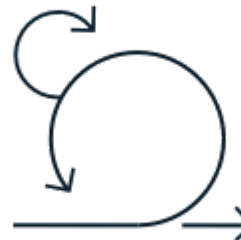
Drive continuous value

Focus on the end goal, starting small and working incrementally to create the most valuable elements first. Your team should have concrete ways to measure success.



Be team-oriented

Work in small teams with experts across relevant functions. The team is responsible for the solution and empowered to make decisions—leaders have removed cumbersome approval processes and other roadblocks.



Experiment and learn quickly

Work in short test-and-learn cycles to create the right product, service, or process—remaining flexible without consuming lots of resources.

Agile sprints

Use sprints of 1 to 3 weeks to keep projects manageable, flexible, and on time.



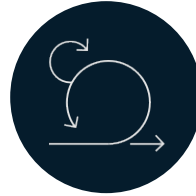
1. Scope

Align on the goal for this sprint and criteria for success. What did you learn from previous sprints that affects your design of the solution? How will you measure progress?



2. Sprint backlog

Create a backlog—a prioritized list of all tasks that need to be completed during the sprint.



3. Backlog refinement

Decide which tasks fit within this sprint. Prioritize them based on their impact in achieving the sprint goal and how easy they are to complete.



4. Allocation

Allocate work based on team capacity.



5. Retrospective

At the end of each sprint, review progress, collect feedback, and apply what you learn to the next sprint.

Try it now

Plan a sprint for a goal or upcoming project in your personal life.

Use this form, or use a whiteboard, or find a spot on a wall and use Post-it notes.

Scope

Set the goal for the first sprint and define what success looks like.

Set the duration of your sprint.

Plan your opportunities to learn –what feedback would you like from end users and other stakeholders?

Backlog and allocation

Write each task on a Post-Its or in a list.

Allocate each task to yourself or one of the people helping you on the project.

Completed tasks

As tasks are completed, move them from the backlog to this column.