SAMPLES

PROJECT KICKOFF

A sample communication intended to support a meeting with The Project Owner and Stakeholders at the start of the Project. Introduces the Agile Team. Introduces the Project Approach. Introduces the Project Time Line. Outlines the Project Deliverables. Introduces the Important Dates and Scheduled Meetings.

PLANNING POKER

A sample document intended to assist the Agile Team in prioritizing User Stories based on Complexity, Repetition and Risk.

PROJECT STATUS MEETING/STAKEHOLDER MEETING

A sample communication intended to support a meeting with the Project Owner and Stakeholders. Indicates the current stage/current sprint of the project. Reports a summary of project progress. Prompts the Project Owner for sign-off on completed user stories Lists the Important Dates and Scheduled Meetings.

PROJECT ROLLOUT

A sample communication intended to support a meeting and or presentation with the Project Owner and Stakeholders at the end of the project. Supports the presentation of the final product. Report the summarized progress of the Project