

# Iteration Review Facilitator Checklist

## Preparation Checklist

- ☐ Update the status of the Iteration goals
- ☐ Product Increment is tested and ready to demo
- ☐ Agree on the presenter and order of the stories to be demonstrated
- ☐ Prepare any findings and results required to demonstrate spikes and refactors
- ☐ Make sure the time and location of the Iteration review is known
- ☐ Invite other stakeholders who will want to see the team's progress, which may include members of other teams
- ☐ Teleconference and/or videoconference line is reserved and communicated in invitation for remote attendees

## Actions to take from Iteration Review

- ☐ Update the Team Backlog based on the feedback of the Stories demoed
- ☐ Reflect on the unfinished stories
- ☐ This often reveals impediments or risks, false assumptions, changing priorities, estimating inaccuracies or over-commitment
- ☐ Take these findings into the Iteration retrospective and consider how the next Iterations can be better planned and executed
- ☐ Identify work for integration in the cross-team System Demo
- ☐ Move the work not completed to the backlog for prioritization and consideration in future Iterations

## Tips and Techniques

- Limit demo preparation to one to two hours
- Ensure different team members have the opportunity to demo
- Minimize the use of slides and demonstrate working product increments run from appropriate environments
- Incomplete work should not be demonstrated without proper caveats
- Progress towards the team's PI Objectives is discussed
- The Product Owner should not be seeing the stories demoed for the first time during the Iteration Review
- Make sure the right participants are present
- Avoid the team becoming passive actors and the Product Owner doing all the talking
- The team discusses issues/risks uncovered during the Iteration and captures feedback
- Ensure the team celebrates its accomplishments and stakeholders acknowledge them