AGILE TEAM TOOL

Recording iteration commitments and results for a squad
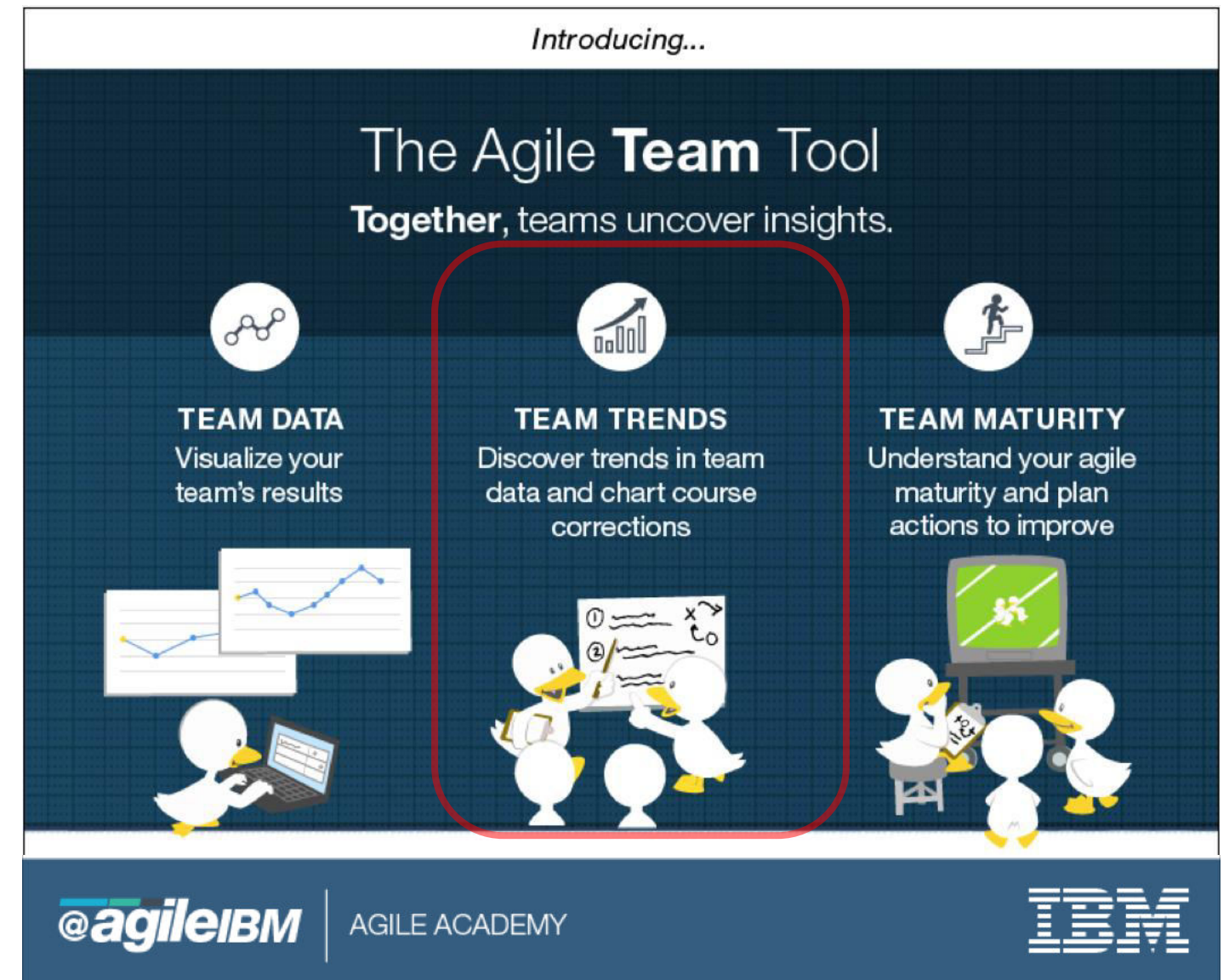
June 2016

PURPOSE AND SUMMARY

The purpose of this guide is to provide step by step instructions to **create and update squad (team) iteration results** within the Agile Team Tool. The following pages are organized into 4 easy steps so your team can get started today.

Step 1: Enter squad iteration information

Step 2: Enter iteration commitments

Step 3: Enter iteration results

Step 4: Record client satisfaction and team satisfaction results

STEP 1: ENTER SQUAD ITERATION INFORMATION

Using Firefox on your workstation, log into http://ibm.biz/AgileTeamTool with your w3id and password. If prompted, accept the security exception and certificate.

ACTIONS:

1 Select the "Iteration Management" Tab.

2 Select your squad (team) from the drop down list.

Hint: Start typing your squad name to show a short list that matches your entry.

3 Select "Create new…" to add new iteration information **or** select an existing iteration to update those results.

4 Enter an iteration identifier (e.g. iteration 8 or I8) for the new iteration **or** select the identifier for an existing iteration.

5 Enter or update the start and end date for this iteration.

Note: The default iteration end date is 2 weeks from the start date.

Agile Team Tool

| Home | Team Manag | **1** | **Iteration Management** | Maturity Assessment | Help |

Iteration Information

| Select an existing squad team:* | **2** | Agile Team AML | ⌄ |

| Iteration number/identifi | **3** | Create new... | ⌄ |

| | **4** | I8 | |

| Iteration start date:* | **5** | 04May2016 | |

| Iteration end date:* | | 17May2016 | |

Illustrative

Iteration commitments

@agileIBM | AGILE ACADEMY

STEP 2: ENTER ITERATION COMMITMENTS

6 Enter or update the **committed** stories / tickets / cards OR story points for your squad.

Guidance:
- *If your squad tracks stories, tickets or cards, enter or update* *committed stories* **OR**
- *If your squad estimates story points, enter or update your* *committed story points*.
- *If your squad does end to end activities (for example project and operations work), then enter* *committed story points* *for all work.*

7 The "team members this iteration" and "FTE this information" fields are automatically populated from the information in the team management section.

Hint: You can change the values here if needed - (for example, a temporary team member was added for this iteration or team members were on vacation). If you change values here, you might want to consider updating the team membership fields in the team management tab.

Iteration commitments

Committed stories: 10

Committed story points: 60

Team members this iteration: ℹ️ 5

FTE this iteration: ℹ️ 5

Illustrative

Iteration results

Throughput - Stories/tickets/cards delivered: 0

Velocity - Story points delivered: 0

Deployments this iteration: 0
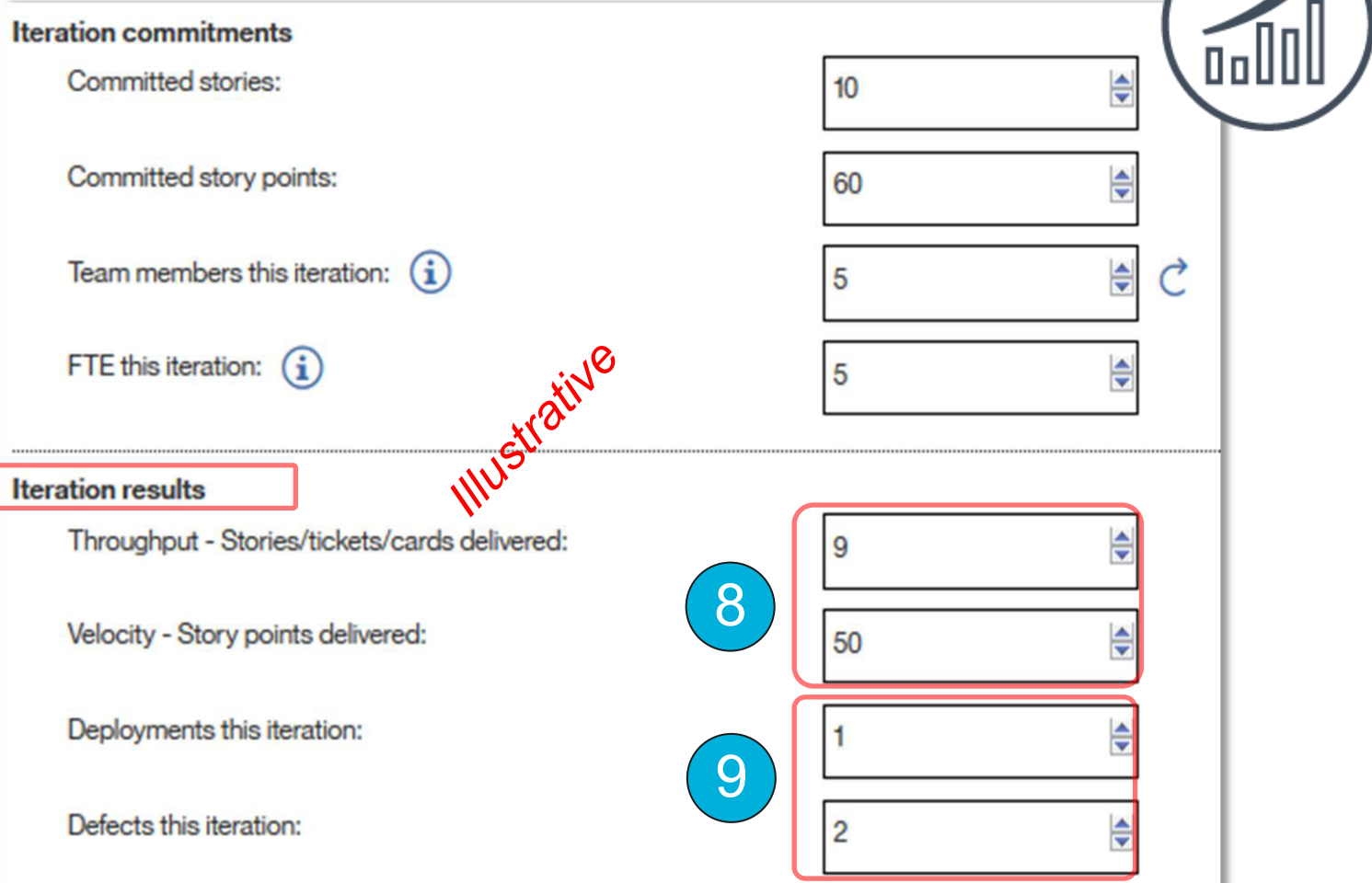
Defects this iteration: 0

@agileIBM | AGILE ACADEMY

STEP 3: ENTER ITERATION RESULTS

8 Enter or update throughput - **delivered stories** / tickets / cards **OR** velocity - **delivered story points**.

Guidance:

- *If your squad tracks stories, tickets or cards, enter or update THROUGHPUT (delivered stories)* **OR**

- *If your squad estimates story points, enter or update VELOCITY (delivered story points).*

- *If your squad does end to end activities (for example project and operations work), then enter VELOCITY (delivered story points) for all work.*

9 Enter the number of deployments to production in this iteration and the number of defects or "bugs" identified during this iteration.

Iteration commitments

Committed stories:	10
Committed story points:	60
Team members this iteration: (i)	5
FTE this iteration: (i)	5

Illustrative

Iteration results

Throughput - Stories/tickets/cards delivered:	9
Velocity - Story points delivered:	50
Deployments this iteration:	1
Defects this iteration:	2

@**agile**IBM | AGILE ACADEMY

STEP 4: RECORD CLIENT AND TEAM SATISFACTION RESULTS

10 Indicate whether there was a team change for this iteration (Yes or No).

11 Enter your client and team satisfaction scores for this iteration; 1.0 to 4.0 with 4.0 being the most satisfied.
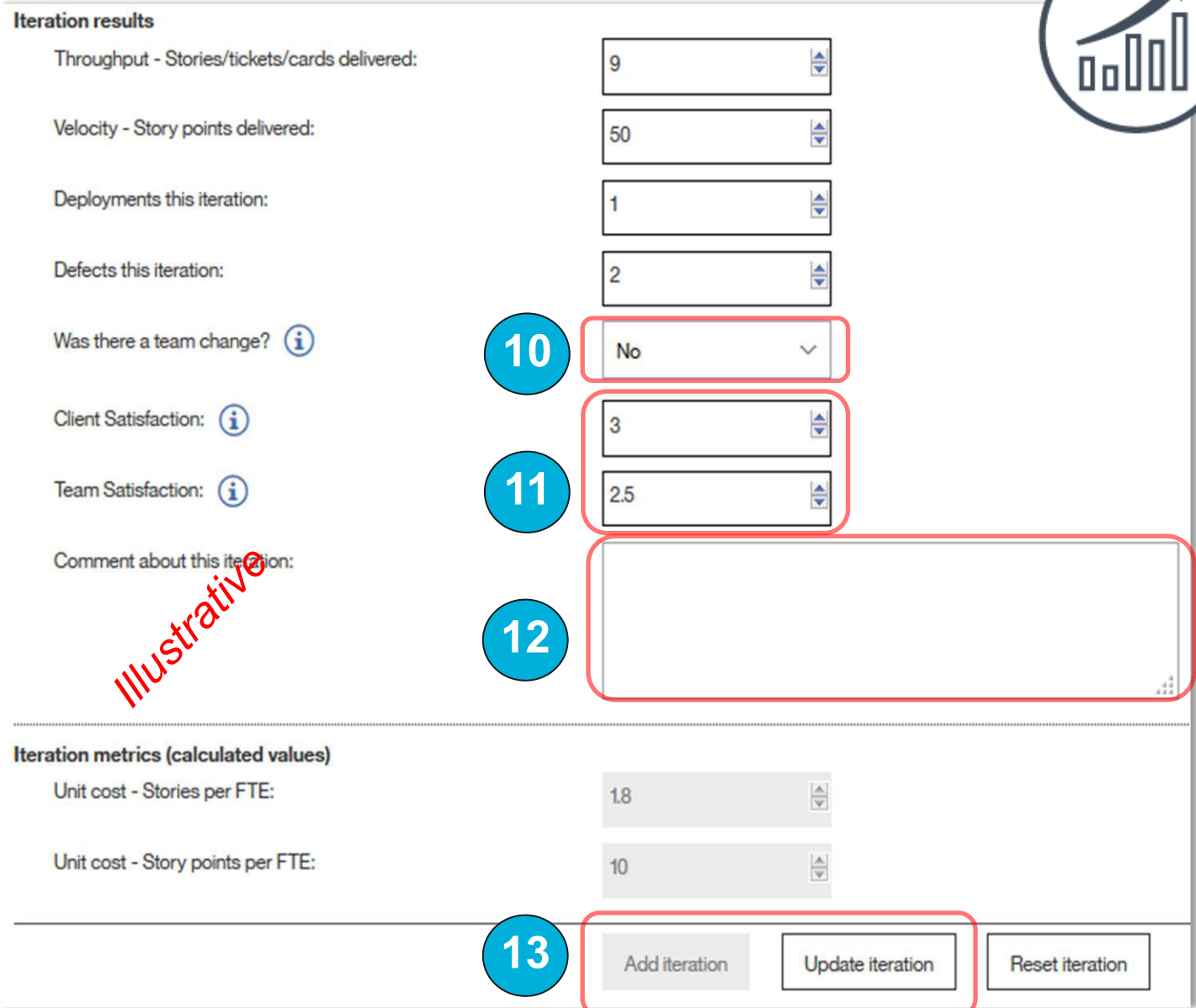
Client Satisfaction
- 4 – Very Satisfied
- 3 – Satisfied
- 2 – Dissatisfied
- 1 – Very Dissatisfied
- 0 -- no entry

Team Satisfaction
- 4 – Very Happy
- 3 – Happy
- 2 – Unhappy
- 1 – Very Unhappy
- 0 -- no entry

11 Enter any comments you may want to make.

13 Click the 'Add Iteration' button if this is new iteration information; Update iteration for an existing iteration.

Iteration results

Throughput - Stories/tickets/cards delivered:	9
Velocity - Story points delivered:	50
Deployments this iteration:	1
Defects this iteration:	2
Was there a team change? ⓘ	**10** No
Client Satisfaction: ⓘ	**11** 3
Team Satisfaction: ⓘ	2.5
Comment about this iteration:	**12**

Illustrative

Iteration metrics (calculated values)

Unit cost - Stories per FTE:	1.8
Unit cost - Story points per FTE:	10

13 Add iteration | Update iteration | Reset iteration

FIND ADDITIONAL GUIDANCE OR TELL US ABOUT YOUR EXPERIENCE

Want to learn more?

Look for these Agile Team Tool documents and Links:

- Agile Team Tool landing page

    - Overview Guide
    - Team Data Guide
    - Iteration Results Guide
    - Maturity Assessments Guide

- Agile Team Tool Forum

    - Ask a Question about the tool
    - Ask a Question about the Maturity Assessments
    - Learn about recent changes to the tool
    - Suggest improvements to the tool

- User's Guide

- Frequently Asked Questions

The Agile **Team** Tool

Together, teams uncover insights.

TEAM DATA
Visualize your team's results

TEAM TRENDS
Discover trends in team data and chart course corrections

TEAM MATURITY
Understand your agile maturity and plan actions to improve

@agileIBM | AGILE ACADEMY   IBM

@agileIBM | AGILE ACADEMY