Launch the Agile Team Tool from the following URL:
https://apim.pok.ibm.com:9446/cio/dashboard/
- Accept Security Exception & Certificate if presented
- Enter your IBM w3**id** and password

1. Home
   - This section is 'Read Only'
   - 'My Teams' displays only those teams you have edit access for.
   - The left column shows the teams that have been entered, with indents indicating 'parent' and 'child' relationships. Squad teams, which cannot have child teams, are indicated by a red asterisk,*
   - The right side of the page shows information about the team that has been selected.
2. Team Management
   - Users with edit access can create and modify team information on this page.
3. Iteration Management
   - Users with edit access can create and modify iteration information on this page.
   - Information entered here is used to generate the 'Iteration trends information on the Home page.
4. Maturity Assessment
   - Users with edit access can create maturity assessments and update action plans on this page.
5. Help
   - Help documentation and links to our Connections Communities (Agile Team Tool, Agile Academy, etc..) can be found under this tab.

1. Click on the 'Team Management' tab.
2. Select 'Create New' from the pick list or select an existing team if updating.
3. Enter / Update the name and short team description (optional, but desirable) for this team.
4. Indicate whether this is a Squad team by selecting Yes or No from the pick list.
5. Click the 'Add Team' or 'Update team 'button.
6. Collapsed sections appear at the bottom if this is a new team.

7. Click on Team membership.
8. Your name is automatically added to the team member list with 0% allocation as an Iteration Manager (Squad Team) or a Team Leader (Non-Squad Team).
Warning: Do NOT remove your name until you have added at least one additional team member to the list.

9. Enter the names of your team members.
10. Select a role from the pick list and enter the amount of time this person is allocated to this team.
    - If you do not see the role you are looking for select 'Other'. Enter the custom role in the field provided.
    - If no value is entered for allocation it will default to 0%.
11. If updating an existing team member, select the person's name and click on the Actions pick list at the top right of the team member list.
12. Click on Remove to remove the team member or select Update to make a change to the team member role or allocation %.
13. Click the 'Add / Update team member' button.
14. Click on Parent team association.
15. Select a parent team from the pick list. If you do not see your parent team listed select 'no parent team'. This association can be performed once the parent team has been added.
16. Click the 'Associate team to a parent team' button.
17. Click on Child team association.
18. Select a 'Child' from the pick list.
    - This option is not available if you are creating or updating a Squad team. Squads are the lowest hierarchical level in the Agile Team Tool and cannot have children under them.
19. Click the 'Associate team as a child' button.
20. The Iteration Information section displays the last 5 iterations entered for the team; squad teams only.
21. The Assessment information section displays the last 5 assessment dates for the team; squad teams only.

1. Click on the 'Iteration Management' tab.
2. Select an existing squad team from the pick list. If you know the team name you can start typing it in and teams matching your entry will be displayed.
3. Select "Create New" from the pick list if you are creating new iteration information and go to step 4. If you are updating previously entered information select the proper iteration from the pick list and go to step 5.
4. Enter the Iteration number associated with the iteration results you are about to enter.

5. Enter the Start / End Date for this iteration.
6. Enter the number of committed stories and story points.
7. The team member count is pre-populated from the Team Information page but you can change this value if appropriate for this iteration. *If you change this value you should consider updating the team membership list.*
8. Enter the number of stories and/or story points actually delivered.
9. Enter the number of code deployments to production in this iteration and the number of defects or 'bugs' discovered in production in this iteration.
10. Indicate if there was a team change for this iteration.
11. Enter your team and client satisfaction scores for this iteration; 1.0 to 4.0 with 4.0 being the most satisfied.
    - Team Satisfaction
        4 – Very Happy
        3 – Happy
        2 – Unhappy
        1 – Very Unhappy
    - Client Satisfaction
        4 – Very Satisfied
        3 – Satisfied
        2 – Dissatisfied
        1 – Very Dissatisfied
12. Enter any comments you may want to make.
13. Click the 'Add Iteration' button if this is new iteration information or click the 'Update Iteration' button as appropriate.

- A Squad Team is the lowest level team in the Agile Team Tool hierarchical structure, i.e L1
- Team members can be on multiple teams but a team can only be associated to a single parent.
- A person can be on the team member list more than once, i.e two different roles at different allocation %.
- Team member count is derived using the unique internet ids listed in the member list.
- A parent team can have multiple teams underneath it as part of the reporting structure.

1. Click on the 'Maturity Assessment' tab.
2. Select an existing team from the pick list. If you know the team name you can start typing it in and teams matching your entry will be displayed.
   - If you select a team for which you do not have edit access, you will see an informational message to the right of the team name indicating you must be a team member to have edit access.
   - You can view an existing assessment for this team but you cannot create one and you will not be able to make updates to the action plan.
3. Select whether to create a new assessment or select the date of an existing assessment.
   - If creating an assessment go to step 7.
   - If viewing an assessment go to step 4.
4. Once an assessment date is selected you will have the ability to view the actual assessment or a summary level view.
5. The 'Team Maturity Assessment' selection will display the detail of the agile principles and practices as well as the assessed Current and Target values the team agreed upon.
6. The 'Team Assessment Summary' selection will display a one line summary for each agile practice with the Current and Target assessed values. The assessment levels are graphed on the right side for trending purposes.
   - Click on each practice to see the trends for that particular practice
   - At the bottom you will see the action plan for the team to improve agile practices.
7. Select whether this is primarily a Project team or Operations team from the pick list. Use the information icon for more information.
8. Indicate whether this team delivers software. (Additional practices pertaining to DevOps will be presented if you select 'YES')
9. Scroll down the list of agile principles/practices and indicate the maturity level of your team by clicking the appropriate radio button in the 'Current' column.
10. Once you have selected your team's current maturity level, select the appropriate radio button under the 'Target' column to indicate where you want to be by the time you take the next assessment.
11. For each practice you have the option to enter an action plan item on how the team can get better.

12. Complete all sections and click the 'Submit' button when finished. You can click on the 'Save as draft' button at any time and return later to complete your assessment.
   - Once submitted, you will see all of your action plan items at the bottom of the Team Assessment Summary page with the ability to add additional items.
   - Here you can track your progress and close them as they are completed.

Agile Team Tool
Production Quick Reference

Last Updated June 7, 2016