



AGILE ACADEMY

AGILE TEAM TOOL

Creating and maintaining team data

June 2016



PURPOSE AND SUMMARY

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

Step 1: Create a new squad team

Step 2: Add members to the squad team


Step 3: Update team information

Step 4: Add a parent team such as a tribe


Introducing...


The Agile **Team** Tool

Together, teams uncover insights.





TEAM DATA
Visualize your team's results



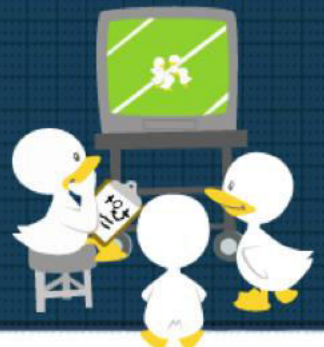


TEAM TRENDS
Discover trends in team data and chart course corrections





TEAM MATURITY
Understand your agile maturity and plan actions to improve



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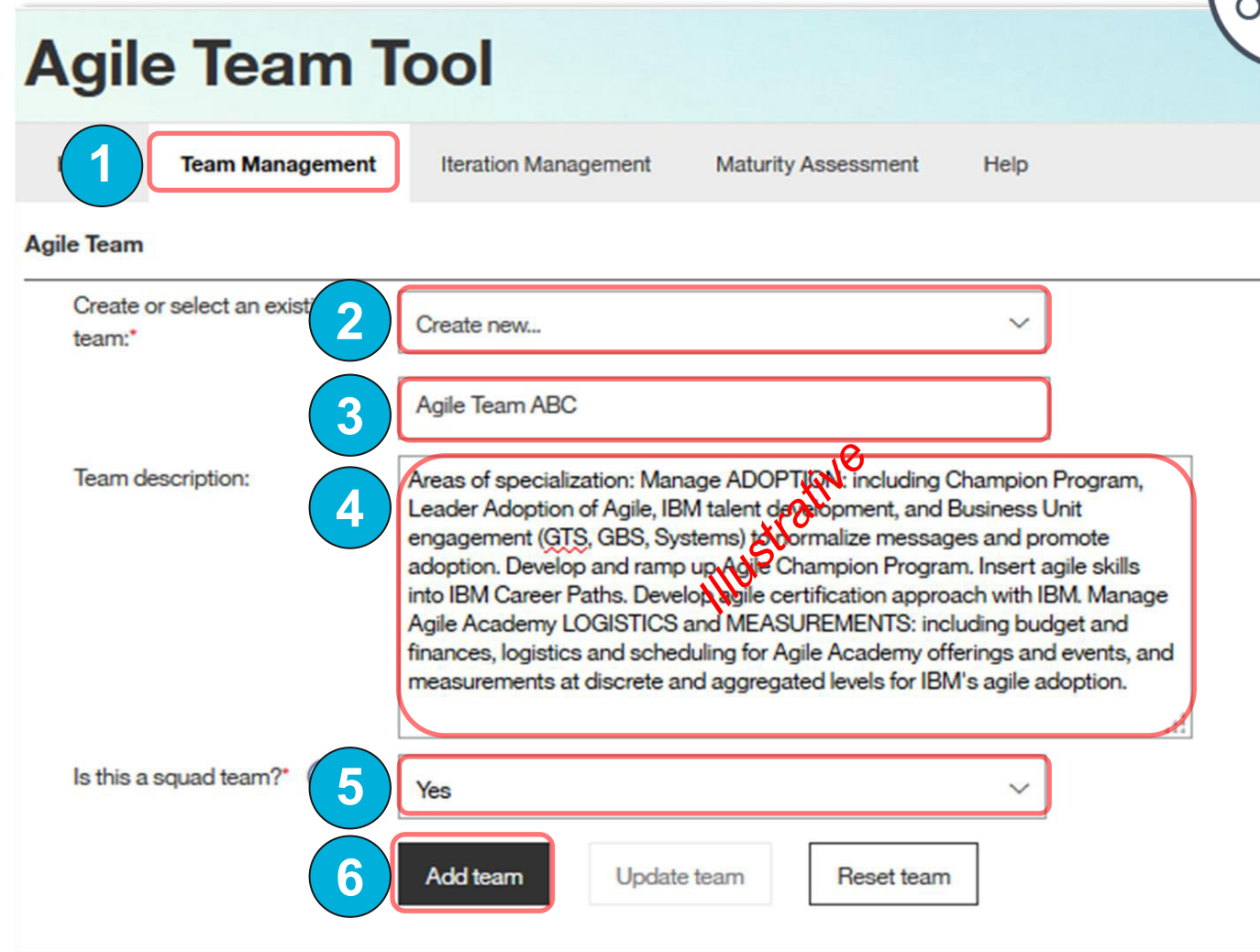
IBM

STEP 1: CREATE A NEW SQUAD TEAM

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

ACTIONS:

- 1 Select the “Team Management” tab.
- 2 Select “Create new...” to create your new team.
- 3 Enter your team’s name.
- 4 Describe your team and what it does.
- 5 Select “Yes” to create a squad team. We will later show you how to create a parent for your team (several squad teams may belong to a “tribe”).
- 6 Select “Add team” to create a squad team.

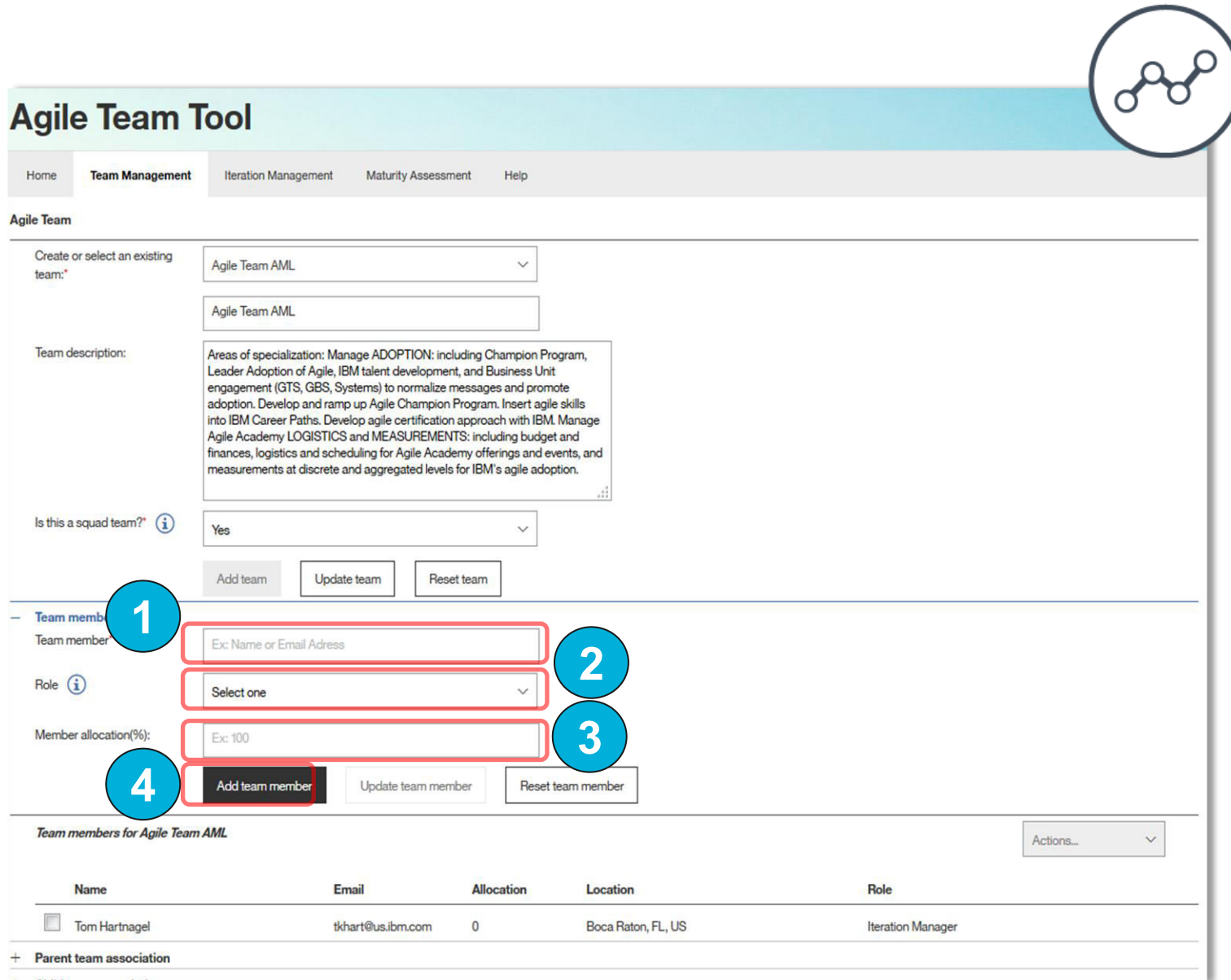


The screenshot shows the 'Agile Team Tool' interface. At the top, there's a header with the title 'Agile Team Tool' and a navigation bar with tabs: 'Team Management' (highlighted with a red box and a blue circle with '1'), 'Iteration Management', 'Maturity Assessment', and 'Help'. Below the navigation bar, the 'Agile Team' section is visible. It contains a form with the following elements: a dropdown menu labeled 'Create or select an exist team:' with 'Create new...' selected (highlighted with a red box and a blue circle with '2'); a text input field containing 'Agile Team ABC' (highlighted with a red box and a blue circle with '3'); a text area for 'Team description:' containing a detailed description of agile adoption (highlighted with a red box and a blue circle with '4'); a dropdown menu labeled 'Is this a squad team?' with 'Yes' selected (highlighted with a red box and a blue circle with '5'); and three buttons at the bottom: 'Add team' (highlighted with a red box and a blue circle with '6'), 'Update team', and 'Reset team'. A red diagonal watermark 'Illustrative' is overlaid on the description text area. In the top right corner, there is a circular icon containing a network diagram.

STEP 2: ADD MEMBERS TO YOUR SQUAD TEAM

ACTIONS:

- 1 Click on the team membership twistie. You will notice that you have been added to the team list. Start adding additional team members by typing their name or email address in the team member field.
- 2 Select their role from the dropdown list.
- 3 Enter the member's allocation as a percent. Ideally team members should be fully committed to the team.
Note: The Iteration Manager can enter the allocations or each member can update his/her allocation once they are added to the team.
- 4 Click "Add team member" to add them to the team. Repeat for each team member to be added.



The screenshot shows the 'Agile Team Tool' interface. At the top, there's a navigation bar with 'Home', 'Team Management' (selected), 'Iteration Management', 'Maturity Assessment', and 'Help'. Below this, the 'Agile Team' section is visible. It includes a form to 'Create or select an existing team' with a dropdown menu showing 'Agile Team AML'. There's a text field for 'Team description' and a dropdown for 'Is this a squad team?' set to 'Yes'. Buttons for 'Add team', 'Update team', and 'Reset team' are present. The 'Team members' section is expanded, showing a table with columns: Name, Email, Allocation, Location, and Role. A table row shows 'Tom Hartnagel' with email 'tkhart@us.ibm.com', allocation '0', location 'Boca Raton, FL, US', and role 'Iteration Manager'. Below the table, there's a '+ Parent team association' section. Numbered callouts 1 through 4 highlight the 'Team member' field, the 'Role' dropdown, the 'Member allocation(%)' field, and the 'Add team member' button respectively.

Agile Team Tool

Home Team Management Iteration Management Maturity Assessment Help

Agile Team

Create or select an existing team: Agile Team AML

Team description: Areas of specialization: Manage ADOPTION: including Champion Program, Leader Adoption of Agile, IBM talent development, and Business Unit engagement (GTS, GBS, Systems) to normalize messages and promote adoption. Develop and ramp up Agile Champion Program. Insert agile skills into IBM Career Paths. Develop agile certification approach with IBM. Manage Agile Academy LOGISTICS and MEASUREMENTS: including budget and finances, logistics and scheduling for Agile Academy offerings and events, and measurements at discrete and aggregated levels for IBM's agile adoption.

Is this a squad team? Yes

Add team Update team Reset team

Team members

Team member: Ex: Name or Email Address

Role: Select one

Member allocation(%): Ex: 100

Add team member Update team member Reset team member

Team members for Agile Team AML

Name	Email	Allocation	Location	Role
Tom Hartnagel	tkhart@us.ibm.com	0	Boca Raton, FL, US	Iteration Manager

+ Parent team association

STEP 3: UPDATE TEAM MEMBER INFORMATION

ACTIONS:

- 1 Select the team member that you would like to update.
- 2 Select “Update” from the drop down list. You can update member information or remove members.

Note: Do NOT remove your name until you have added at least one additional person to the team member list.

- 3 Make the updates. In this example the Iteration Manager’s allocation was changed from 0% (default value when a member is added and no allocation is assigned) to 100%.
- 4 Click “Update team member” and the updates will be made to the member list section.

The screenshot displays the 'Agile Team Tool' interface. At the top, there's a navigation bar with 'Home', 'Team Management', 'Iteration Management', 'Maturity Assessment', and 'Help'. The 'Team Management' tab is active. Below the navigation bar, the 'Agile Team' section is visible. It includes a dropdown for 'Create or select an existing team:' with 'Agile Team AML' selected. Below this is a text area for 'Team description:' containing detailed information about Agile adoption. A checkbox 'Is this a squad team?*' is set to 'Yes'. There are buttons for 'Add team', 'Update team', and 'Reset team'. Below these, the 'Team membership' section is expanded, showing a list of team members. One member, 'Tom Hartnagel/Boca Raton/IBM', is selected. His role is 'Iteration Manager' and his allocation is '100'. There are buttons for 'Add team member', 'Update team member', and 'Reset team member'. Below the membership list, there's a table titled 'Team members for Agile Team AML'. The table has columns for Name, Email, Allocation, Location, and Role. The members listed are Edwin Linville, Gale Downs, Karl Joslin, Roy Yoder, and Tom Hartnagel. Tom Hartnagel's allocation is 0. To the right of the table, there's a dropdown menu 'Actions...(1)' with options 'Actions...', 'Update', and 'Remove'. The 'Update' option is highlighted. Numbered callouts 1 through 4 are placed on the interface to guide the user through the steps: 1 points to the team member list, 2 points to the 'Update' action, 3 points to the 'Update team member' button, and 4 points to the 'Update team member' button.

Name	Email	Allocation	Location	Role
<input type="checkbox"/> Edwin Linville	jelinvil@us.ibm.com	100	Herndon, VA, US	Architect
<input type="checkbox"/> Gale Downs	galed@us.ibm.com	100	Sandy Springs, GA, US	Consultant
<input type="checkbox"/> Karl Joslin	kjoslin@us.ibm.com	100	Tampa, FL, US	Analyst
<input type="checkbox"/> Roy Yoder	royyoder@us.ibm.com	100	Wayne, PA, US	Analyst
<input checked="" type="checkbox"/> Tom Hartnagel	tkhart@us.ibm.com	0	Boca Raton, FL, US	Iteration Manager



STEP 4: ADD A PARENT TEAM SUCH AS A TRIBE

ACTIONS:

- 1 Select your team from the “Create or select an existing team” drop down.
- 2 From the Parent team association ‘twistie’, select the parent team to associate your squad team to from the “Select a parent team” drop down.

Note: This step assumes that a parent team has been created. To create a parent team, follow the instructions for creating a team in Step 1 of this document. However, do not designate the parent as a squad team.

- 3 Click “Associate to a parent team” tab and your squad team will now be associated to the parent selected in 2.

Agile Team Tool

Home Team Management Iteration Management Maturity Assessment Help

Agile Team

Create or select an existing team: 1 Agile Team AML

Agile Team AML

Team description: Areas of specialization: Manage ADOPTION: including Champion Program, Leader Adoption of Agile, IBM talent development, and Business Unit engagement (GTS, GBS, Systems) to normalize messages and promote adoption.

Is this a squad team? 1 Yes

Add team Update team Reset team

+ Team membership

- Parent team association

Select a parent team: 2 Agile Academy Build and Adoption Tribe

3 Associate team to a parent team

+ Child team association

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](#)

