# Agile Kick-Off Checklist

This checklist provides a list of items for consideration during the inception/discovery phase of a project. It is intended as a guide to help you consider your readiness to begin your first sprint.

This should not be seen as an exhaustive list – what is needed will vary for each project. Neither should it be seen as a list of mandatory items that must be completed before starting – projects will always start with a level of uncertainty, and the initial focus should be on determining the minimum set of what is required for work to start.

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| Agile / Scrum Knowledge | ✓ | Comments/Details |
| * Overview provided for team |  | *The need for this will depend on the experience of the team.*  *Could also run a short 1 week sprint for the team to familiarise them with the Agile rituals (but ensure purpose is clear).* |
| * Any training identified |  | *e.g. team participation in Agile training and/or tools like Trello. Ideally, all team members should have gone through training. The “Agile Crash Course: Agile Project Management; Agile Delivery” is recommended.* |
| * Any coaching /support requirements identified |  | *This could also include joining other project’s scrum activities, or having more experienced representatives from other teams join yours* |

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| Team Work Practices | ✓ | Comments/Details |
| * Team Roles defined (Scrum Master, Product Owner, etc.) |  | *Confirm who is fulfilling each role, and identify anyone assisting them or acting as a proxy.*  *For experienced teams, the scrum master role could be rotated.* |
| * Confirm Sprint duration and timing |  | *Sprints are usually 2 weeks.*  *Consider starting sprints during the week rather than running them Mon – Fri, but work out what is best for you and your team. Each work environment is different.* |
| * Daily stand-up time and location |  | *Find a suitable time and location that works for everyone.* |
| * Team location |  | *Ensure suitable accommodation for team (co-locate if possible), ideally with wall space for the scrum board, post-its, etc.*  *Determine how will you manage team communications and interactions if everyone is not co-located.* |
| * Team values and expectations |  | *The team should determine what they expect from each other – e.g. working hours, participation in stand-ups, open and effective communication, shared responsibility, identifying failure.* |
| * Definition of Ready and Definition of Done |  | *Project specific definitions of when a story is ready to go into a sprint, and when it is done. Make sure everyone agrees on how this will be managed. It could be as simple as everyone agreeing a user story is ready to go into a sprint and everyone agreeing a user story is complete after team discussion or testing results.* |

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| Product/Project Vision | ✓ | Comments/Details |
| * Overall vision & goals clearly defined |  | *Could be captured in a number of ways for example: - Elevator pitch, In/Out of scope list etc* |
| * Minimum Viable Product identified |  | *Identify the minimum that can be included in a first release, that will deliver some customer value and provide feedback* |
| * Priorities/Trade-offs defined |  | *Confirm what is most important for this project - scope, quality, cost or schedule* |
| * Key risks, constraints and dependencies identified |  | *What could make the project fail? Identify early on, mitigate or eliminate where possible.* |
| * Key stakeholders mapped |  | *Determine who the key players are, and what their level of interest/involvement is* |

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| Solution, Tools & Technology | ✓ | Comments/Details |
| * High-level solution architecture defined |  | *Ensure any key decisions around the solution architecture and technologies to be used are made and agreed on* |
| * Path to production |  | *Do processes and data need to be migrated from old systems to the new one?*  *Are migrations through different environments required?* |
| * Infrastructure/environments |  | *Are all the necessary environments identified and available for development, testing, training etc?* |
| * Development tools |  | *All development tools are available and configured* |
| * Scrum tools |  | *Are you using a physical Kanban board, digital Kanban board (e.g. Trello) or a combination?*  *Have these been setup/configured and does the team know how to use them?* |
| * Test tools |  | *Any test tools are available and configured (e.g. Jira Capture, unit test frameworks)* |
| * Team communication tools |  | *Any team collaboration tools are setup (Phone/Video Conferencing, Skype, Slack,Trello, Teams, etc.)* |
| * Individual Equipment |  | *All team members have necessary equipment (phones, computers, network access etc)* |

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| Initial Backlog | ✓ | Comments/Details |
| * Key Features/functions identified |  | *Identify key features and functions of the product* |
| * Initial backlog of stories ready for development |  | *Use above to create an initial list of stories for development.*  *Prioritise and estimate story points for each user story* |
| * Agile plan/schedule |  | *Develop an initial rough plan/schedule for the work that can be refined as it progresses* |

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| Socialisation | ✓ | Comments/Details |
| * Initial communications |  | *Send out any initial project communications to begin engaging stakeholders* |
| * Kick-off meeting to engage stakeholders |  | *Hold a kick-off meeting with the wider stakeholder group (Business and Management, Operations and Support groups etc) to socialise vision and high-level plans* |