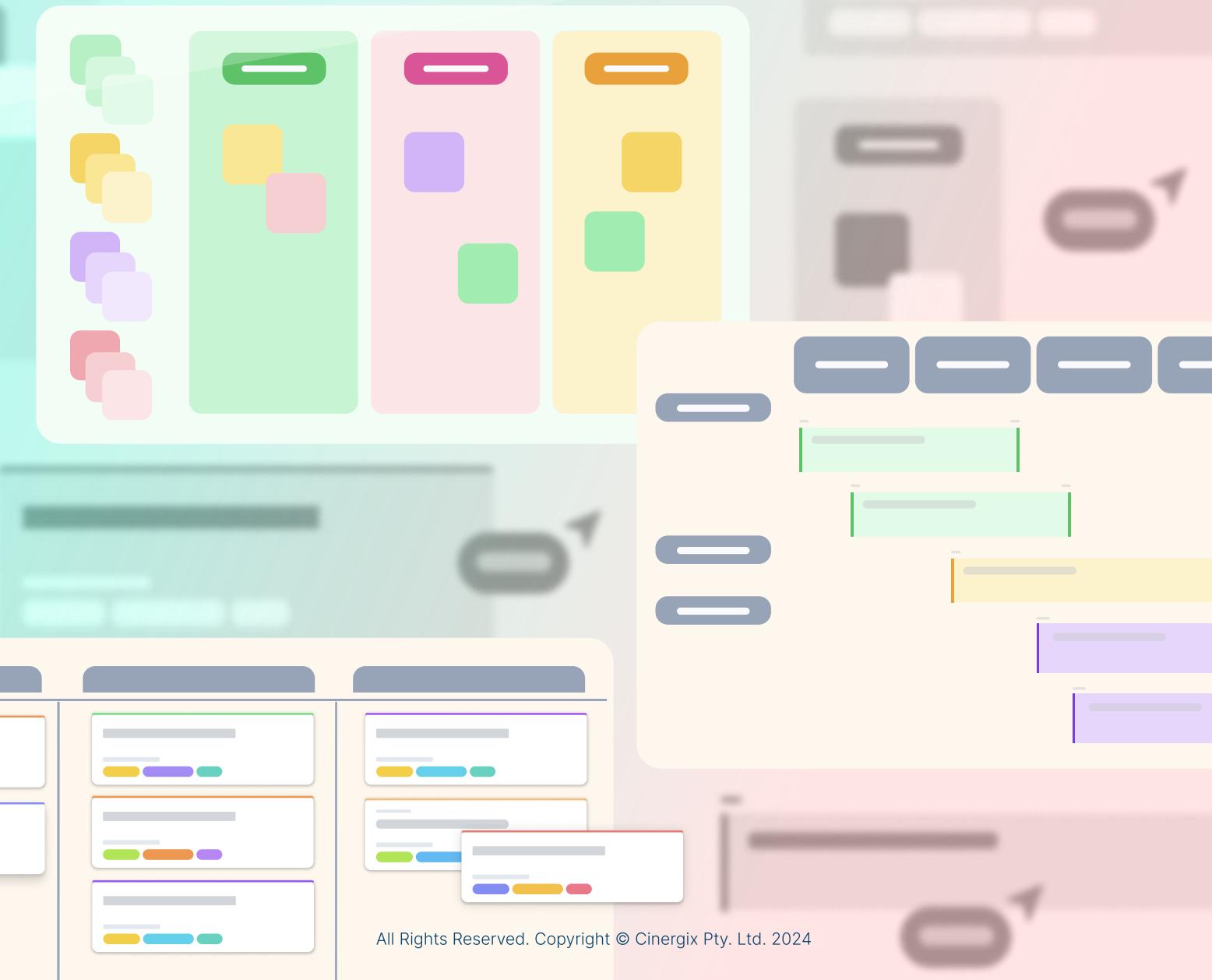




# 28 Agile Templates

to Streamline Your Agile Projects and Processes





# Content

↳ What are Agile Templates	1
↳ Agile Board Template	2
↳ Kanban Board Template	3
↳ Design Sprint Template	4
↳ Sprint Planning Template	5
↳ Retrospective Template	6
↳ Gantt Chart Template	7
↳ SAFe Roam Board	8
↳ Feature Planning Template	9
↳ Product Backlog Template	10
↳ Work Plan Template	11
↳ Product Strategy Template	12
↳ SIPOC Template	13
↳ Product Development Template	14
↳ RAID Log Template	15
↳ Agile Project Plan Template	16
↳ Lean Canvas Template	17
↳ Value Chain Analysis Template	18
↳ Lean Coffee Template	19



# Content

↳ Agile Roadmap Template	20
↳ PI Planning Template	21
↳ Daily Stand-up Meeting Template	22
↳ Product Roadmap Template	23
↳ Idea Funnel Backlog	24
↳ Sprint Backlog Template	25
↳ User Story Map Template	26
↳ Risk Register Template	27
↳ Agile Project Charter Template	28
↳ Agile Transformation Roadmap Template	29
↳ Benefits of Agile Templates	30

Agile methods promise better project management, but they can feel overwhelming. That's where Agile templates come in. They are invaluable tools for organizing, planning, and executing projects. In this ebook, we'll share agile templates and explain how they can transform your project approach. Whether you're new to Agile or a pro, these templates will help you make your projects smoother and more successful.

# What are Agile Templates

Agile templates are ready-made formats that help teams organize their work when using Agile methods. They provide a clear structure for tasks, timelines, and goals, making it easier for everyone to understand what needs to be done and when. These templates can include things like to-do lists, charts to track progress, and formats for discussing what went well and what needs improvement. Basically, they're tools that make Agile project management simpler and more organized.

## Agile Templates for Agile Projects and Processes

Here are Agile templates commonly used by Agile teams. Depending on the project's needs and the specific Agile methodology being followed, teams can use additional templates or customize existing ones to suit their requirements.

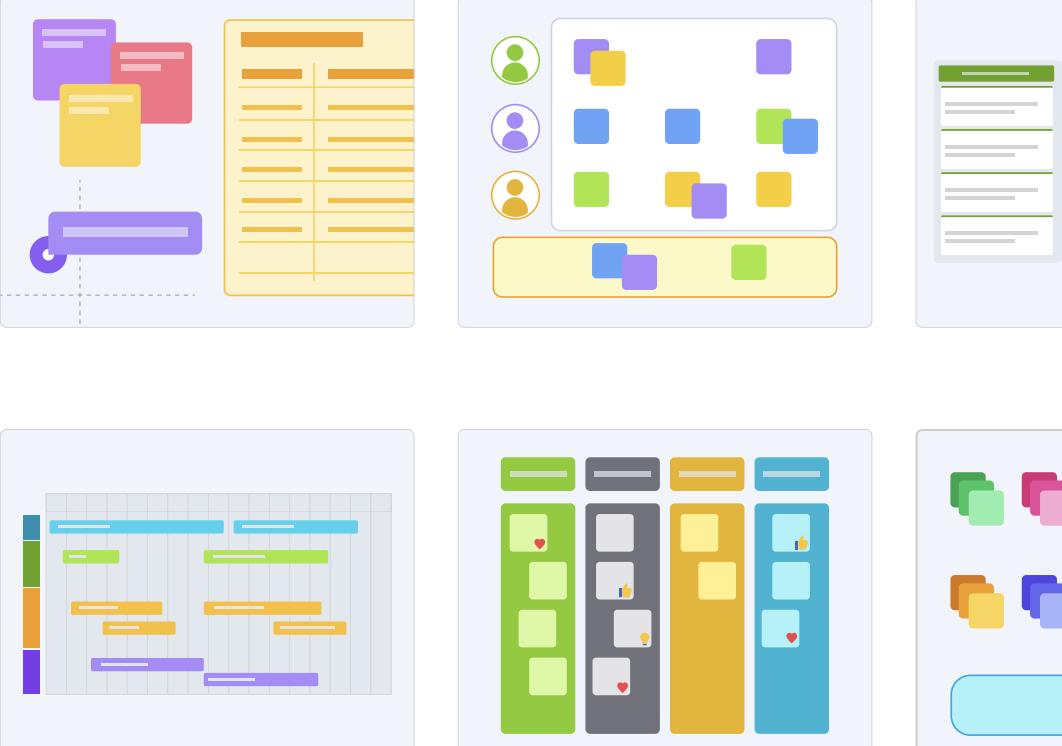
### Templates

[+ Blank Workspace](#)

**Popular**  
createlyviz<sup>®</sup>  
Premium Templates 

**USE CASES**  
Brainstorming & Ideation  
Organize a Project  
Strategy & Planning  
Meetings & Workshops  
Category Name  
Category Name

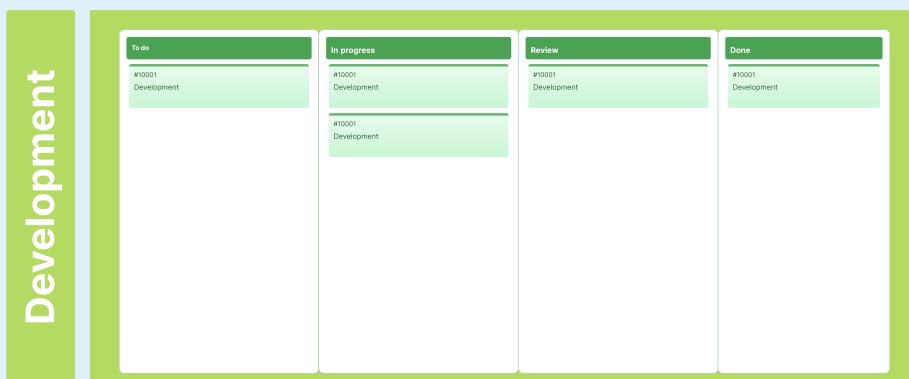
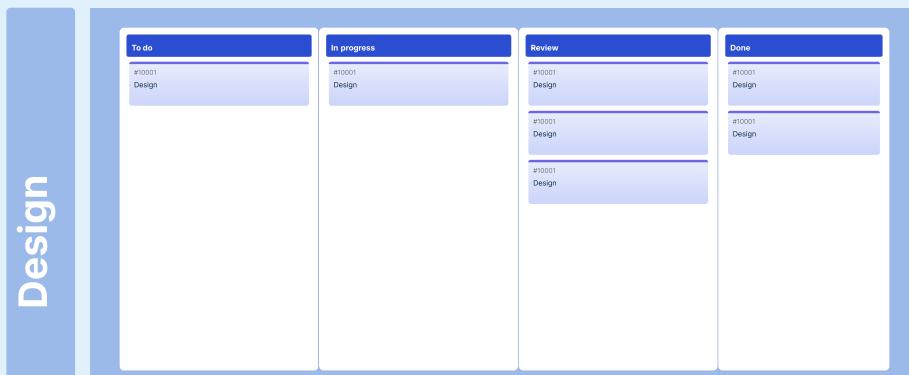
### Popular





# 1 Agile Board Template

An agile board template is a visual tool used to track and manage work items throughout an Agile project. It typically represents the workflow of the project, divided into columns that represent different stages of the work process. It helps teams prioritize work, visualize progress, and identify potential issues early on. And it promotes transparency and collaboration by providing a shared understanding of the work being done.

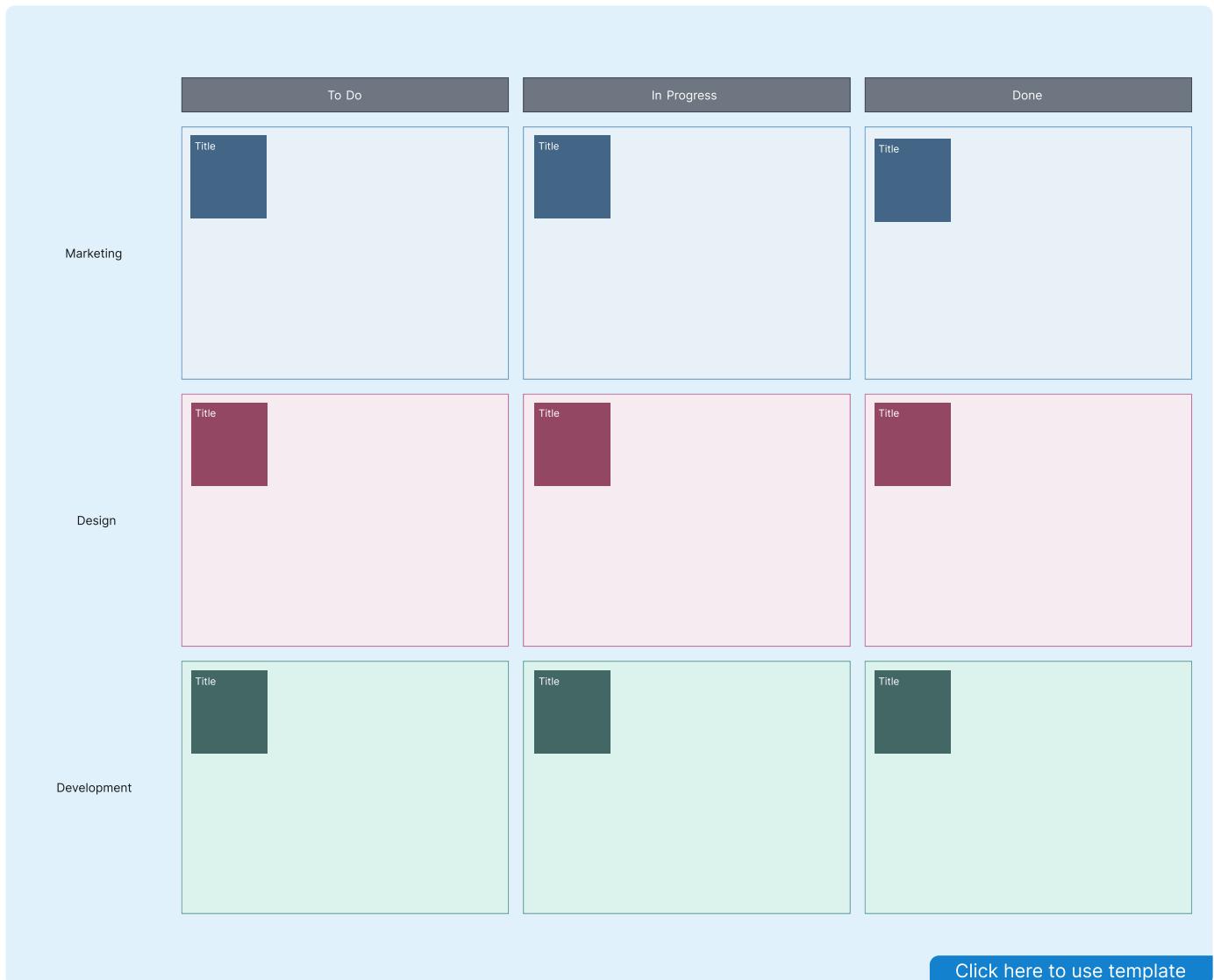


[Click here to use template](#)



## 2 Kanban Board Template

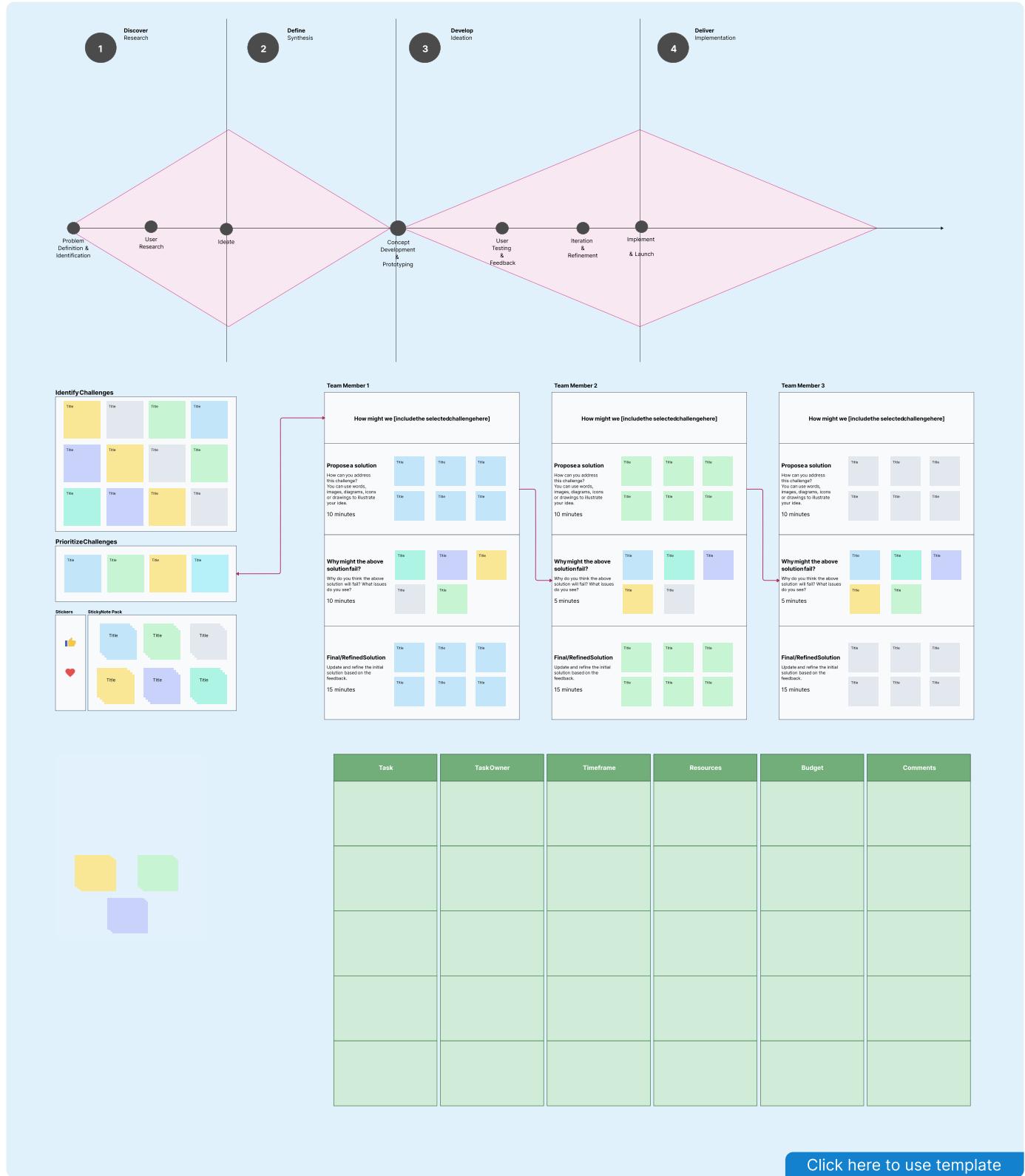
A Kanban board is a digital or physical board with columns representing stages of work (like "To Do," "Doing," and "Done"). Tasks are written on cards and moved across the board as they progress. You can use it when you want a visual way to track tasks and workflow progress, especially in continuous work environments.





# 3 Design Sprint Template

Design sprint template is a structured plan for a short, intensive process (usually a few days) to solve complex problems, generate ideas, and test solutions quickly. You can use it when you need to innovate or solve a big problem in a short time, bringing together different team members' expertise.





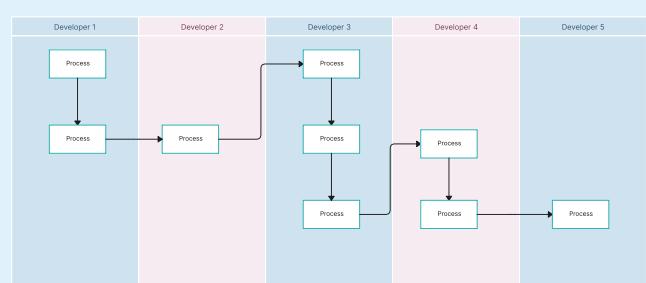
## 4 Sprint Planning Template

The sprint planning template is a format for planning what work will be done in a short period (a sprint, usually 2-4 weeks) in Agile projects like Scrum. It involves selecting tasks from a backlog and estimating effort. Use it at the start of each sprint to make sure everyone knows what they'll be working on and to set clear goals for the sprint.

Product Backlog

Order / Priority	Item / User Story	Type	Status	Estimate
1				
2				
3				
4				
5				

Sprint Tasks Flowchart



Sprint Backlog

Forecast	To-do	In-Progress	Done

Sprint Schedule

Week 1					Week 2				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 10:00									
10:00 - 11:00					Daily Scrum				
11:00 - 12:00									
12:00 - 01:00									
01:00 - 02:00									
02:00 - 03:00									
03:00 - 04:00									
04:00 - 05:00									

[Click here to use template](#)



## 5 Retrospective Template

Retrospective meeting template is a structured way to reflect on what went well, what didn't, and how to improve at the end of a project iteration or sprint. You can use it after completing a project phase or sprint to learn from past experiences and make adjustments for the future.

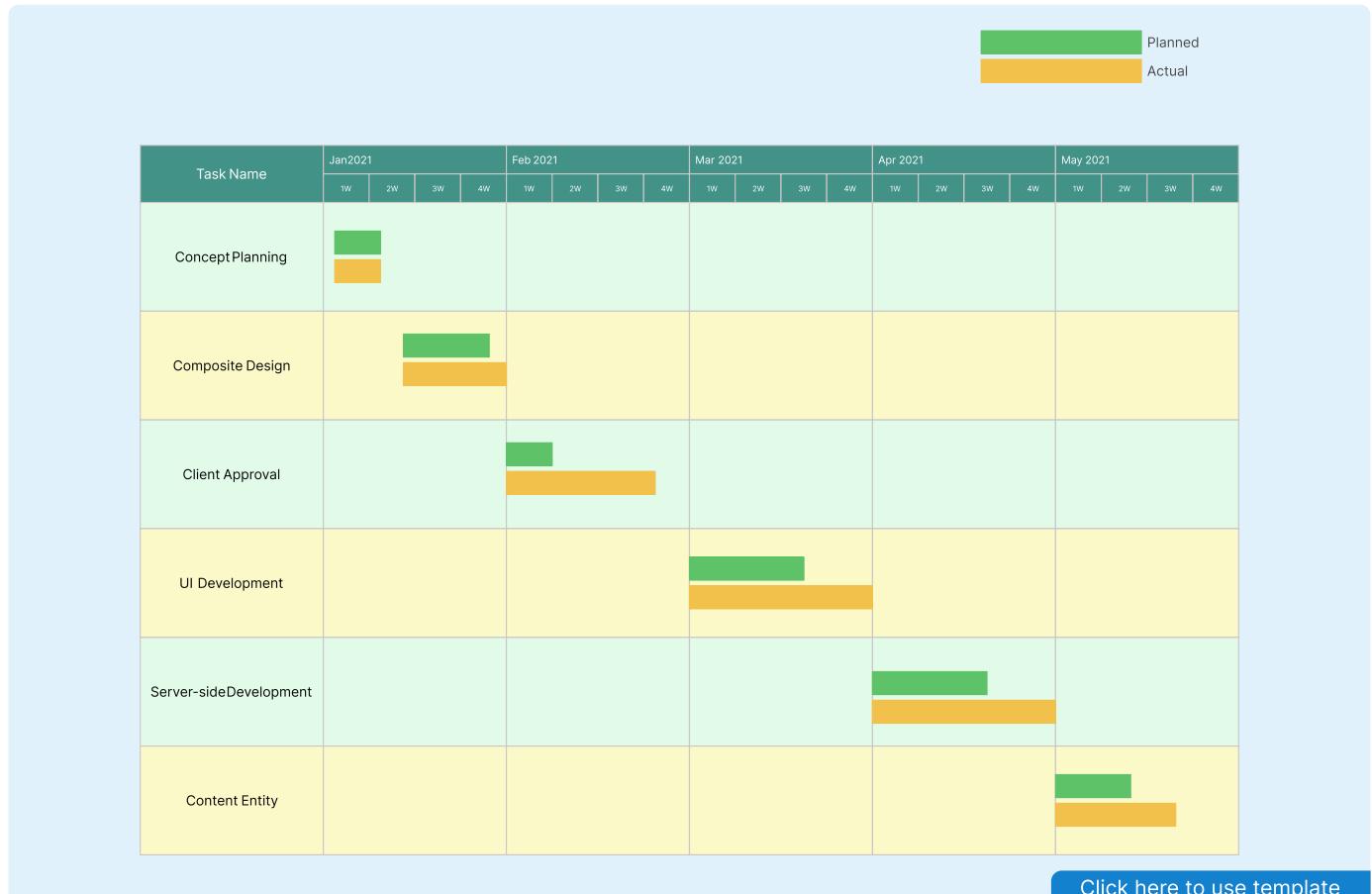
Person 1	Add Your Name Here												
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>Title</td><td>Title</td><td>Title</td></tr><tr><td>Title</td><td>Title</td><td>Title</td></tr></table>	Title	Title	Title	Title	Title	Title	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>Title</td><td>Title</td><td>Title</td></tr><tr><td>Title</td><td>Title</td><td>Title</td></tr></table>	Title	Title	Title	Title	Title	Title
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Title	Title	Title											
Title	Title	Title											
Title	Title	Title											
Title	Title	Title											
▼													
Team:	Date:												
What Went Well	What Could Be Better	Action Items	Retrospective Goals										

[Click here to use template](#)



## 6 Gantt Chart Template

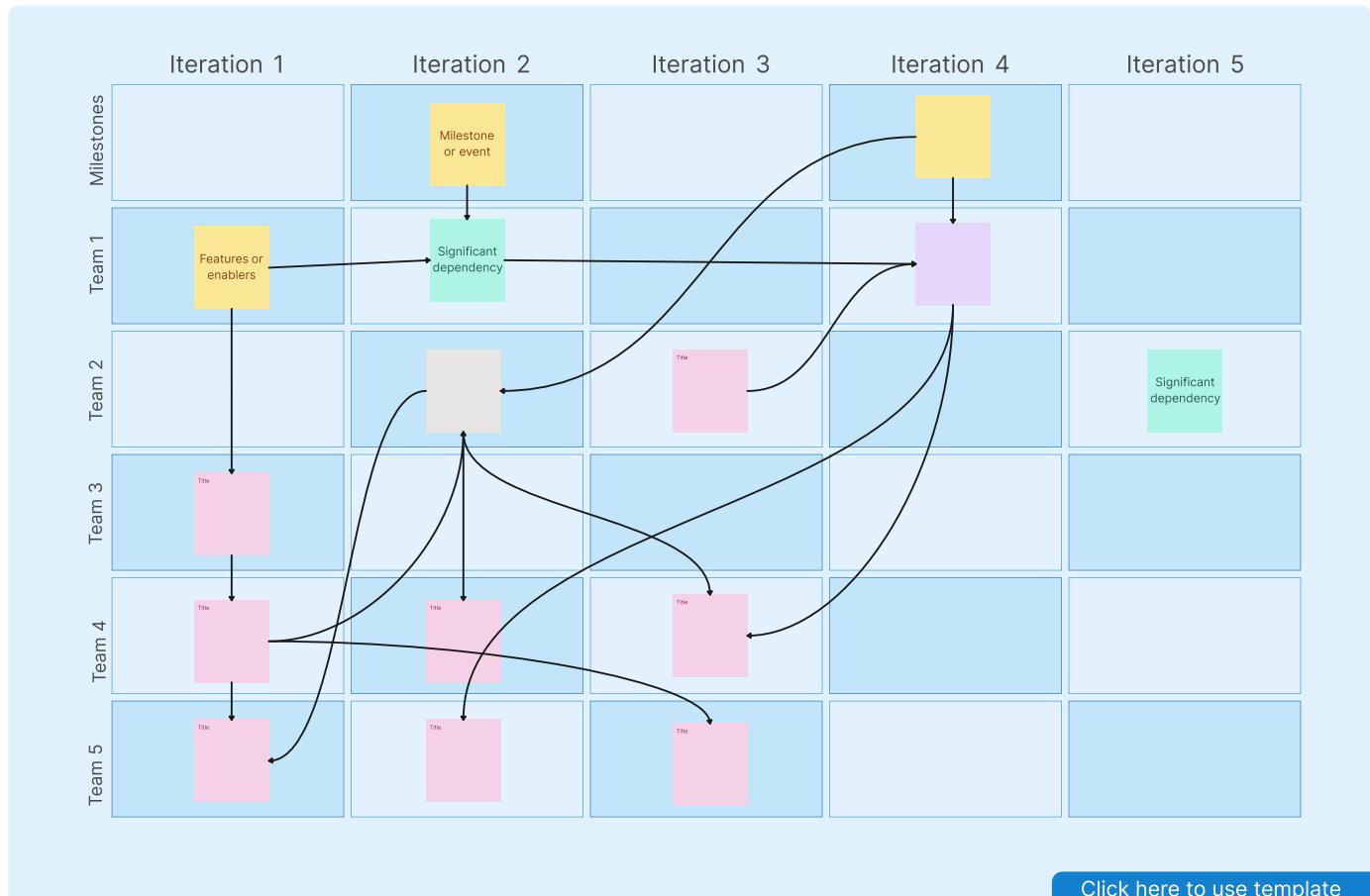
Gantt chart is a bar chart that shows tasks, their start and end dates, and dependencies between tasks, providing a visual timeline of a project. Use it when you need to plan and track project timelines, especially for projects with many tasks and dependencies. It helps you see what needs to be done and when.





## 7 SAFe Roam Board

The SAFe (Scaled Agile Framework) roam board is a visual management tool used in Agile environments, particularly within organizations that follow the SAFe methodology. The SAFe roam board facilitates Agile practices such as visual management, transparency, collaboration, and continuous improvement, helping teams deliver value to customers more effectively and efficiently within the context of the SAFe framework.





## 8 Feature Planning Template

A feature planning template helps teams prioritize and plan features or functionalities for a product or project. You can use this template during the product planning phase to outline and prioritize features based on customer needs, business goals, and technical feasibility.

**Feature Planning**

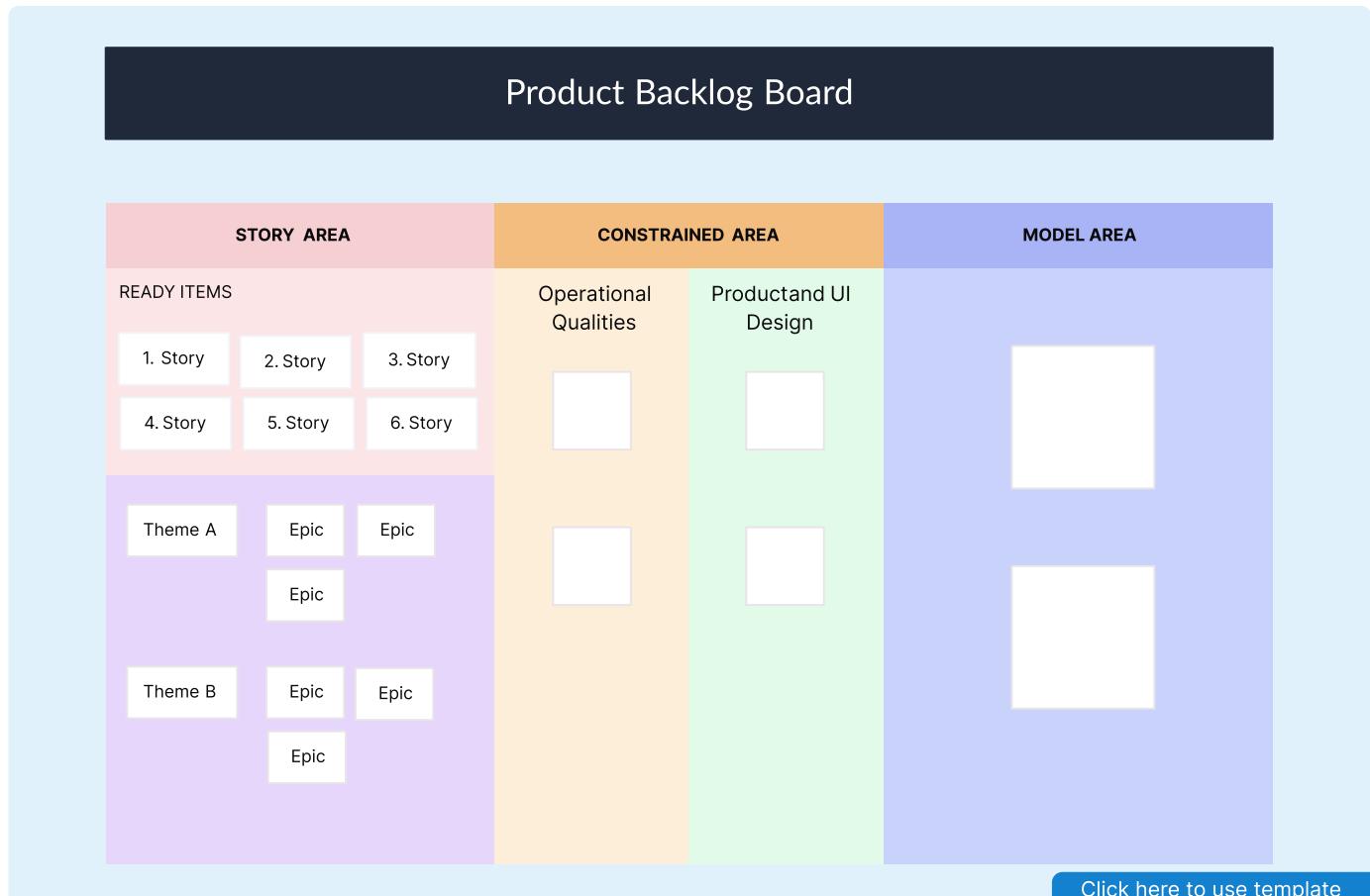
Setup	Documenting	Prototyping	Feedback	Assets	Release
#10001 Title	#10001 Title	#10001 Title	#10001 Title	#10001 Title	#10001 Title
	#10001 Title		#10001 Title		#10001 Title
	#10001 Title		#10001 Title		#10001 Title

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## 9 Product Backlog Template

A product backlog template is a structured format used in Agile methodologies, particularly in Scrum, to manage and prioritize the list of features, enhancements, and requirements for a product. Use it to ensure visibility into upcoming work, facilitate collaboration between stakeholders, and help the team adapt to changing priorities and market needs.





# 10 Work Plan Template

A work plan template outlines tasks, activities, and timelines for a project or initiative. Use this template during the project planning phase to establish expectations, allocate resources effectively, and track progress towards project goals.

Project Name					
Project Goal					
Team Members					
Key Action Steps	Person responsible	Timeline	Outcome	Resources	Constraints

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# 11 Product Strategy Template

A product strategy template defines the vision, goals, and high-level plan for a product or product line. Use this template to align stakeholders and teams around the long-term direction and priorities for the product, providing clarity on market opportunity and strategic initiatives.

Target Markets	Sales Channels	Marketing Channels	Price
Competitors	Strengths	Weaknesses	Our Differentiators
Our Company	Strengths	Weaknesses	Sustainable Advantage
Market Trends		Risks	

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## 12 SIPOC Template

A SIPOC diagram (Suppliers, Inputs, Process, Outputs, Customers) template is a visual tool used to define and understand the elements involved in a process. Use this template when analyzing or improving processes to identify key elements and stakeholders involved, ensuring a clear understanding of process flow and requirements.





# 13 Product Development Template

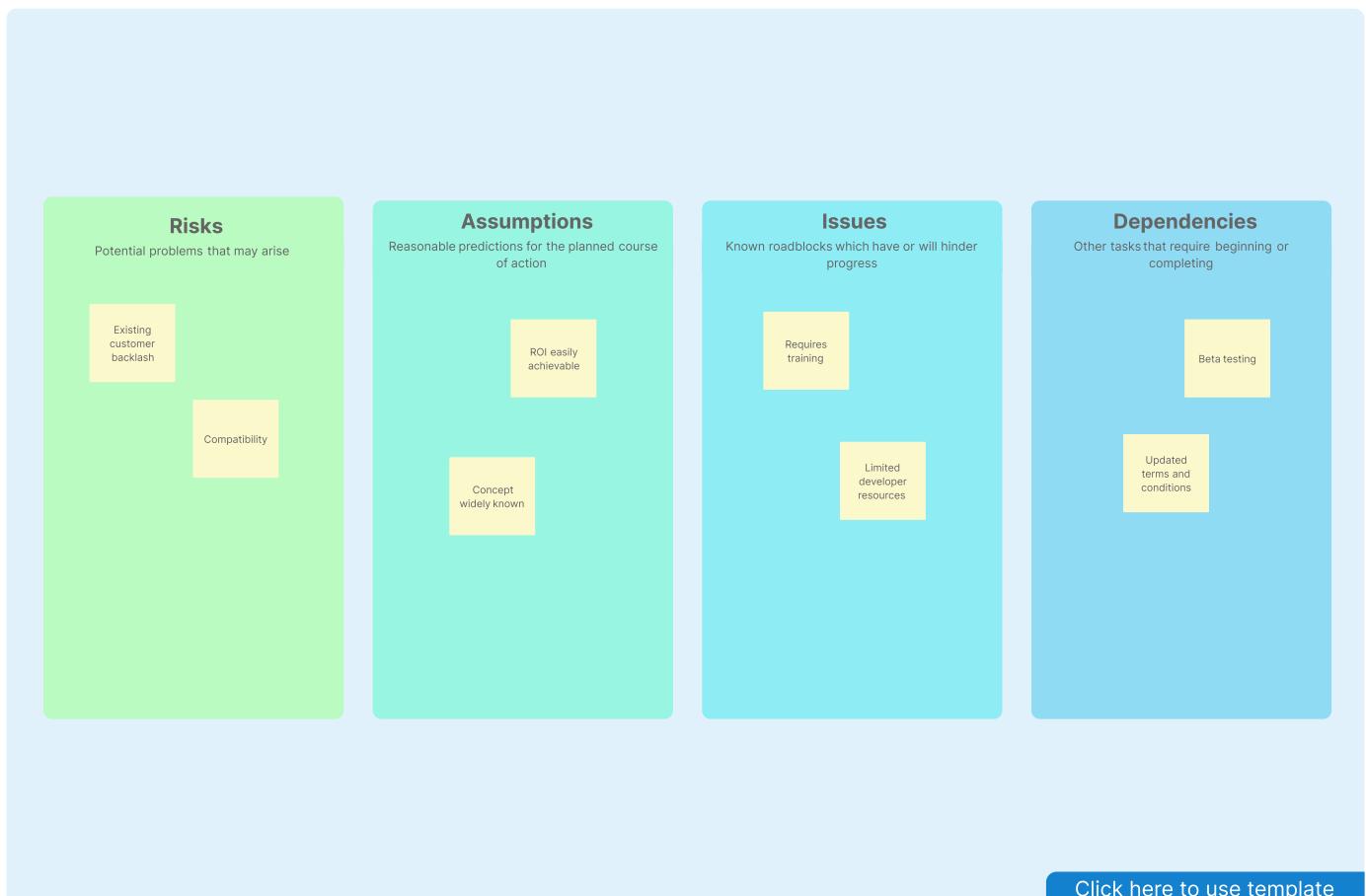
A product development template outlines the stages, activities, and deliverables involved in developing a product from conception to launch. Use this template to guide and track the development process, making sure that all necessary steps are completed and stakeholders are aligned throughout the product life cycle.





## 14 RAID Log Template

A RAID log is a document used to track and manage risks, assumptions, issues, and dependencies throughout a project. Use it from the beginning of the project to identify and document potential risks, assumptions, issues, and dependencies. Continuously update and monitor the log throughout the project lifecycle to mitigate risks and address issues promptly.





# 15 Agile Project Plan Template

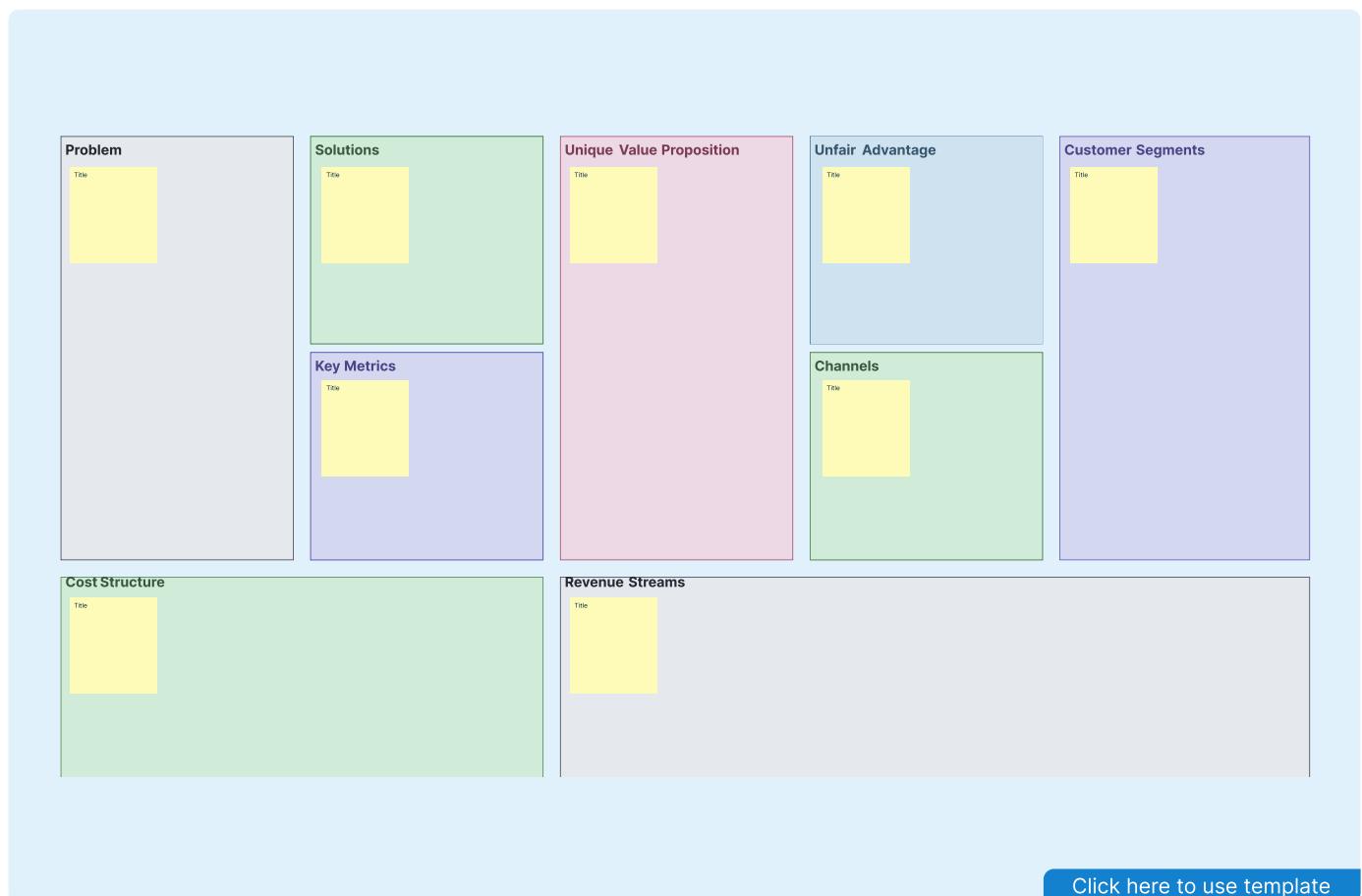
An agile project plan template outlines the key components and timelines of an Agile project, including sprints, deliverables, milestones, and dependencies. You can use it during the project planning phase to define the project scope, schedule, and resources. It helps teams establish a clear roadmap for executing the project iteratively and adaptively using Agile methodologies.

Project Name		Owner
Purpose	Scope	Success Criteria
Title Title	Title	Title
Timeline	Results	
Actions		
Title Title Title		
Team	Stakeholders	Users
Title Title	Title Title	Title Title
Resources	Constraints	Risks
Title Title	Title Title	Title Title
<a href="#">Click here to use template</a>		



## 16 Lean Canvas Template

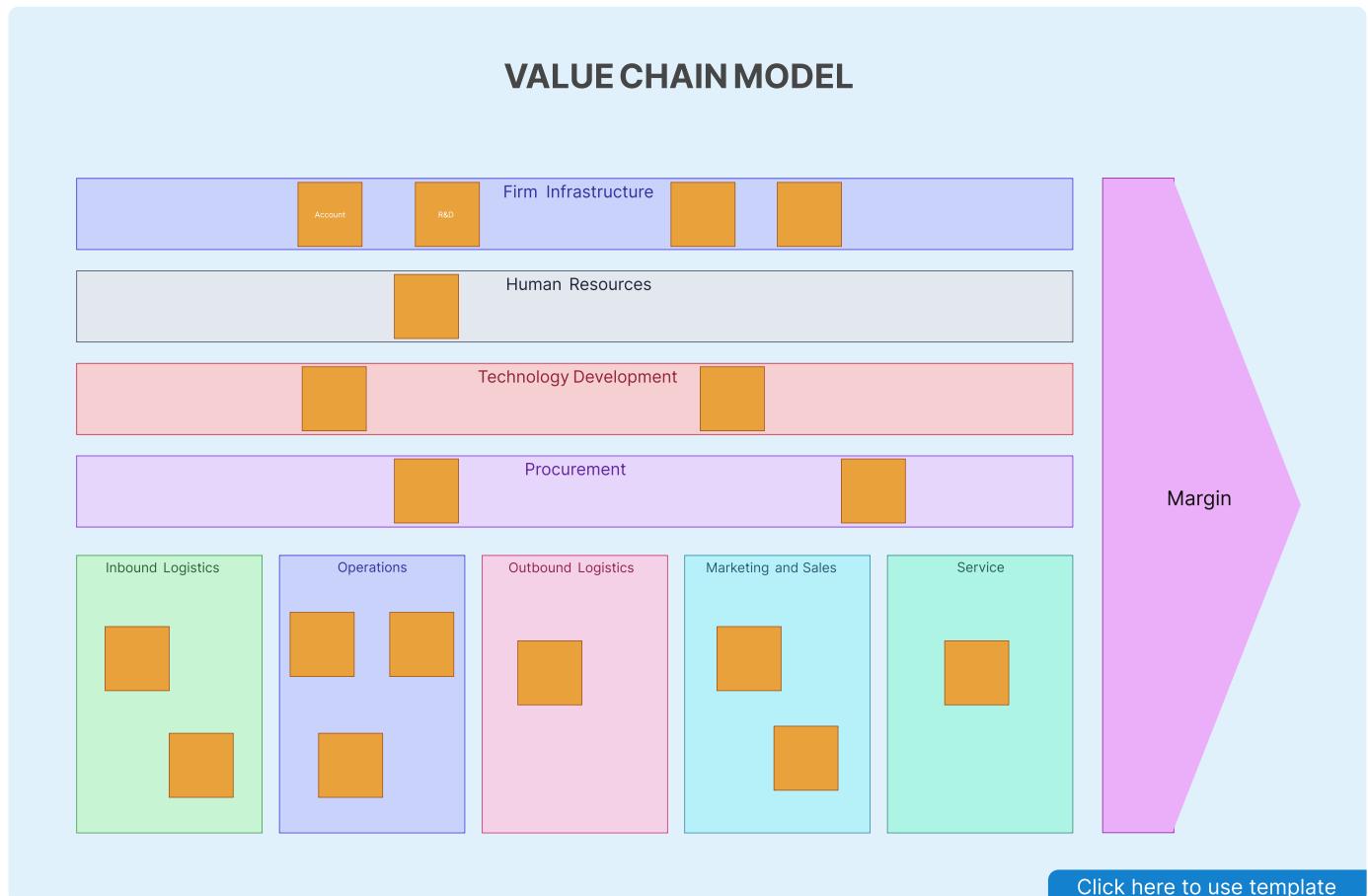
A lean canvas template is a one-page visual tool used to quickly capture and communicate the key aspects of a business model, including customer segments, value proposition, channels, revenue streams, and cost structure. Use this template when developing a new product or business idea to clarify the problem you're solving, understand your target customers, and define the value proposition. It's particularly useful for startups and entrepreneurs looking to iterate on their business model rapidly.



[Click here to use template](#)

# 17 Value Chain Analysis Template

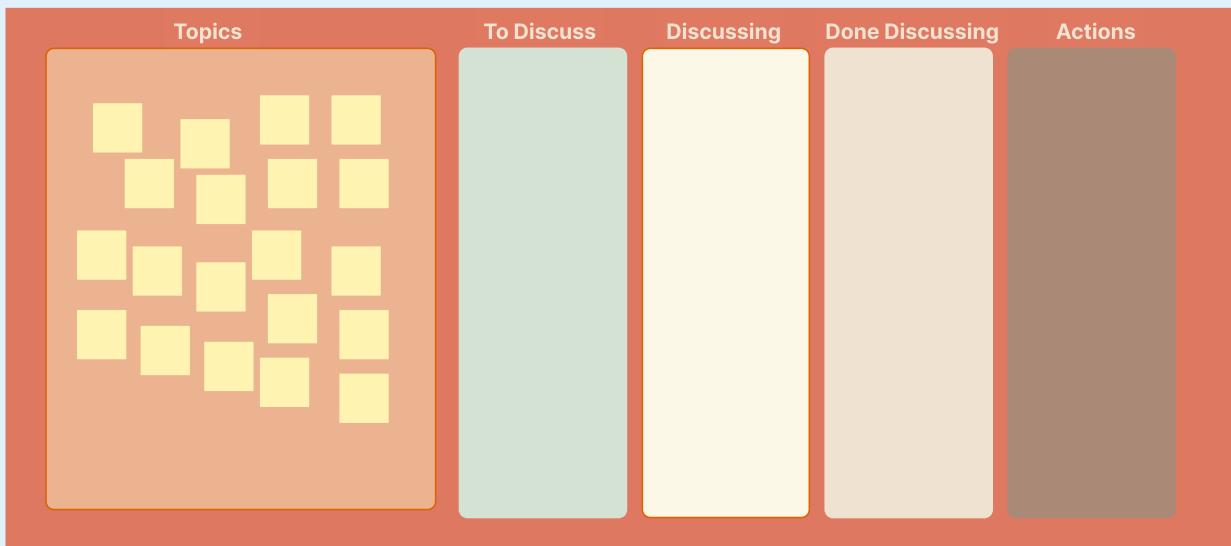
A value chain model template is a framework used to analyze the activities and processes within an organization to identify opportunities for improving efficiency and creating value. Use it when evaluating a company's competitive advantage, understanding cost drivers, or identifying areas for innovation and optimization.





## 18 Lean Coffee Template

A lean coffee template is a structured format for conducting collaborative and productive meetings, inspired by the [Lean Coffee framework](#). Use it for team meetings, brainstorming sessions, or problem-solving discussions. It encourages participation, engagement, and prioritization of topics by allowing participants to suggest and vote on discussion topics.



[Click here to use template](#)



# 19 Agile Roadmap Template

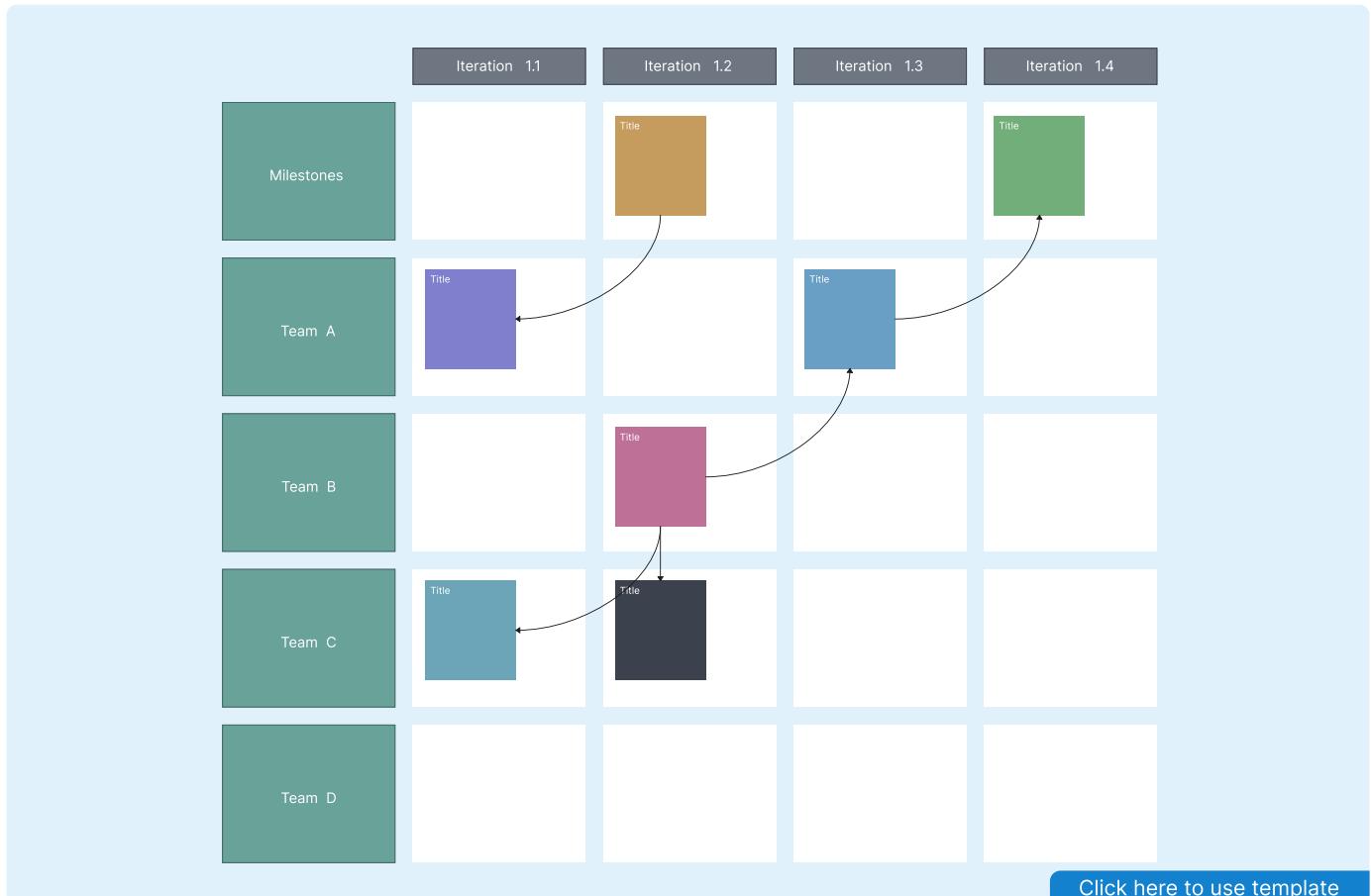
An agile roadmap template is a visual representation of the strategic direction and planned initiatives for a product or project, typically organized by time frame and key milestones. You can use it to communicate the product vision, strategic goals, and planned features or releases to stakeholders. It helps align the team and stakeholders on the priorities and direction of the product development efforts.

Jan												Feb												Mar																							
Week 1			Week 2			Week 3			Week 4			Week 5			Week 6			Week 7			Week 8			Week 9			Week 10			Week 11			Week 12														
Sprint 1												Sprint 2												Sprint 3												Sprint 4											
UI/UX team	User research to identify user needs and preferences			Refine the UI/UX design based on user feedback and testing			Conduct usability testing and refine the design			Finalize the UI/UX design and create design assets			Create onboarding materials and tutorials for new users			Work with the development team to ensure a seamless launch																															
	Wireframes and design concepts for the ERP system			Create high-fidelity mockups and prototypes			Develop animations and interactions			Collaborate with the development team to ensure the design is feasible			Collaborate with the development team to ensure a seamless integration																																		
	Create a style-guide and design assets for the ERP system			Collaborate with the development team to ensure the design is feasible			Collaborate with the development team to ensure a seamless integration																																								
Development team	Set up the development environment and tools			Continue implementing the UI/UX design			Develop additional features of the ERP system			Launch the ERP system and monitor user feedback																																					
	Basic structure for the ERP system			Develop core features of the ERP system			Conduct performance testing			Address any bugs or usability issues that arise																																					
	Begin implementing the UI/UX design			Begin testing the ERP system to identify bugs and usability issues			Prepare the ERP system for launch			Begin working on future updates and features																																					
Marketing team	Develop a marketing strategy and messaging			Continue developing marketing materials and content			Finalize the launch plan and schedule			Launch the ERP system and begin promoting it																																					
	Create marketing materials and content			Develop a launch plan and schedule			Develop email marketing campaigns and other promotional materials			Monitor user feedback and adjust the marketing strategy as needed																																					
	Begin planning for the ERP system launch			Identify potential partners and collaborators			Continue building relationships with potential partners and collaborators			Identify opportunities for ongoing marketing and promotions																																					
Sales team	Research the target audience and develop a sales strategy			Refine the sales strategy based on feedback and data			Continue conducting demos and presentations of the ERP system			Close deals with early adopters and identify opportunities for future sales																																					
	Develop sales materials, such as pitch decks and sales scripts			Reach out to potential customers and continue building relationships			Finalize sales materials and strategies			Begin building relationships with new potential customers																																					
	Begin reaching out to potential customers and building relationships			Begin conducting demos and presentations of the ERP system			Begin closing deals with early adopters			Provide ongoing support to existing customers																																					

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## 20 PI Planning Template

A PI planning template is a structured framework used in SAFe to plan and coordinate Agile Release Trains (ARTs) for a specific program increment. It can be used during the PI planning event, which occurs at the beginning of each program increment. It helps align multiple Agile teams on the objectives, priorities, and dependencies for the upcoming increment.





# 21 Daily Stand-up Meeting Template

A daily stand-up meeting template is a structured format for conducting daily check-in meetings in Agile teams. It typically includes prompts for team members to share updates on what they accomplished yesterday, what they plan to do today, and any obstacles or blockers they're facing. Use it every day to synchronize team members, identify potential issues early, and ensure alignment on project progress and goals.

## Monday

	Pending from Yesterday	Priorities for Today	Blockers
1	Planning meeting	Reviewing code	None
2			
3			
4			
Parking Lot			

## Tuesday

	Pending from Yesterday	Priorities for Today	Blockers
1	Planning meeting	Reviewing code	None
2			
3			
4			
Parking Lot			

## Wednesday

	Pending from Yesterday	Priorities for Today	Blockers
1	Planning meeting	Reviewing code	None
2			
3			
4			
Parking Lot			

[Click here to use template](#)



# 22 Product Roadmap Template

A product roadmap template is a visual representation of the strategic direction and planned initiatives for a product over time. It outlines the high-level goals, features, and milestones planned for future releases or iterations. Use it to communicate the product vision, strategy, and planned releases to stakeholders. It helps align the team and stakeholders on the priorities and direction of the product development efforts.

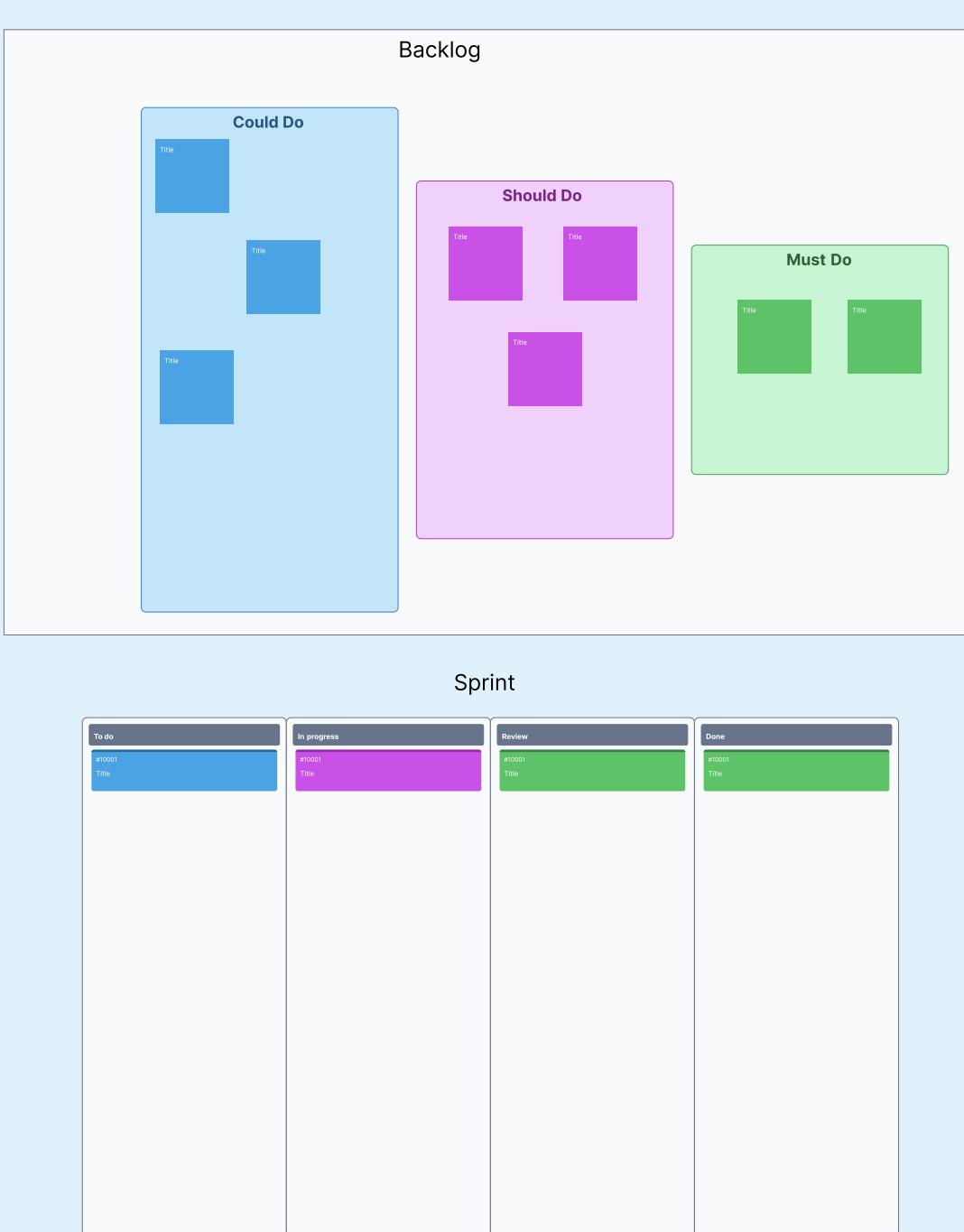
Hybrid Product Roadmap with Smart Containers

Quarterly Feature Drop	#10001 Advanced Admin Control Quarter 01 Thomas Jane	#10001 Infographic Shapes Quarter 01 Austin Jade	#10001 Sales Industry Solutions Quarter 01 Austin Jade		
DAU/MAU Growth	#10001 Advanced Admin Control Quarter 01 Thomas Jane	#10001 Dynamic Shape Quarter 02	#10001 Add Column Feature Quarter 02		
Mobile App	#10001 Advanced Admin Control Quarter 01 Thomas Jane	#10001 Developer API Quarter 01 Austin Jade			
Decrease Churn/Retention	#10001 AWS Server Quarter 04 JohnDoe				

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## 23 Idea Funnel Backlog

An idea funnel backlog is a repository for collecting and organizing ideas, suggestions, and potential features for a product or project. It serves as a backlog of ideas waiting to be evaluated, prioritized, and potentially implemented. You can use it to capture input from stakeholders, customers, and team members.





## 24 Sprint Backlog Template

A sprint backlog template is a list of tasks, user stories, or features committed to for a specific sprint in Agile methodologies like Scrum. It outlines the work to be completed during the sprint and serves as a plan for the development team. You can use it at the beginning of each sprint to select and prioritize work items from the product backlog. It helps the team focus on delivering a set of agreed-upon features within the sprint timeframe.

**Sprint Backlog**

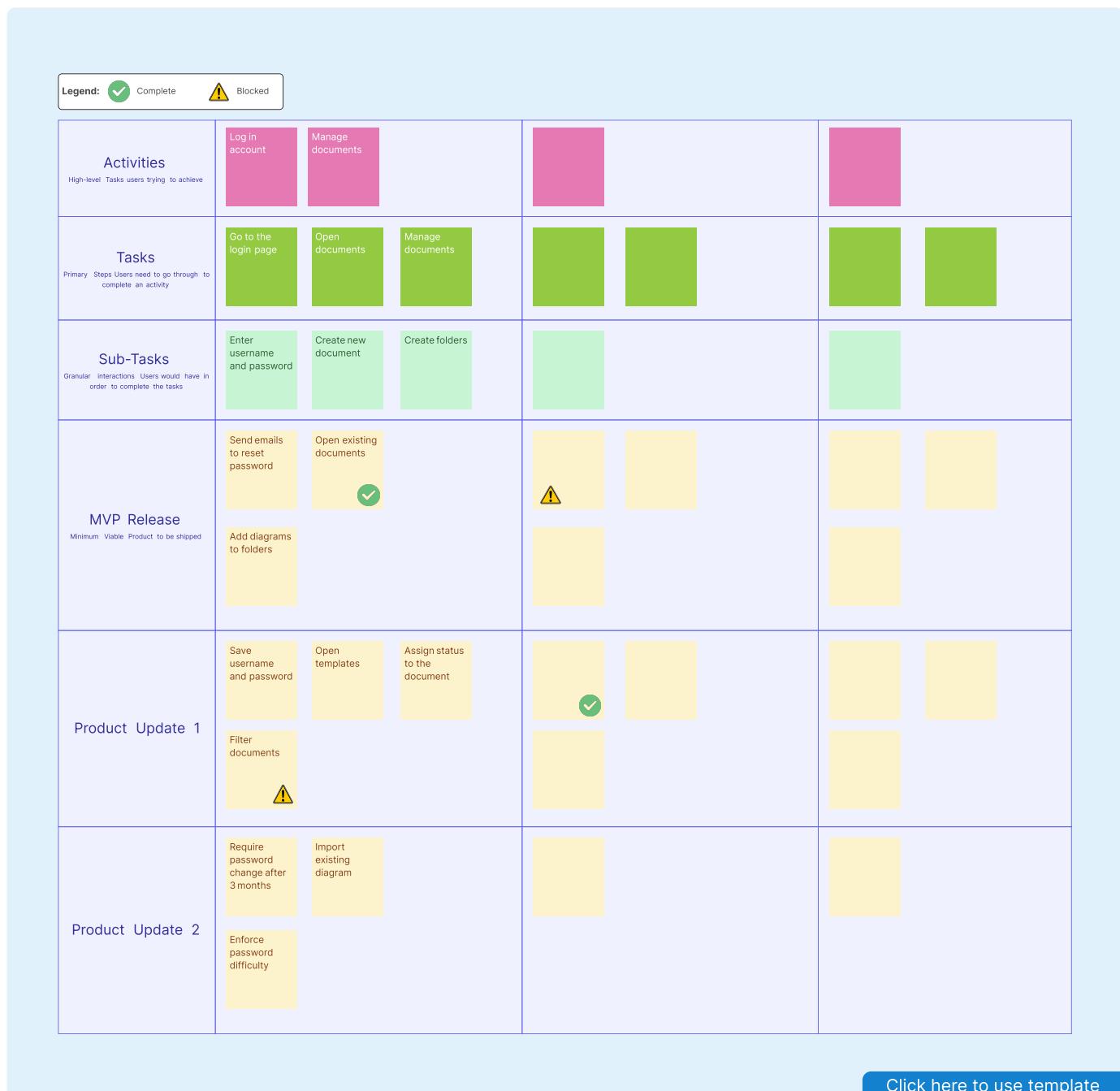
Forecast	To Do	In Progress	Done
#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>
#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>
#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>
#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>
#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>	#10001 Your title here  <span style="border: 1px solid orange; padding: 2px 5px; display: inline-block;">tag1</span> <span style="border: 1px solid green; padding: 2px 5px; display: inline-block;">tag2</span>

[Click here to use template](#)



## 25 User Story Map Template

A user story map template is a visual representation of user stories organized horizontally by user workflow or feature and vertically by priority or release. It helps teams understand the user journey and prioritize features based on user needs. Use it during the backlog refinement process to create a shared understanding of the product's functionality and user requirements.



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## 26 Risk Register Template

A risk register template is a document used to capture, assess, and manage risks throughout a project. It identifies potential risks, assesses their impact and likelihood, and outlines mitigation strategies. You can use it continuously throughout the project lifecycle to identify and mitigate potential threats to project success.

Category	Risk	Probability	Impact	Mitigation	Risk Assessment	Risk Owner
Commercial	Lose funding	<span style="color:red;">●</span>	3	Monitor funding	Low	Ian
Commercial	Copyright infringement	<span style="color:red;">●</span>	3		Low	Jenna
People	Core developers leave	<span style="color:red;">●</span>	2	Knowledge sharing	Low	Roy
Technical	Delay of patent application	<span style="color:green;">●</span>	1		Medium	Ricky
Technical		<span style="color:yellow;">●</span>	3		Medium	
People		<span style="color:green;">●</span>	2		High	
Technical		<span style="color:yellow;">●</span>	3		Medium	

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# 27 Agile Project Charter Template

An Agile project charter template is a document that formally authorizes the initiation of an Agile project. It outlines the project's objectives, scope, deliverables, stakeholders, and high-level constraints. Use it at the beginning of a project to define the project's purpose, scope, and objectives. It helps align stakeholders, establish project boundaries, and provide a clear direction for the project team.

Project Name				Owner							
Purpose	Title	Title	Title	Scope	Title	Title	Title	Success Criteria	Title	Title	Title
Team	Title	Title	Title	Stakeholders	Title	Title	Title	Users	Title	Title	Title
Resources	Title	Title	Title	Constraints	Title	Title	Title	Risks	Title	Title	Title
Milestones	jun 1	Jun 4	Jun 8		Jun 15	Jun 18			jun 30		
Actions	jun 1	Jun 8	Jun 12		Jun 21	Jun 25			jun 30		
Results	Title										
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## 28 Agile Transformation Roadmap Template

An Agile transformation roadmap template is a visual guide that outlines the steps and milestones involved in transitioning an organization to Agile practices. It helps organizations visualize their Agile journey, set realistic expectations, and ensure alignment across teams and departments.

Key Stages	Product	Dev	Operations	Implement
2020	#10001 Title  #10001 Title  #10001 Title	#10001 Title	#10001 Title	#10001 Title
2021	#10001 Title  #10001 Title	#10001 Title	#10001 Title  #10001 Title	#10001 Title  #10001 Title
2022	#10001 Title  #10001 Title	#10001 Title	#10001 Title  #10001 Title	#10001 Title  #10001 Title

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# Benefits of Agile Templates

## Consistency →

They help everyone follow the same format for documents and plans, avoiding confusion.

## Time-saving →

Teams don't have to start from scratch every time; they can use ready-made templates, saving time.

## Clear communication →

Templates make it easier to understand tasks and goals, reducing misunderstandings.

## Better planning →

They help teams plan and track work more effectively, ensuring everyone stays on the same page.

## Guidance for best practices →

Agile templates often include industry best practices, guiding teams to work efficiently.

## Flexibility →

While providing structure, Agile templates can also be adapted to fit specific project needs.

Agile templates are essential for streamlining project management, boosting collaboration, and achieving success in Agile environments. They provide structured frameworks that simplify processes, boost efficiency, and keep teams focused on delivering value to customers. By leveraging these Agile templates, teams can work more effectively, adapt to change, and achieve their project goals with confidence.

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