



MindspareQ™

Training ■ Development ■ Advisory

AGILE PROJECT MANAGEMENT IN 30 MINUTES

PARTICIPANT RESOURCE GUIDE



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ENJOY THE COURSE!

Agile Project Management in 30 Minutes: A Crash Course in Using Agile Techniques to Get Work Done

This is your crash course to understanding one of the most popular corporate project management methodologies. Agile is a focus on valuing customer feedback early and often, intentional collaboration with the team, and providing short deliveries of your project work. In this course, you will explore how the application of agile techniques in your work environment can benefit you and your teams. At the end of the course, you will:

- Define agile and list the benefits of this popular project management methodology,
- Identify the key elements of agile while incorporating a case study,
- Review how to present the idea of implementing agile to your boss and your team,
- Explain the appropriateness of using agile methodologies in your projects,
- Evaluate your own agility and determine how you will use agile methodologies for your future projects.

Enjoy the course and best wishes to your agile pursuits!


Crystal Richards
MindspareQ™



DOWNLOAD THE PDF FIRST!

This is a fillable PDF.

Be sure to download the PDF first and save the file before filling out the document to ensure your information is saved.

KNOWLEDGE CHECK

Agile Project Management

A method Of Managing Your Project Work in **small, incremental segments** that can be easily assigned, easily managed, and completed Within A Short Period Of Time Called An Iteration Or Sprint.

Circle  the key words in the agile description that resonate with you the most.

PLACE A DOT ON THE SCALE TO INDICATE YOUR UNDERSTANDING OF THE TOPIC:

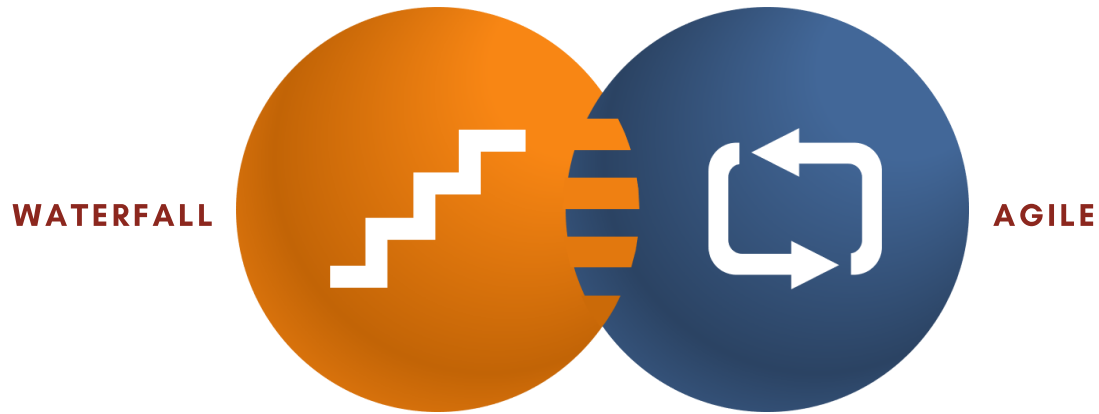
*My Understanding of Agile at the **start** of the course...*



The Agile concept is so new to me...I'm just here to learn.

I know enough to be dangerous!

TRADITIONAL-WATERFALL VS AGILE



NOTES

AGILE KEY ELEMENTS



P_____

Plan what you are going to accomplish in a certain timeframe, deliver, learn, then re-plan.



D_____

Frequent delivery of a work product allows for immediate feedback and learning.



L_____

Learn. Improve. Adapt.

NOTES

PLAN: SAMPLE ROADMAP

Now-Next-Later Product Roadmap

Simple visual indicating what you are working on “now”, what you will be working on “next” in terms of what is coming up soon and the work to be done in the “later” part is further out in time.



NOTES

DELIVER: STAND & DELIVER!

The 15-minute Daily Stand Up Meeting

Provide an update in 3 bullet points:

- “This is what I accomplished since we last met.”
- “This is what I will be working on this week” and
- “I have encountered the following challenges and could use your assistance.”



Make your work visible

A Kanban board is a **visual tool** to manage the flow of your project to-dos. It allows you to see, in a glance, what stage your projects are in. Each to-do is listed on the board, and is moved to the corresponding action section of the board as it's worked on.

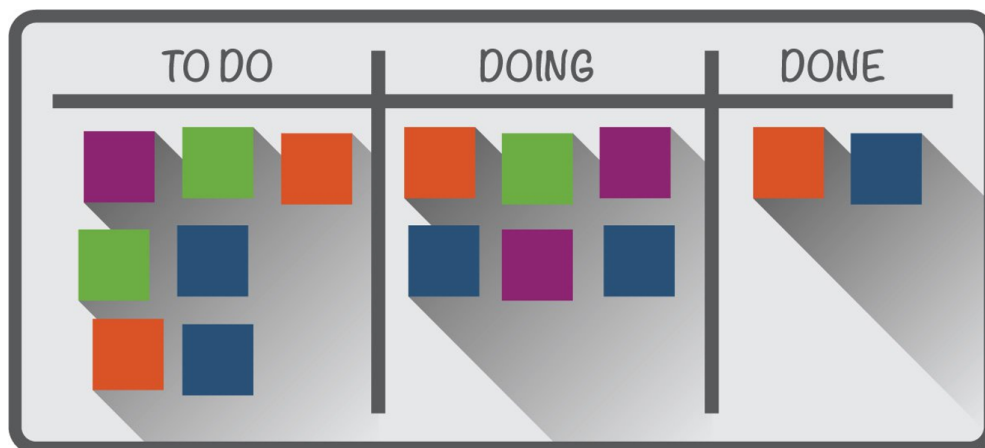


Image source: SmartSheet

NOTES

LEARN: GAIN INSIGHT & ADAPT

Retrospectives: 4Ls

Retrospective meetings are a way to gain insight about what worked well and the areas that you can improve upon in your work. My favorite retrospective exercise is the 4Ls assessment: Liked, Learned, Lacked, Longed for:

Like

What did I *like* about this sprint?



Learn

What did I *learn* during this sprint?

Lacked

What was *lacking* during this sprint?



Long For

What did I *long for* during this sprint?

NOTES

AGILE: CONVINCING YOUR BOSS

TALKING POINTS TIPS

1. Keep it simple.
2. Avoid technical jargon.
3. Indicate the why and the benefits to your boss and/or the organization.
4. Start small, implement a couple of agile techniques that will provide quick wins.
5. Sample introduction script:

"Hey boss, I'm looking to be more efficient and get real-time feedback from you as to the progress of this project.

My idea is to deliver aspects of my work in small increments and provide a draft of my work for you to react to.

As a way to accomplish this, I'd like to set up quick 15-minute meetings with you to review my progress."

YOUR TURN!

AGILE: CONVINCING YOUR TEAM

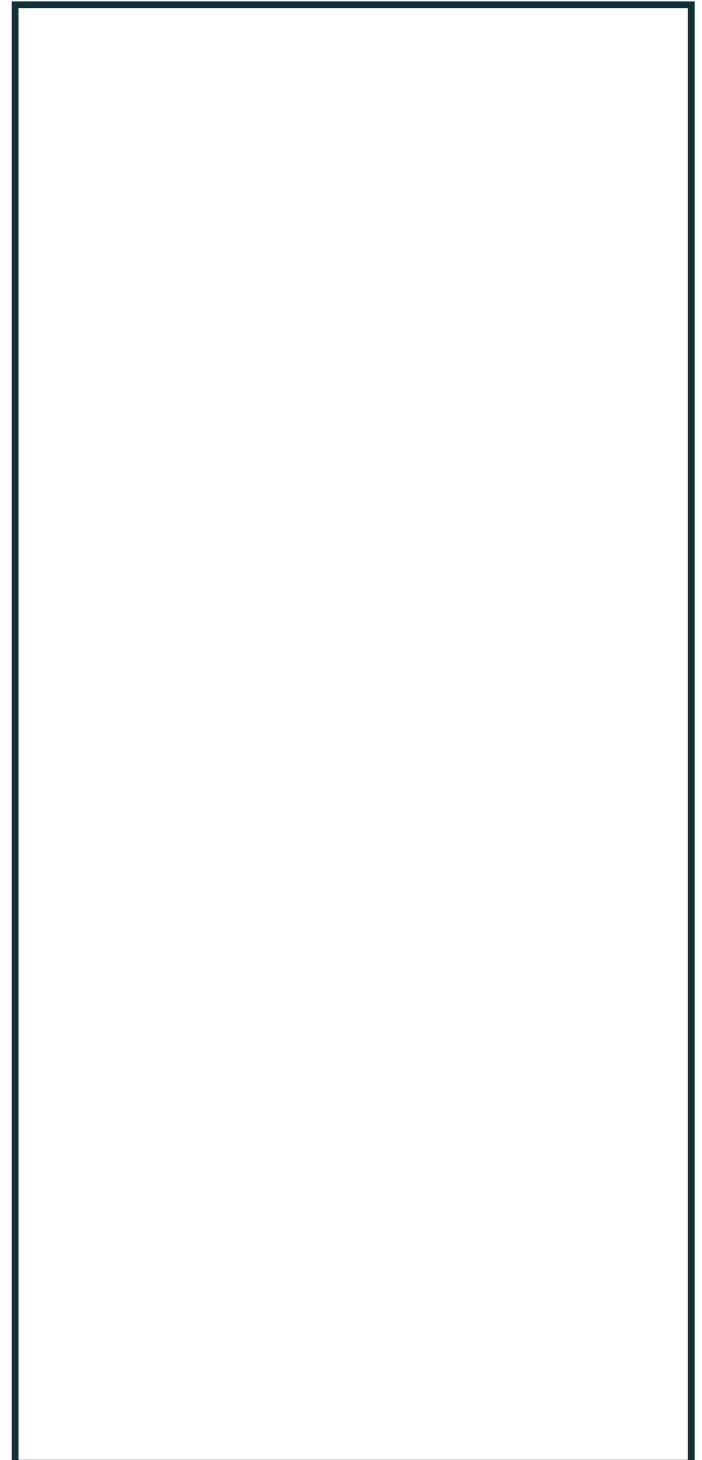
TALKING POINTS TIPS

1. Make it relatable by bringing in relevant pain points.
2. Indicate the why and the benefits to how the team can be more productive and efficient.
3. Consider the "You know how..." format to introduce agile concepts.
4. Sample script:

***"You know how** we often get frustrated when we find out about changes near the end of the project? Well by taking a more agile approach, we are able to find out about changes and adapt early on..."*

***"You know how** it seems like our job is being a mind reader of what the customer wants? Well if we do the work in small chunks and deliver that finished product to our stakeholders, we are able to get feedback early to see if we are on the right track."*

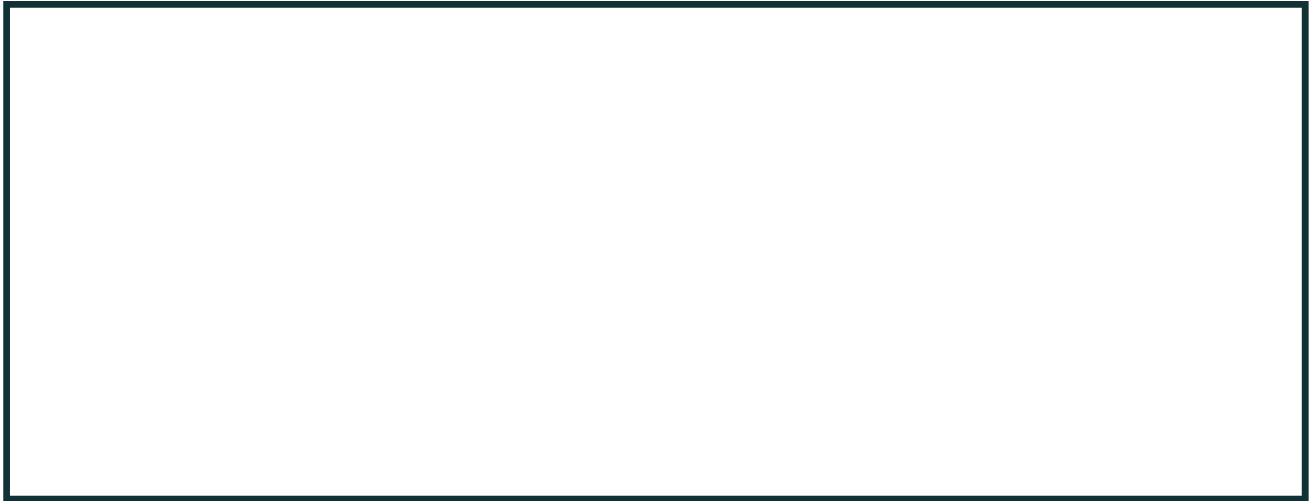
YOUR TURN!

A large, empty rectangular box with a thin black border, intended for the user to write their own response or script.

ACTION PLANNING

What's next for you in your agile journey?

What do you plan to do with this information? Take a moment to reflect your next steps.



PLACE A DOT ON THE SCALE TO INDICATE YOUR
UNDERSTANDING OF THE TOPIC:

*My Understanding of Agile at the **end** of the course...*



Not sure Agile can be
applied to my work.

I know enough to be
dangerous! Can't wait to
implement at work...

RESOURCES: AGILE TOOLS & TECHNIQUES

Kanban Resources

- [How To Use Kanban To Become Insanely Productive: A Short Guide](#)
- [Trello: popular tool that uses the Kanban board](#)
- [ToDoist: A beginner's guide to the Kanban Board](#)

Mastering the 15-Minute Stand-Up Meeting

- Daily Standup Meetings – Introduction and 5 Useful Tips. Oshero, R. 5Whys.com <https://www.5whys.com/articles/daily-standup-meetings-introduction-and-5-useful-tips.html>
- 5 Scrum Meeting Best Practices: Master the Daily Stand-Up. Lum, M. Sprint.ly <https://sprint.ly/blog/scrum-meeting-best-practices/>
- Mastering the 15 Minute Stand-Up Meeting. Richardson, D. Dudesolutions.com <https://www.dudesolutions.com/blog/mastering-the-15-minute-stand-up-meeting> ***Scroll to the bottom of the page for the cool infographic to share with your teams!***

Hire An Agile Coach!

At some point, you should bring in an agile coach if your organization is committed to implementing agile on a consistent basis. An agile coach (or mentor) is an outside person who shares their experience with the team and provides feedback on ways to improve agile implementation. The agile coach can also provide foundational training on agile concepts and techniques--especially at the executive level.

RESOURCES: CERTIFICATION & READINGS

Getting Certified

There are a number of well-recognized agile certifications to provide additional training and information.

- **PMI Agile Certified Practitioner (PMI-ACP)**; Accrediting body: The Project Management Institute (PMI)
- **Certified Scrum Master (CSM)**; Accrediting body: Scrum Alliance
- **Certified Scrum Product Owner (CSPO)**; Accrediting body: Scrum Alliance
- **Professional Scrum Master (PSM I)**; Accrediting body: Scrum.org
- **SAFe Agilist (SA)**; Accrediting body: Scaled Agile
- **APMG International Agile Project Management**; Accrediting body: APM Group International
- **Certified Disciplined Agilist (CDA)**; Accrediting body: The Project Management Institute (PMI)

Wine & Agile: True Story!

Read the Agile Innovations report from Bain & Company on how Mission Bell Winery implemented agile with success.

BAIN & COMPANY 

RESOURCES: KEY TERMS

The **Agile Manifesto** includes four values and 12 principles of an iterative software development process. In February 2001, 17 software developers met in Utah to discuss lightweight development methods. They published the Manifesto for Agile Software Development, which covered how they found “better ways of developing software by doing it and helping others do it.”

A **backlog** is a changing list of product requirements based on the customer’s needs. The backlog is not a to-do list; rather, it is a list of all the desired features for the product. The Agile team uses the backlog to prioritize features and understand which features to implement first.

The **Daily Standup** meeting serves as a daily forum for Agile teams to share progress, report impediments, and make commitments for the current iteration or sprint. This brief, 15-minute meeting is usually held every morning at the same time and in the same location. The meeting should be brief enough for participants to stand for its entirety—standing promotes brevity and ensures that the meeting doesn’t extend past the timeframe allotted. *Also known as Daily Scrum, standup meeting, daily meeting, daily huddle*

An **iteration** is a fixed or timeboxed period of time, generally spanning two to four weeks, during which an Agile team develops a deliverable, potentially shippable product. *Also known as: sprint, timebox*

Kanban is a highly visual framework that falls under the Agile umbrella. The Kanban process uses continuous work flow rather than fixed iterations to produce shippable deliverables. When applied over an existing process, Kanban encourages small, incremental changes to the current process and does not require a specific set up or procedure.

RESOURCES: BOOK READS

Recommended Books

ish: The Problem with our Pursuit for Perfection and the Life-Changing Practice of Good Enough by Lynne Cazaly

This is a thoughtful read on agile project management as the author has adapted her book from the world of software development. Lynne Cazaly poignantly and humorously shows you that perfection does not exist but “ish” does. Yes there are standards to meet, but rather than spending countless hours on exceeding standards and trying to achieve “perfection”, focus on what works right now and add value to the world – RIGHT NOW!!

The Agile Practice Guide by Project Management Institute

The *Agile Practice Guide-First Edition*, published by the Project Management Institute and created in partnership with Agile Alliance®, was developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This guide serves as a bridge to connect waterfall and agile methodologies. For a textbook, they do a great job in providing practical examples and applications of agile methods.

JOIN THE COMMUNITY!

An uncommon community for uncommon project managers...

Membership benefits include:

- **Private online community:** A safe space to be yourself and connect with others away from other distracting social media platforms.
- **Monthly Mindset Address:** Crystal provides a monthly address to the community to kickstart the month with encouragement.
- **Mentor Office Hours: Group coaching** with Crystal to discuss current work challenges, career growth, and professional development.
- **PM Unwind & Small Talk:** Evening conversations to wind down and get together on anything that made us feel great (or causes us headaches) about being a project manager.
- **Indoor Recess:** Exclusive “play time” and engaging conversations during the lunch hour.

The foundation of this group is trust, respect, open communication and a safe environment to exchange information.



I'M INTERESTED!

STAY CONNECTED WITH CRYSTAL

CRYSTAL RICHARDS, PMP, PMI-ACP



As the Principal and Owner of MindsparQ™, my focus is to help overwhelmed teams improve their project management skills (traditional and agile) so they can consistently lead projects with clarity, courage, and confidence.

I maintain a blog and videos on project management and leadership better practices. You can access my blog articles from the website: www.themindsparq.com/blog.



Serving the Greater Baltimore and Washington, DC areas, virtual services available



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