T1 2021 TEAM STRUCTURE

Including roles and responsibilities

A team structure was proposed at the to develop a working team structure that more closely aligns the to the way in which the team has operated in the past. It provides more flexibility for team members to contribute across the various streams with various members taking accountability for the work being undertaken.

# Team Structure - The Scrum Team

The Scrum Team consists of a Product Owner, the Development Team, and a Scrum Master. Scrum Teams are self-organizing and cross-functional. Self-organizing teams choose how best to accomplish their work, rather than being directed by others outside the team. Cross-functional teams have all competencies needed to accomplish the work without depending on others not part of the team. The team model in Scrum is designed to optimize flexibility, creativity, and productivity.

## Squad Leader / Scrum Master (Andrew Hall)

The Scrum Master is responsible for promoting and supporting Scrum processes and the representative of the team. The Scrum Master is a servant-leader for the Scrum Team. The Scrum Master helps everyone maximize the value created by the Scrum Team.

## Team lead – Product (Micheal Cumming)

In the absence of a fulltime Product Owner, they take on this role and are responsible for maximizing the value of the product. The development team can assist with these takes but the Lead takes ultimate accountability for;

• Clearly expressing Product Backlog items, and ensuring requirements are clear;

• Ordering the items in the Product Backlog to best achieve goals and missions;

• Optimizing the value of the work the Development Team performs;

• Ensuring that the Product Backlog is visible, transparent, and clear to all, and shows what

the Scrum Team will work on next; and,

• Ensuring the Development Team understands items in the Product Backlog to the level

needed.

## Team lead – Architecture/Technical (Hugo)

## Team lead – Frontend (TBA)

## Team lead – Backend (TBA)

## Team lead – QA [Quality Assurance] (Ben Landers)

The team leader oversees the functionality of the workgroup providing guidance and instruction. Responsibilities of a team leader include decision-making, coaching, mentoring, developing the team’s skills and managing conflict.

# Team Process, Roles and responsibilities

Due to the nature of the team project, the rubric and agile ceremonies and work practise, some adjustments need to be made in accommodation. Additionally, this team is the only team working on this single product so there are extra responsibilities required for it.

The following is a guide to how the team members should see their responsibilities in relation to the project as a whole and as contributors to the various streams. This process has been adopted from industry experiences.

## An agile product lead development process

1. As a project team, and in consultation with our project mentors, the high level project roadmap is re-assessed at the start of every trimester and agreed to in principle. At this point the team as a whole comes together as the virtual Product Manager and or Product Owner. Every member gets to contribute, and decisions are made.
2. At the start of each and every one of the four (4) iterations (sprints), the product epics and/or stories are created (if required) in delivering the agreed product goals. These are developed and agreed to by the team with the assistance of the Product Lead. The Product Lead is responsible to ensure tasks align to the roadmap, the requirements are clear, and that they are prioritised accordingly.
3. Stream Leads, by consulting with their stream members, ensure all steam tasks are reviewed and scoped and that the requirements are clear ready for development.
4. In agreement with team, the Scrum Master assigns the tasks to the sprint and ensures that assigned tasks are prioritised. The team commits to the agreed body of work to be delivered by the end of the iteration. The Scrum Master runs ceremonies to ensure smooth progression through the iteration to ensure delivery.
5. At the end of each iteration, the Scrum Master, does a retrospective to ensure learnings are gathered and implemented for upcoming iterations.

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