

CDBA Task **Checklist**

Discovery Stage

- Identify the right use cases
- Select the right squad
- Build a backlog of projects
- Hold a lessons learned session
- Organize maintenance and support
- Demonstrate the value
- Involve the IT discipline
- Recognize the squad

Experimentation Stage

- Prioritize the backlog of projects
- Set up the training program
- Determine scoping and requirements
- Apply business analysis
- Address governance issues
- Define citizen development roles
- Discuss ways of working
- Build the community
- Establish communication around citizen development
- Manage your sponsors well
- Get executive buy-in
- Start measuring
- Schedule time with executive leadership to get a green light
- Objectify value assessment
- Create responsibilities

Adoption Stage

- Launch the Hyper-Agile SDLC
- Professionalize development capabilities
- Introduce nonfunctional requirements
- Refresh the operating model
- Establish an inventory of citizen developer applications
- Incorporate CD in the organization strategy
- Deepen community engagement
- Create the citizen developer portal
- Charter a citizen development culture
- Set up a formal KPI and reporting structure

Scaling Stage

- Work on standardization
- Ensure project transparency
- Scale Ideation 2.0 on transformation projects
- Review business analysis and design capabilities
- Seek training and certifications
- Institute lessons learned as a practice
- Assess the operating model frequently
- Scale up the CD operating model
- Align strategy
- Inspire the community, and deepen engagement and involvement
- Implement an accountability structure

Innovating Stage

- Decide on project management approach
- Encourage the development of a learning organization
- Underpin the innovating organization with technology
- Empower the workforce and culture
- Foster a culture of accountability