19 March 2020 By Hugo Messer



How Agile helps to work from home PRODUCTIVELY



slido

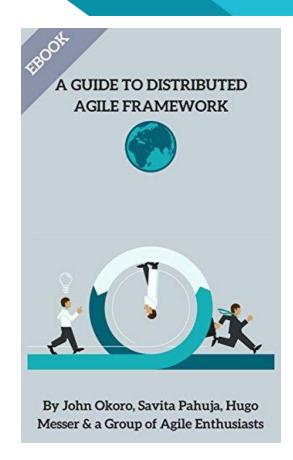
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Ebook Distributed Agile framework



http://bit.do/distributedagilebook





Ebooks





Key ingredients for dispersed teams



Technology is NOT the whole answer

Digital tools enable but we need to shift mindset and behavior



Set up your team for remote success

- Clear working agreements
- Priorities,
- visualized in an online tool



Mindset & productivity

- Focus on outcomes
- Don't wait for others
- Focus on the important



Setup your team for success

01 Clear Roles

The team needs to know who does what.

We need one facilitator to make online work work: the Scrum Master

102 Team working agreement

Teams need to agree and commit to a new way of working. Especially important while we are WFH

03 Meeting cadence

Agree on a video call cadence. Follow Agile events: sprint planning, daily, review, retro. Add social meetings.





Scrum Master: facilitator

1. Set up tools

- Set up online boards (jira/trello)
- Pick the right communication tools

2. Facilitate cadence

- Create Agile alignment cadence
- Schedule social chit chat

4. Coach people one on one

- Help people translate OKRs
- Call them regularly
- Make personal development plans

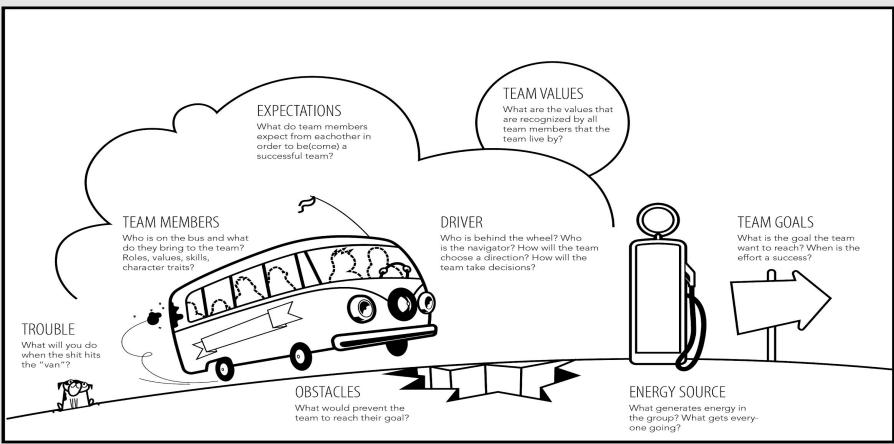
3. Keep everyone engaged

- Facilitate team agreement
- Everyone contributes in calls



TEAM CHARTER CANVAS













Most important things to talk about in the team to make sure your work as a group is productive, happy and stress-free

Team name Date

PEOPLE & ROLES

What are our names and the

COMMON GOALS

VALUES

PURPOSE

RULES & ACTIVITIES

PERSONAL GOALS

NEEDS & EXPECTATIONS

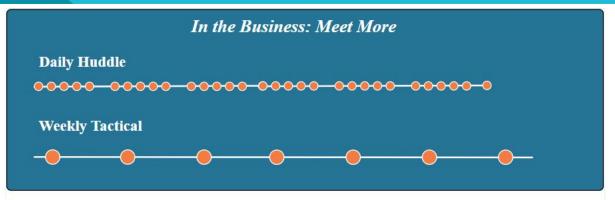
STRENGTHS & ASSETS

WEAKNESSES & RISKS





Create a meeting cadence





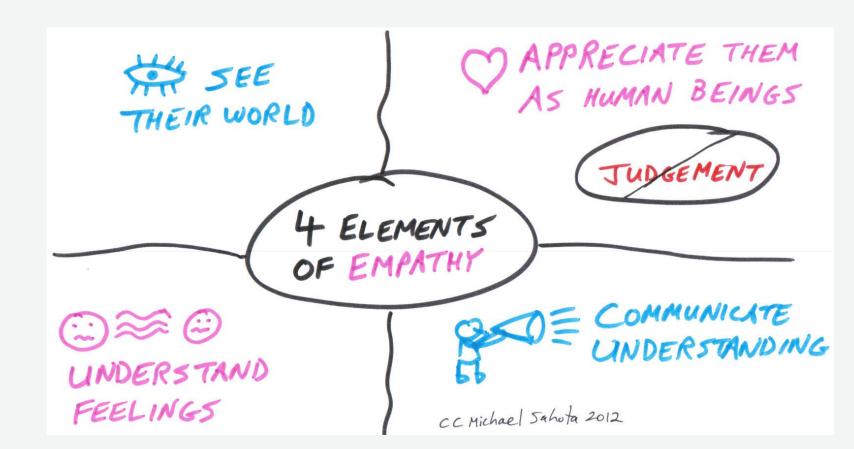


Scrum cadence

Sprint Duration	Sprint Planning	Daily Scrum	Sprint Review	Sprint Retro
1 week	Less than 2 hours	15 minutes	1 hour	45 minutes
2 weeks	Less than 4 hours	15 minutes	2 hours	1.5 hours
4 weeks	Less than 8 hours	15 minutes	4 hours	3 hours



EMPATHY



Mindset & Productivity

1 Focus on outcomes using OKR

Define what are the most important things that we need in x weeks: objectives. Define how to get there: key results.

12 Track progress

Teams set OKRs. This is translated to individuals and visualized. Teams inspect progress daily, so things get done.



ng Don't wait for anything or anyone

You're alone in your room. Take responsibility. Wake up, work and get things moving so we create a better future together.



How OKRs trickle down





Sample

General Manager

OBJECTIVE KEY RESULTS

Make \$ for 1. Win Super Bowl

owners

2. Fill stands to 88%



Head Coach

OBJECTIVE KEY RESULTS

Win Super 1. 200 yd/game passing Bowl attack

2. 3rd ranked defense in NFL

3. 25 yd punt return average

Head of PR

OBJECTIVE KEY RESULTS

Fill stands 1. Hire 3 colorful players to 88%

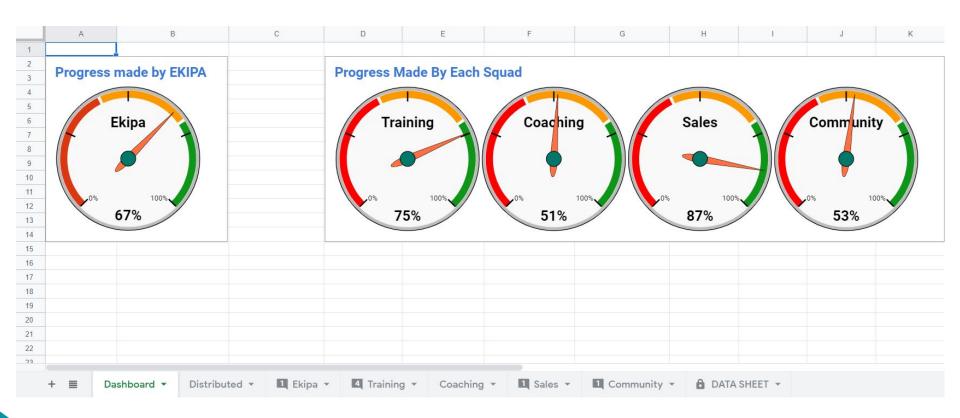
2. Get 2 Monday night games

3. Highlight key players



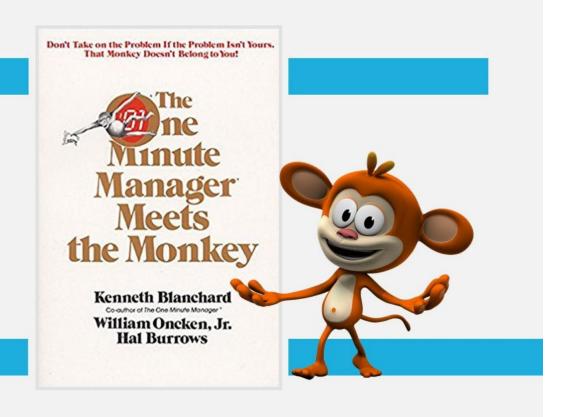


Sample OKR dashboard





Take responsibility; don't wait for anyone or anything





Next steps to get you going



RSVP: bit.do/ismpub

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For expert advice and coaching in WFH please contact Ekipa. Thanks

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