

# **BASICS OF AGILE WORK**

SO WE KNOW WE WANT TO  
BE AGILE...

NOW WHAT?

# AGILE VERSUS SCRUM

WAIT, THEY'RE NOT SYNONYMS?

Scrum is a framework that deliberately reinforces Agile principles/mindset

- Concrete checkpoints and purposeful discussions
- Iterative mentality

**DO Scrum to learn to BE Agile**

# OTHER AGILE OPTIONS

THE INTERNET IS A CORNUCOPIA

Starting with Scrum is extremely common

- Straightforward - applies the principles without thinking
- Simple to implement for a team

There ARE other ways to work!

- Kanban
- Scrumban
- XP (Extreme Programming)
- Lean
- Hybrid approaches and more...

Click for an overview of major approaches!

# BACKLOG REFINEMENT (GROOMING)

GETTING YOUR HOUSE IN ORDER

Ensure high-priority stories (work items) are

- Well-defined (no *major* open questions)
- Actionable (*just* enough detail, and *sign-off* from the business)
- Focused on WHAT, not too much on HOW (avoid rabbit-holes)

Many teams also use this time to estimate effort (point)

# BACKLOG REFINEMENT (GROOMING)

VIDEO OVERVIEW



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# SPRINT PLANNING

## WHY TWO WEEKS

Long enough to get something substantive done

Short enough to remember details of lessons, failures, and successes

Short enough to encourage manageable (small) work items

# SPRINT PLANNING

## BASIC FORMAT

The product/delivery owner brings a prioritized list of vetted work items (a groomed backlog)

The team discusses the work items in priority order

- based on last sprint and known absences/distractions for this sprint, how much work is the team comfortable with (capacity)?
- which work items will the team be able to complete (commit to) within the sprint?

The team leaves with a doable (but challenging) amount of work for the sprint (a sprint backlog)

# SPRINT PLANNING

## SPRINT GOALS

### Optional

The team can create one or two brief *sprint goals for the team* based on retro action items from last sprint, or if there is a theme to the work of the sprint



# SPRINT PLANNING

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# DAILY STAND-UP

## WHY?

Every day the team checks in:

- Are people progressing as expected on stories (work items)?
- If not, why not?
- *Who can help?*

Is any *work at risk* of not being completed? What can be done?

Is non-sprint work *distracting* the team? What can be done?

Ideally, this is *one of many checkpoints* the team has throughout the day - don't wait until stand-up to ask for help!

# DAILY STAND-UP

## HOW?

Person by person:

Each person discusses what they tackled yesterday, what they will tackle today, and anything they need help with.

Story by story ("walking the board"):

The team reviews each story and makes sure progress is noted and hold-ups are resolved.

Hybrid/Custom:

Some combination/customization of the above!

# DAILY STAND-UP

VIDEO OVERVIEW



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# SPRINT RETRO- SPECTIVE

## WHY?

Literally: look back over the sprint!

Formal opportunity for each team member to share what they noticed in the past sprint

Natural reset for next sprint based on lessons learned from the past sprint

Team gets more comfortable with tough conversations, and gets used to giving and receiving feedback

# SPRINT RETRO- SPECTIVE

HOW?

Hundreds of suggestions online!

Typically, the format boils down to:

What went well in the past sprint

What didn't go well

What could you (as a team) do  
better going forward

OR

Start, stop, continue

# SPRINT RETRO- SPECTIVE

## TIPS AND TRICKS

Start simple - game-ify later

Allow people to *write out their thoughts* and brainstorm a little before everyone speaks (typically done with sticky notes)

Try to create small action items, and choose only a few to focus on

When possible, make sure action items have a primary owner

Focus problem-solving on *issues within the control* of the team and/or its leaders

# SPRINT RETRO- SPECTIVE

VIDEO OVERVIEW



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