Daily Standup

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Disclaimer

▶ We are not perfect being. Be are striving for the perfection.

▶ We are trying to develop some good work habits. There are opportunities of improvement. Let's start doing it and on the way if any opportunity is identified we can incorporate the inputs.

▶ There are many ways of keeping your standup meeting an exciting event of the day. So be creative. But do not play with the spirit of the practice.

▶ Feel free to share inputs to make this an exciting event of the day. Today or anytime in future.

Agenda

1. What Information Radiator?
2. What Osmotic Communication?
3. What is Daily Standup?
4. Why Daily Standup?
5. Questions & Answers (QA) session. -15 min

Information Radiator
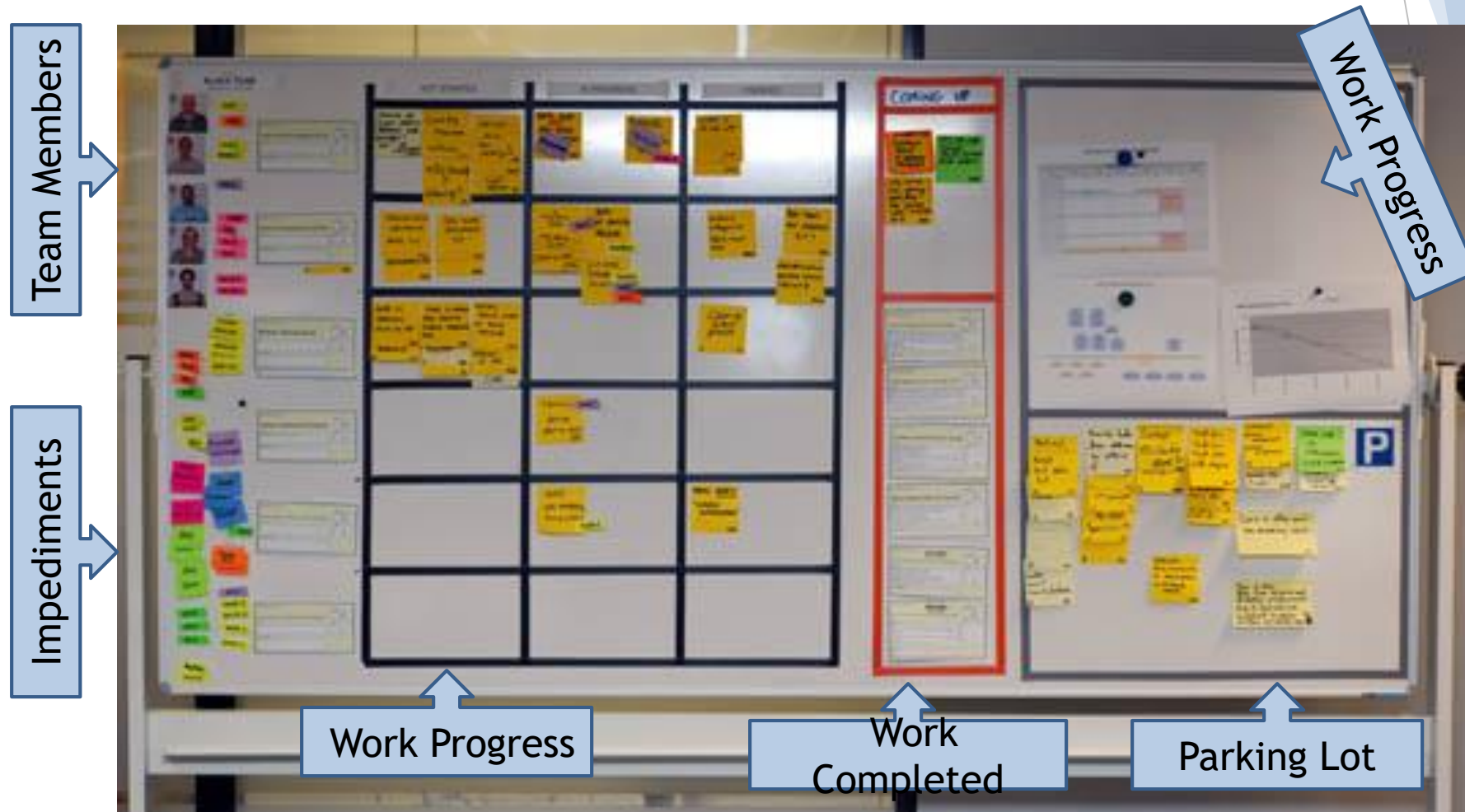
Osmotic Communication

- Agile project relies on collocation, minimum documentation, least reporting, maximum constructive engagement. This can be achieved if frequently sought important information is available in published form in team space

- Whoever need the information can go and get the information without wasting time in requesting, making, sending, receiving the information

- Benefits
  - Least cost, effort and time waste in communication
  - Updated information is always available without making new reports
  - People can get whatever particular information they are looking for
  - Happens at the same time
  - Feedback loop is quick
  - Those people who are left in regular reporting also get benefitted
  - No junk, old, repetitive information, but fresh and useful.

- Dis-benefits
  - Some people get extra information which they do not need
  - It is left to individual's interpretation

Daily Stand-ups

▶ Plan the work and work the plan on daily basis

▶ Daily stand-up is heart beat of agile project management

▶ Team meets daily (typically in working area, war room) at fixed time (time should not be changed) preferable first thing in morning

▶ This is not reporting session but information sharing among team members

▶ Only "Pigs" allowed to speak, "chicken" should listen (they are not allowed to interfere or ask while stand up meeting is in progress)

▶ It is 15-20 min meeting, conducted while everybody is standing (showing the sense of urgency). A person should not take more than 2 min to update this work status.

▶ Any one in the team can facilitate this meeting

▶ Project manager notes the impediments and start working on those immediately after the meeting is over.

TEAM : Daily Standup

▶ Every function/department must be represented in Daily standup

▶ It is project wise information share

▶ One department at a time. Two people should not speak same time.

▶ Other people should listen carefully and analyze the impact of other's information on their work

▶ Kanban Board Should be updated before you start standup

▶ Daily Standup in the Kanban Board area.

Daily Stand-ups

Three Questions of standup meeting which every team member must address are....

1. What did they do yesterday?

2. What are they planning to do today?

3. Any impediments on the way today?

How to Address Impediments

▶ Within max next 24 hours. Otherwise it will be escalated.

▶ Project either own or assign it to some PMT member

▶ Till the time impediment is not resolved PM & PMT should prioritize the work for PMT member

Dimensions of Communications

- Internal vs External
- Formal vs Informal
- Vertical vs Horizontal
- Official vs Unofficial
- Written vs Oral
- Verbal vs Non-verbal

Am I missing anything?

Do you have any question?

Next Program

▶ Critical Chain Method, Critical Path Method of Project Scheduling

▶ Time : 2-Dec-17 9am to 1pm.

▶ Location: This Room

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