

Read me!

Wednesday, April 26, 2017 4:40 PM

Trainers repository

Trainers' library is read-only for trainers. (Just to make sure that our trainers might not accidentally delete something in the deck)

The deck is officially released once a new page is added to the OneNote notebook. Evolve might experiment an idea or to improve the deck. However, trainers might not keep up with those frequent changes.

You can find change log in the OneNote of every deck on what we have changed

Training decks

Our rule for using the standard Evolve training decks is simple.

- Trainers are allowed to narrate the deck in your own way & use your own examples
- Trainers are allowed to copy the deck and add / update / remove slides anyway you like as long as:
 - It flows the same way
 - It fits the existing content
 - It meets the main objectives of the training
- You are NOT allowed to modify the content of the slide. Either you use at as-is or do not use it.
- You should not name any training courses with the same name as we do in Evolve in the content of the deck is different
 - Agile 101, Scrum Simulation, Kanban Overview

4Cs - Training from the back of the Room

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Train%20the%20Trainers%20-%20what%20are%20the%204Cs.pptx>

Training scheduling & Course list

Friday, June 16, 2017 12:40 PM

Training schedule & A list of trainers

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Team%20Documents/Training%20Schedule.xlsx>

Training roadmap & Course description

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Team%20Documents/Agile%20Training%20Roadmap%20-%20V2.xlsx?web=1>

Maintain upcoming training list on Evolve site

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Lists/testList/AllItems.aspx>

Current upcoming training on Evolve website

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Web/prod/index.html#/events>

Annually (September)

- Book the rooms

Quarterly

- Find the trainers
- Create [EventX](#) (Hashtag #Evolve #Agile) + Add Rafal as an admin
 - o Each session capacity is 32 for HHL, 35 for EMHC
- Update [Training schedule](#) with the EventX link

1 month

- Put EventX on Evolve website - [Click here](#)
- Make EventX searchable - Check a checkbox [Make this a searchable event]
- Announce on Yammer on [Agile](#) & [DevOps](#) group
- Send an email to people on the previous training waitlist
- Confirm the trainers' availability

2 weeks before the class

- Send pre-training email

1 week before the class

- Reply back to GREF the room setup - Team pod, 5 tables 6 chairs each + an instructor table with 2 chairs

2 days before the class

- Prepare sign sheet and give it to the trainers - Go to EventX and download attendee list for the session

After training

- Get a sign sheet from the trainers & send a post-training email

Pre-training / Post-training email templates

Tuesday, July 25, 2017 1:05 PM

Pre training (Ask people to unregister if they cannot make it, make sure that they have the access to the training room, etc.)
<https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Pre%20training%20email.msg>

Agile 101 - Post training (Send the audience training materials, training feedback survey)
<https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Agile%20101%20-%20Post%20training.msg>

DevOps 101 - 1Q2018 - Post training
<https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/DevOps%20101/DevOps%20101%20-%20Post%20Training%20-%201Q2018.msg>

Training demand spreadsheet

Thursday, July 27, 2017 3:21 PM

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Shared%20Documents/Application%20Transformation%20Champions/Training%20Inquiry.xlsx?web=1>

Self-help materials

Wednesday, January 31, 2018 1:24 PM

Evolve website Beta - <http://goto/evolvebeta>

Self-help content & wish list for future training

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Shared%20Documents/Evolve%20Self%20help%20content%20list.xlsx>

RELATIVE SIZING - Window Washing Example

Monday, December 11, 2017 10:43 AM



Relative Sizing

This short deck can be used to illustrate Relative Sizing versus Estimating by Time.

Coaching materials

Thursday, May 25, 2017 10:44 AM

User Story writing training

<https://ishareteam2.na.xom.com/sites/ASC/ASC%20Public%20Documents/User%20Story%20Writing%20-%20Training.pptx>

Cost of Delay (Cod) and Weighted Shortest Job First (WSJF) introduction:

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Shared%20Documents/WSJF%20and%20CoD.pptx>

101 - Agile 101 - 1Q 2017

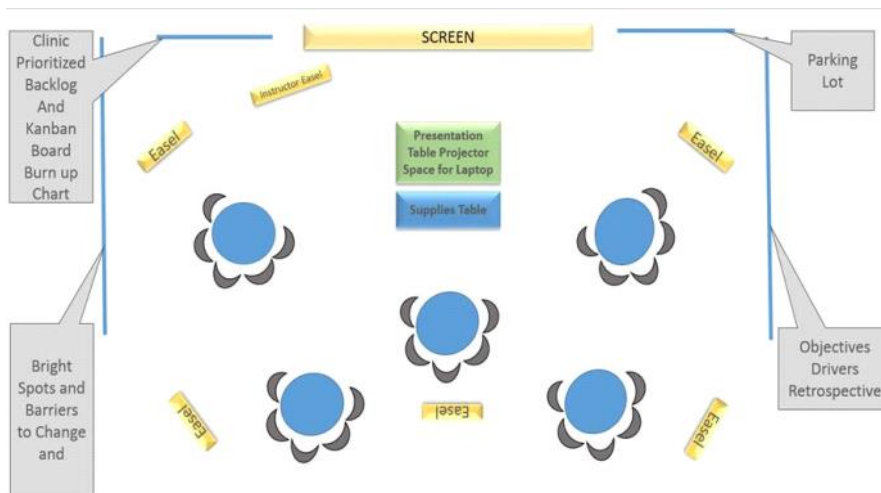
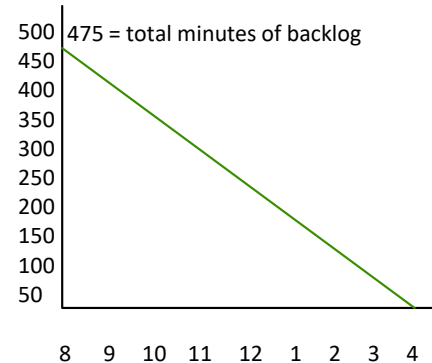
Tuesday, December 8, 2015 10:52 AM

Preparation

- Room setup
 - o Easel = a number of tables (5 participants per table)
 - First page - Hopes & Fears on top left and bottom right corner
 - Second page - Drivers for world café activity
 - Deliver high value
 - Usability
 - High performing team
 - Quality solution
 - Speed to market
 - o Backlog = Prioritized – large sticky notes with clinic content and estimates (refer to agenda section)
 - o Kanban Board = Sticky notes with "To do", "Doing (1)" & "Done", tape for board borders (optional)
 - o Burndown Chart = Sheet of flipchart paper
 - o Heat map
 - How much do you know about Agile?
 - BLUE – Project Managers
 - GREEN – Applications
 - YELLOW – OTHER
 - o Retrospective Charts = 2 sheets of flipchart paper - What went well / What we can improve
 - o Clinic Objectives – [print out](#) or write them down on big post it notes
 - o Working Agreement (ground rules)
 - o Parking lot

Lunch

60



Book Recommendations

- Leading Change by John Kotter
- The Lean Machine by Darrin Osterwa
- Managing for Excellence by David Bradford and Allen Cohen
- Principles of Product Development Flow by Don Reinertsen
- Lean Product and Process Development by Allen Ward and Duward Sobczak
- The Goal by Eliyahu Goldratt
- Out of the Crisis by C. Deming
- Agile Software Requirements by Dean Leffingwell
- Switch by Chip Heath and Dan Heath
- The Five Dysfunctions of a Team by Patrick Lencioni

Videos

Watch marshmallow challenge	https://youtube.com/watch?v=8tO8M https://marshmallowchallenge.org/
Reducing transaction costs example	https://youtube.com/watch?v=73ivvms
Decentralizing decision making in nuclear submarine command	https://youtube.com/watch?v=QqmsvYk5_0
PI Planning example	https://youtube.com/watch?v=Z4d1vA81M
John Deere Vision	http://tiny.cc/mip5uloc5
Scott Pugh: DevOps in Legacy Environments	https://youtube.com/watch?v=14et0EGvK0A
The Backwards Brain Bicycle	https://youtube.com/watch?v=FeDw8zBL0
A Black vs Whites	https://youtube.com/watch?v=K3Wm9Seuq0
The Knack	https://youtube.com/watch?v=60P1xG32Feg
Drive: The Surprising Truth About What Motivates Us - Daniel Pink	https://youtube.com/watch?v=6x6SPmEJk
Taking the SPC Exam	https://vimeo.com/20187728/
Tour of the Community	https://vimeo.com/201877314 www.scaledagile.com/becoming-scaled
Leading SAFe Live Lessons	www.scaledagile.com/leading-safe-videos/

Whitepaper & other Readers

<http://www.scaledagile.com/nework.com/pacific-express>
<http://www.scaledagile.com/nework.com/infoqair-case-study>
The New New Product Development Game by Takeuchi and Nonaka - HBR

- Participants supply
 - o Sharpies markers - 1 per participant
 - o Assorted color of post-it notes - standard size
 - o Assorted color of sticky dots - Require at least blue, green & yellow + 3 of any color per participant
 - o Pens - 1 per participant
 - o Game instruction & handouts - 1 per participant
- Activities supply
 - o Timer device
 - o Two bags of tennis balls - Ball games
 - o Planning Poker deck - 1 deck per four participants
- Instructor
 - o Computer with presentation & videos on it
 - o Internet connection
 - o Presentation remote control
 - o Adapters/connectors for the projector, if needed
 - o External speaker for those circumstances where there is no external audio hookup available
 - o Timer Utility – [Google timer](#)
 - o Case Study

Training Deck

- o <https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Agile%20101/Agile%20101%20-%20201Q2017.pptx>

Session Agenda

- [Backlog & Course schedule](#)

101 - Agile 101 - 2Q 2017

Tuesday, December 8, 2015 10:52 AM

Preparation

- Room setup
 - o Backlog = Prioritized – large sticky notes with clinic content and estimates (refer to agenda section)
 - o Kanban Board = Sticky notes with "To do", "Doing (1)" & "Done", tape for board border
 - o Burndown Chart = Sheet of flipchart paper (or print out from [Visio](#))
 - o Retrospective
 - [Charts](#) = 2 sheets of flipchart paper - What went well / What we can improve
 - 2 big post-its What Went Well & What We Can Improve
 - o Wall of Learning
 - o Learning Objectives
 - o Working Agreement (ground rules)
 - o Parking lot
 - o Horseshoe poster (Optional)
 - o Game result table (Penny game, Spider game, Ball WIP game, Multitasking game, Ball Point game)
 - o Painter's tape
- Participants supply
 - o Sharpies markers - 1 per participant
 - o Assorted color of post-it notes - standard size
 - o DragSign sheet
 - o Two bags of tennis balls - Ball games & WIP game
 - o Planning Poker deck - 1 deck per four participants (Coin flipping game)
 - o [Agile principles - Wall](#)
 - o [Agile principles - Handout](#)
 - o Spider game QA criteria (in the Agile 101 deck)
- Instructor
 - o Computer with presentation & videos on it
 - o Internet connection
 - o Presentation remote control (Clicker)
 - o Adapters/connectors for the projector, if needed
 - o External speaker for those circumstances where there is no external audio hookup available
 - o Timer Utility – [Google timer](#)

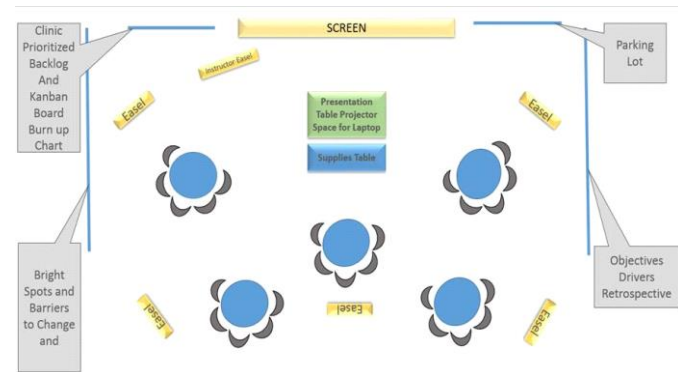
Training Deck

- <https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Agile%20101/Agile%20101%20-%202Q2017.pptx>

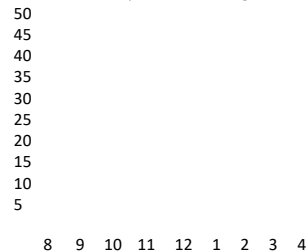
Session Agenda

- [Backlog & Course schedule](#)

Lunch



48 = total points of backlog



Q2 2017 Change log

- New ice breaking exercise (Human heatmap) - To reduce burden of creating a heatmap chart
- Added back objective exercise (simplified)
- New section "How to get there" (4 adoption steps from CA)
- Agile: New Agile principles exercise (Bumper sticker)
- Stable Teams: Rework on Team's spider exercise
- Agile Framework: Replace Skeet shooting & bowling with WIP management explanation for each framework
- Agile Planning & Estimation: Rework on Agile Planning and

Estimation

- Rework on Quality
- New tool - Wall of learning

101 - Agile 101 - 3Q 2017

Tuesday, December 8, 2015 10:52 AM

Preparation

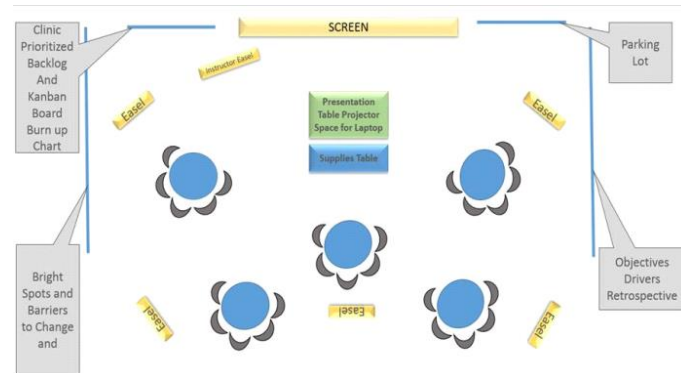
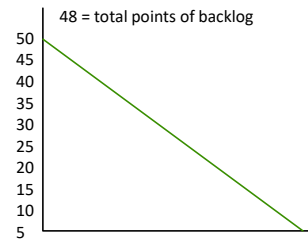
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 - [Charts](#) = 2 sheets of flipchart paper - What went well / What we can improve
 - 2 big post-its What Went Well & What We Can Improve
 - o Learning Objectives
 - o Working Agreement (ground rules)
 - o Horseshoe poster (Optional)
 - o Game result table (Penny game, Spider game, Ball WIP game, Multitasking game, Ball Point game)
 - o Painter's tape
- Participants supply
 - o Sharpies markers - 1 per participant
 - o Assorted color of post-it notes - standard size
 - o Two bags of tennis balls - Ball games & WIP game
 - o Planning Poker deck - 1 deck per four participants (Coin flipping game)
 - o [Agile principles - Wall](#)
 - o [Agile principles - Handout](#)
 - o Spider game QA criteria (in the Agile 101 deck)
- Instructor
 - o Computer with presentation & videos on it
 - o Internet connection
 - o Presentation remote control (Clicker)
 - o Adapters/connectors for the projector, if needed
 - o External speaker for those circumstances where there is no external audio hookup available
 - o Timer Utility – [Google timer](#)

Training Deck

- <https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Agile%20101/Agile%20101%20-%203Q2017%20-%20AP.pptx>

Session Agenda

- [Backlog & Course schedule](#) - Look at Agenda 3Q2017



5

Q3 2017 Change log

- Logistics - Do the introduction at the table + Team naming
- Remove wall of learning (do the half day recap instead)
- Added Brutal Truth & Forrester research
- Mindset slide added
- Remove all the optional topics
- Added half-day recap
- Added reconnect to principles
- Added Why WIP discussion

8 9 10 11 12 1 2 3 4

101 - Agile 101 - 4Q 2017 - Not-released

Tuesday, December 8, 2015 10:52 AM

Preparation

- Room setup
 - o Backlog = Prioritized – large sticky notes with clinic content and estimates (refer to agenda section)
 - o Kanban Board = Sticky notes with "To do", "Doing (1)" & "Done", tape for board border
 - o Burndown Chart = Sheet of flipchart paper (or print out from [Visio](#))
 - o Retrospective
 - [Charts](#) = 2 sheets of flipchart paper - What went well / What we can improve
 - 2 big post-its What Went Well & What We Can Improve
 - o Wall of Learning
 - o Learning Objectives
 - o Working Agreement (ground rules)
 - o Parking lot
 - o Horseshoe poster (Optional)
 - o Game result table (Penny game, Spider game, Ball WIP game, Multitasking game, Ball Point game)
 - o Painter's tape
- Participants supply
 - o Sharpies markers - 1 per participant
 - o Assorted color of post-it notes - standard size
 - o Sign sheet
 - o Two bags of tennis balls - Ball games & WIP game
 - o Planning Poker deck - 1 deck per four participants (Coin flipping game)
 - o [Agile principles - Wall](#)
 - o [Agile principles - Handout](#)
 - o Spider game QA criteria (in the Agile 101 deck)
- Instructor
 - o Computer with presentation & videos on it
 - o Internet connection
 - o Presentation remote control (Clicker)
 - o Adapters/connectors for the projector, if needed
 - o External speaker for those circumstances where there is no external audio hookup available
 - o Timer Utility – [Google timer](#)

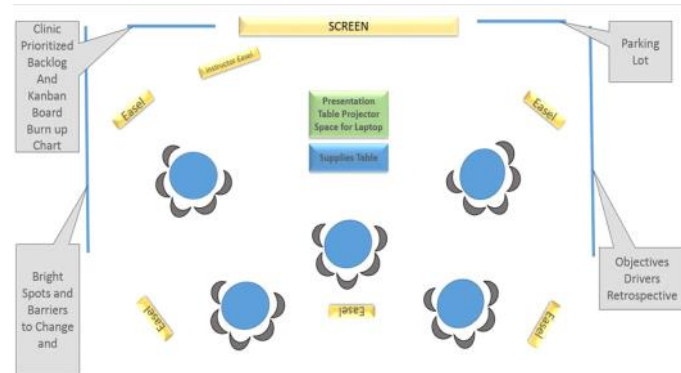
Training Deck

- <https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Agile%20101/Agile%20101%20-%20Q42017.pptx>

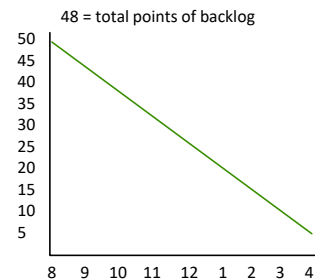
Session Agenda

- [Backlog & Course schedule](#)

Lunch



5



Q4 2017 Change log
- Remove Requirements section

Ground rules

Tuesday, January 12, 2016 1:12 PM



"What do you feel is important to make our time spent together valuable and worthwhile?"

1. Be Here & Now
 - a) Minimize use of laptops, stop IM conversations, & silence phones
 - b) No side conversation
 - c) Use break times for business catch-up
2. Active participation: Questions of clarification are encouraged
3. Only one person speaks at a time

Tim's notes

Friday, March 17, 2017 8:24 AM

- ☐ Non-discretionary project
- ☐ Not-applicable with SAP
- ☐ Umbrella Agile
- ☐ Where supervisors fit in
- ☐ Lean leadership

Team is too loooooong
WIP game -> Numbering the balls
Planning Poker -> Size is 4

- ☐ Example: Fail early & management support (Safety) - Add tests, don't add more control

Feedback from Train the trainers

- ☐ How we get there
- ☐ Rework IDEAS slides
- ☐ Community of trainers so they can share feedback
- ☐ Drive risks away as a part of core content
- ☐ Big upfront requirement gathering as a main problem for Requirements section

BD's feedback

Disclaimer -

Ken's feedback

Tuesday, June 20, 2017 1:59 PM

Too much material => Put instructor in the difficult position

Tough for the audience

- Make audience talk

Introductory course - Less is more

Good videos

Tuesday, July 25, 2017 1:40 PM

- Greatness by David Marquet (Leadership, Captain of the submarine video)
 - o https://www.youtube.com/watch?v=OqmdLcyES_Q
- Drive by Dan Pink (motivation)
 - o <https://www.youtube.com/watch?v=u6XAPnuFjJc>
- Start with Why by Simon Sinek (Golden circle)
 - o <https://www.youtube.com/watch?v=IPYeCltxpxw>
- The Backwards Brain Bicycle
 - o <https://www.youtube.com/watch?v=MFzDaBzBIL0>
- Cost of delay by Black Swan
 - o <https://vimeo.com/101506552>
- Lucy's candy factory video (WIP)
 - o <https://www.youtube.com/watch?v=NkQ58I53mjk>
- [Formula 1 Pit Stops 1950 & Today](#)
- Horseshoe video
 - o <http://goto/horseshoe>

Agile 101 - Prep

Monday, July 17, 2017 5:17 PM

See Agile 101 Checklist Tab

- Checklist built for Curitiba classes, can be reused but requires adjustments

Agile 101 Checklist - Template

Tuesday, June 27, 2017 8:42 AM

Preparation Materials for Curitiba Sessions

	Item	Materials
	Study Latest Deck from ASC Trainer's Library	<input type="checkbox"/> Trainers Library - Agile 101 <input type="checkbox"/> Evolve Training Repository . (new repository location as per note from Tim)
	Room Reservation	<input type="checkbox"/> 721 is the preference for Curitiba CE building <input type="checkbox"/> Curitiba CE 119/121 secondary option (ask GREF to join rooms in advance) <input type="checkbox"/> Other rooms by exception. Space is required for running the games
	Create EventX Event	<input type="checkbox"/> Use standard text below <input type="checkbox"/> Recommended days: Tuesday/Wednesday/Thursday
	Update Evolve Event List (to show up on Evolve's site)	<input type="checkbox"/> https://ishareteam2.na.xom.com/sites/EvolveWrk/Lists/testList/AllItems.aspx
	Clear Waitlist (1 week before)	<input type="checkbox"/> Instruct people to subscribe if possible or look for next event
	Send Reminder 2 days before training	<input type="checkbox"/> Export list from EventX
	Check with GREF about planned drills	<input type="checkbox"/> Contact
	Request 2 flipcharts with 10 sheets via eMerge	<input type="checkbox"/> eMerge -> Office Services -> Other Office Services
Room Prep		
	Use External Speaker for playing music	<input type="checkbox"/> Play during breaks <input type="checkbox"/> Obtain Jabra or Konftel speaker (Solution Center)
	Speaker Materials	<input type="checkbox"/> Bottle of water <input type="checkbox"/> Pointer (obtain from IT Solution Center)
	Learning Objectives Wall	<input type="checkbox"/> Flipchart Sheet OR Wall + 2 Post It blocks
	Wall of Learnings	<input type="checkbox"/> Flipchart Sheet OR Wall + 2 Post It blocks
	Feedback Wall	<input type="checkbox"/> Flipchart Sheet
	Working Agreements (suggestion for baseline working agreements)	<input type="checkbox"/> 50/10 (50min presentation, 10min break, flexible along the day) <input type="checkbox"/> No Electronics (welcome to attend other day) <input type="checkbox"/> One conversation at a time <input type="checkbox"/> Leave anytime <input type="checkbox"/> Ask anything
	Burndown Chart	<input type="checkbox"/> Flipchart Sheet
	Kanban Board	<input type="checkbox"/> Printed agenda topics with times <input type="checkbox"/> Build with Blue Tape (in Brazil, any tape) <input type="checkbox"/> Write Chapter Names in Big Post-Its <input type="checkbox"/> Use Big Post-Its for (To Do, Doing, Done), Doing WIP limit (1) <input type="checkbox"/> Chapter Size Estimation Sheet
	Preload Videos	<input type="checkbox"/> Cost of Delay: https://vimeo.com/101506552 <input type="checkbox"/> Agile Manifesto (What is Agile): The Agile Manifesto - 4 Agile Values Explained <input type="checkbox"/> Achieving Greatness (Servant Leadership): Inno-Versity Presents: "Greatness" by David Marquet
	Spider Game	<input type="checkbox"/> QA handout printed (7 copies) <input type="checkbox"/> Blank Paper Sheets (30 per table)
	Ball Games (2 games)	<input type="checkbox"/> 2 bags with Tennis Balls from ACOP drawer
	Penny Game	<input type="checkbox"/> 2 sets of planning poker cards (10 cards per table)
Post-Event		
	Send email with survey plus content	<input type="checkbox"/> Export list from EventX
	Send a note to supervisors for missing attendees	

Agile 101 Checklist - Curitiba Jan 24

Tuesday, June 27, 2017 8:42 AM

Preparation Materials for Curitiba Sessions

	Item	Materials
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	Clear Waitlist (1 week before)	<input checked="" type="checkbox"/> Instruct people to subscribe if possible or look for next event
	Send Reminder 2 days before training	<input checked="" type="checkbox"/> Export list from EventX
	Check with GREF about planned drills	<input checked="" type="checkbox"/> Contact
	Request 2 flipcharts with 10 sheets via eMerge	<input checked="" type="checkbox"/> eMerge -> Office Services -> Other Office Services
Room Prep		
	Use External Speaker for playing music	<input type="checkbox"/> Play during breaks <input type="checkbox"/> Obtain Jabra or Konftel speaker (Solution Center)
	Speaker Materials	<input type="checkbox"/> Bottle of water <input checked="" type="checkbox"/> Pointer (Evolve Curitiba now holds a pointer)
	Learning Objectives Wall	<input checked="" type="checkbox"/> Flipchart Sheet OR Wall + 2 Post It blocks
	Wall of Learnings	<input checked="" type="checkbox"/> Flipchart Sheet OR Wall + 2 Post It blocks
	House of Mystery Wall	<input checked="" type="checkbox"/> Flipchart Sheet
	Working Agreements (suggestion for baseline working agreements)	<input checked="" type="checkbox"/> 50/10 (50min presentation, 10min break, flexible along the day) <input checked="" type="checkbox"/> No Electronics (welcome to attend other day) <input checked="" type="checkbox"/> One conversation at a time <input checked="" type="checkbox"/> Leave anytime <input checked="" type="checkbox"/> Ask anything
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	Kanban Board	<input checked="" type="checkbox"/> Printed agenda topics with times <input checked="" type="checkbox"/> Build with Blue Tape (in Brazil, any tape) <input checked="" type="checkbox"/> Write Chapter Names in Big Post-Its <input checked="" type="checkbox"/> Use Big Post-Its for (To Do, Doing, Done), Doing WIP limit (1) <input checked="" type="checkbox"/> Chapter Size Estimation Sheet
	Preload Videos	<input checked="" type="checkbox"/> Cost of Delay: https://vimeo.com/101506552 <input checked="" type="checkbox"/> Agile Manifesto (What is Agile): The Agile Manifesto - 4 Agile Values Explained <input checked="" type="checkbox"/> Achieving Greatness (Servant Leadership): Inno-Versity Presents: "Greatness" by David Marquet
	Spider Game	<input checked="" type="checkbox"/> QA handout printed (7 copies) <input checked="" type="checkbox"/> Blank Paper Sheets (30 per table)
	Ball Games (2 games)	<input checked="" type="checkbox"/> 2 bags with Tennis Balls
	Penny Game	<input checked="" type="checkbox"/> 2 sets of planning poker cards (10 cards per table)
Post-Event		
	Send email with survey plus content	<input type="checkbox"/> Export list from EventX
	Send a note to supervisors for missing attendees	<input type="checkbox"/> Compare from sign-up list

EventX Creation Details

Monday, July 17, 2017 4:32 PM

EVENT DETAILS (COPY AND PASTE)

So you have heard the buzzword Agile before, but what really does it mean? What are the key concepts that everyone needs to know? How has it been used in EMIT before? Come spend the day with us to find out the answers to these questions and more! This class focuses on the Mindset and provides a high level overview of Agile practices.

Warnings:

This is an in-person classroom training (no virtual attendance options).
No laptops allowed in room.
Subscriptions will be communicated to your supervisor to ensure attendance is confirmed.

Start/End Hours for Brazil

- Start: 08:30am
- Finish: 5:30am

Capacity

- 35

UPDATE EVOLVE EVENT LIST

Event Title *

Agile 101

Date and Time

10/31/2017

8 AM

30

Person or Group

Varjao, Jackson R x

Location

Curitiba (Corporate Evolution)

TrainingType

training

eventxRegistrationLink

Type the Web address: [\(Click here to test\)](#)
http://eventx/67228562-bbc1-4e68-90c4-cbe0277047cc
Type the description:
http://eventx/67228562-bbc1-4e68-90c4-cbe0277047cc

ExternalEvent

No

Created at 5/3/2017 8:49 PM by Varjao, Jackson R

Last modified at 5/3/2017 8:49 PM by Varjao, Jackson R

Save

Cancel

Agile 101 Supplies to Purchase

Tuesday, June 27, 2017 8:42 AM

Preparation Materials for Curitiba Sessions

Item	Quantity
Stationery	
Standard Post Its	<input type="checkbox"/> 3 boxes of standard colored post its
Big Post Its	<input type="checkbox"/> 3 boxes of big post its
Blue Tape for Kanban	<input type="checkbox"/> 3 rolls or 1 pack
Flipchart Markers (multiple colors)	<input type="checkbox"/> 2 each color
Devices	
Timer	<input type="checkbox"/> 1 Timer (like Pat's timer)
Pointer	<input type="checkbox"/> 1 Logitech Pointer
External Speaker	<input type="checkbox"/> 1 Jabra or Konftel external speaker
Room Prep	
Big Horseshoe printout	<input type="checkbox"/> Printed Horseshoe printout
Burndown Chart	<input type="checkbox"/> Flipchart Sheet printed
Planning Poker decks	4 decks of planning poker
Kanban Game decks	4 decks of Kanban game

Agile 101 in 3 hours

Wednesday, August 2, 2017 5:14 PM

Purpose

To	understand how the way we work can evolve and improve through Lean, Agile and DevOps practices
So That	we increase value delivery and throughput in a constantly changing environment

Slides : <https://ishareteam2.na.xom.com/sites/ASC/Trainers%20Library/2Q17>

Help with Exercises: https://ishareteam2.na.xom.com/sites/EvolveWrk/_layouts/15/WopiFrame2.aspx?sourcedoc=%2Fsites%2FEvolveWrk%2FTrainer%20Repository%2FTrainers%20Repository&action=edit&wd=target%28Logistics%2Fone%7CA42F69FF%2D7401%2D4695%2D9C21%2DE9FE288A8F5E%2F%29

Agile 101 Slides Bangkok 3h (Camozzato) : https://ishareteam3.na.xom.com/sites/corpproclt/cpelt/CPTransformation/_layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fcorpproclt%2Fcpelt%2FCPTTransformation%2FShared%20Documents%2FTraining%2F Agile%20101%20%2D%20Bangkok&FolderCTID=0x012000A9D7FC7711AEB64DA5C26C8E04A3D1AC&View=%7BF87A5921%2D16F4%2D4D9C%2D8D77%2D4F1B538EEE65%7D

Agenda:

- Opening
 - You don't have time for elaborated ice breaks, burn down, etc. Basically, anything but the agenda, parking lot and purpose.
 - I like asking people to write down names in the sticky and agile experience (1-5, 1 = I can spell, 5 = I can teach). Ask for a showing of hands for each level to gauge the audience. That's your ice break.
- Our Goal
- How to get there
- Agile
- Releasing Value
 - Play the Penny Game with 1 team in front of the room.
 - Do something fun to engage the audience, like you gonna do an experiment with them. Before reducing the batch size as people to give suggestions. Ask why all the time.
- Stable Team
 - (if running out of time, do the exercise first (spider game) and skim through the slides)
- WIP
(stretch - most likely you won't get here)

Supplies:

- 1 copy of Agile Manifesto with Principles per person
- 3x3 yellow stickies (think 2 blocks per person due spider game)
- 4x6 or 8x6 stickies for the agenda
- Sharpies
- 1 deck of cards for the penny game
- Balls for the WIP game (if time allows) - tennis balls or sensory balls for extra fun

PrioriCity

Wednesday, October 4, 2017 11:30 AM

The PowerPoint prototype

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Shared%20Documents/Priority%20-%20Prototype.pptx>

Agile Training Survey

Sunday, November 19, 2017 9:46 PM

- a) Have you attended Agile 101 Training before 2Q 2017? (If so, we recommend you to take it again)

Yes/No

- b) Do you plan to take Agile 101 training in 2018?

Yes/No

- c) What other Agile Training would you like to take?

Multiple choice enabled

Scrum Simulation

Scrum Master

Kanban Overview

Kanban Facilitator

Product Owner

Other (describe in field below)

- d) If you replied "Other" above, what other training are you looking for?

Open Text

DevOps 101 - 1Q 2018

Friday, January 19, 2018 5:00 PM

Preparation

- Room setup
 - ☐ Backlog = Prioritized – large sticky notes with clinic content and estimates (refer to agenda section)
 - ☐ Kanban Board = Sticky notes with "To do", "Doing (1)" & "Done", tape for board border
 - ☐ Retrospective
 - Charts = 2 sheets of flipchart paper - What went well / What we can improve
 - 2 big post-its What Went Well & What We Can Improve
 - ☐ Heatmap
 - ☐ Horseshoe poster (Optional)
 - ☐ Painter's tape
 - ☐ Triangle for Wait time, Touch time & recycles
- Game supply
 - ☐ 75 (15 * 5) solo cups - Cup stacking game
 - ☐ [Cup Stacking score sheet](#)
 - ☐ 4 color stickies - Continuous Integration game
 - ☐ Magic Word game printout
 - ☐ VesPod printout
- Participants supply
 - ☐ Sharpies markers - 1 per participant
 - ☐ Assorted color of post-it notes - standard size
 - ☐ Sign sheet
- Instructor
 - o Computer with presentation & videos on it
 - o Internet connection
 - o Presentation remote control (Clicker)
 - o Adapters/connectors for the projector, if needed
 - o External speaker for those circumstances where there is no external audio hookup available

Training Deck

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/DevOps%20101/DevOps101%20-%201Q2018.pptx>

Session Agenda

- <https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/DevOps%20101/DevOps%20101%20-%20Agenda.xlsx>

Topics

- Logistics
- Why DevOps
 - o Brain dump
- DevOps Principles
 - o Cup stacking game
- Systems Thinking
 - o Burger example
- Improving the Flow
 - o Mapping brain dump
- Infrastructure as Code
- Continuous Delivery
 - o The Magic Words
 - o 4 stickies, one circle
- Telemetry
 - o VesPod
- Learning & Experimental Culture
 - o ABC Choose your own adventure
- Summary
 - o Next steps

Feedback from the pilot

- Understanding per topic / detail
- Does game help you get to the point?
- Topics you wish it is in the course
- Course length [2 hrs - 4 hrs - 6hrs]

Devops is About CAMS

- **Culture**
People and process first. If you don't have culture, all automation attempts will be fruitless.
- **Automation**
This is one of the places you start once you understand your culture. At this point, the tools can start to stitch together an automation fabric for Devops. Tools for release management, provisioning, configuration management, systems integration, monitoring and control, and orchestration become important pieces in building a Devops fabric.
- **Measurement**
If you can't measure, you can't improve. A successful Devops implementation will measure everything it can as often as it can... performance metrics, process metrics, and even people metrics.
- **Sharing**
Sharing is the loopback in the CAMS cycle. Creating a culture where people share ideas and problems is critical.

From <<https://blog.chef.io/2010/07/16/what-devops-means-to-me/>>

Session feedback

Wednesday, January 24, 2018 4:37 PM

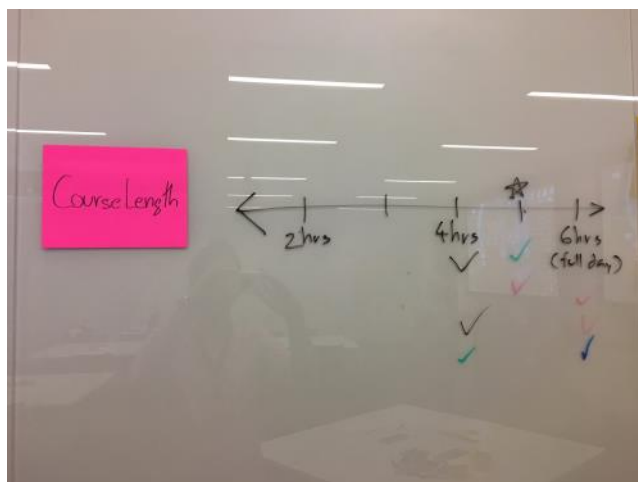
DevOps 101 Pilot session

- Attendees - 18 people (No FI participants)
- Date 1/24/18
- Time 9:00 - 15:00 (5 hours + 1 hour lunch => 6 hours total)
 - o Ended 5 minutes late
- Use the [1Q2018 version](#)

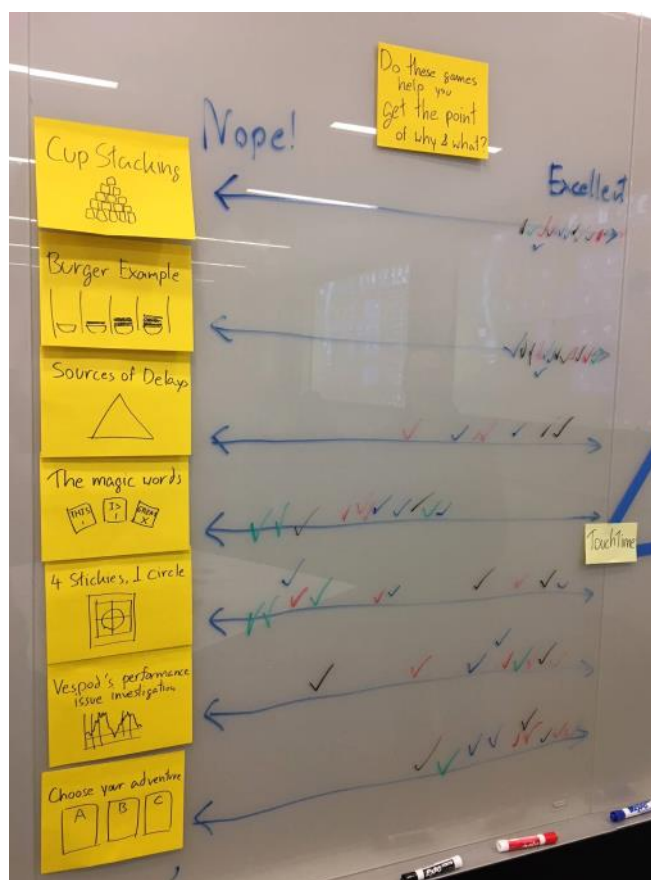
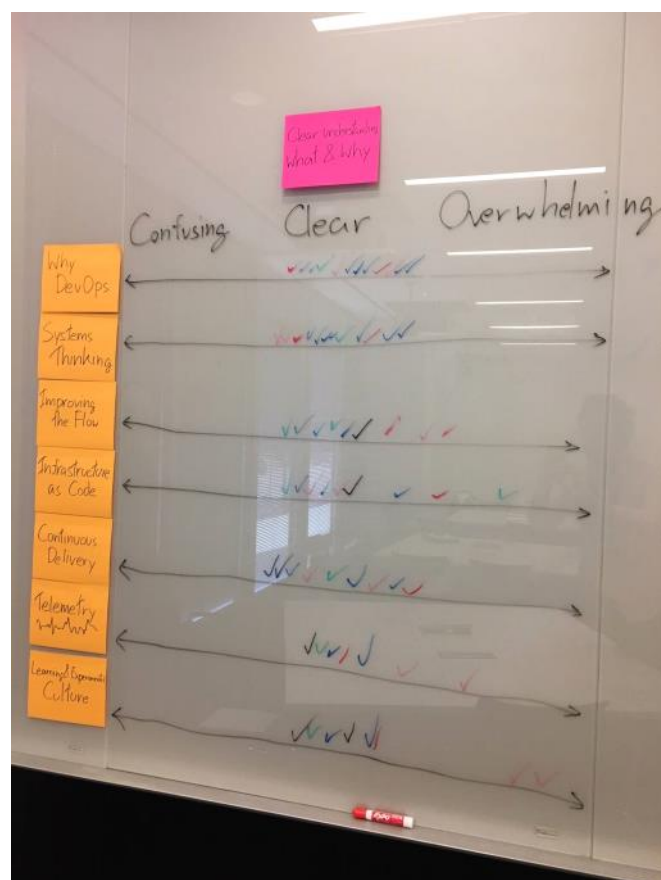
- ☐ Try evpoll on culture
- ☐ Evpoll replacing heatmap
- ☒ Connect the audience to each other before introducing yourself
- ☒ Working agreement
- ☐ Agile vs. DevOps - Continuation
- ☒ Volume of Horseshoe
- ☒ Impossible to read "1 idea per sticky"
- ☒ Horseshoe video is too long
- ☒ Different videos for two trainings
- ☒ Conflicting objectives introduce bottlenecks to flow (slide title)
- ☒ Value Stream (missing r on the title)
- ☒ VSM -> include %C&A in the calculation
- ☒ Add the burger flow Excel to the deck
- ☒ RGFX vs. EmPower
- ☒ Never -> Don't pass defects downstream
- ☒ Frozen Yogurt over Icee

- Infrastructure
- ☐ Are we forcing on Puppet?
- ☐ Example of IaC in house

- CD
- ☐ Car self-test analogy - Unit-testing
- ☐ Updated stat from Amazon
- ☒ Definition of CI vs. CD - CI = deploy to test environment
- ☐ 3 rounds
 - ☐ batch release, release independently, CI
 - ☐ Bring one word at a time
 - ☐ Listen to the integrator
 - ☐ Cooperative
- Telemetry
- ☐ Tell them about what the graph does



- Culture
- ☐ MJ's quote
- ☐ Tell people what they can do
- ☒ Move this topic upfront



What went well

BURGER
EXAMPLE
WAS VERY
HELPOUL!

Early on - Explaining Difference Between Agile & Dev Ops

Cop. Stranding
 8
 Burger Ex.

EM
EXAMPLES
S. CAN
RELATE TO
ME UNDO

GREAT TO HAVE LOTS OF HANDS-ON ACTIVITIES!

Games

GREAT
SUMMARY
OF ESSENTIAL
DEVOPS

What we
can improve

Spend a bit
more time on
concepts for
- Quantum & an
- Grand theory
Enlarge your
concepts/ideas

More examples
for Der Ops in
page 3 website
but they sound
very similar.

Paul Decker
and is asking on
the spot.
Strong point is
word with 4 letters

Enforce people
to not multi-task
during class. It's
distracting + not
fair to others. en
what not

GROUND
RULES/
CONTRACT
@ THE START
of PARTICIPATION

Circle one
vent pump
for participation
on VS by month.
In _____

more real
world
examples
presented

Change
4 states
game

Music (Dance)
Don't know
but it was
hard to
understand

Include at least 1 example of SAP can for common language.

Topics you wish we cover

SUGGESTION:
DEMO FROM
CLOUD TEAM
OF SPINNING
UP A SERVER
IN MINUTES

would like to see more information on the tools we can use for DevOps.

Include info
about knowledge
transfer as
part of documenta-
tion topic
Eleni

How teams
are using
tools

DevOps 101 - 4Q 2017 - Experimental

Thursday, November 30, 2017 9:22 AM

The deck
<https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/DevOps%20101/DevOps101%20-%204Q2017.pptx>

- ☐ Add CI
- ☐ Add VSM example & improvements
- ☐ Split Self-service from IaC
- ☐ Add the 4th question

	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat 6	Sun 7	Mon 8	Tue 9	Wed 10
	Dev 1 deployed change A	Dev 1 reverted back change A		Dev 1 Deployed the fixed change A together with fixed B	When issue actually happened	DBA does the routine backup Working fine	Server Ops patched the new security fix on Windows Work on other servers too	Dev 1 deployed change F	Issue reported	Meeting
	System was slow down	Dev 2 deployed change B	Last time user found it worked	Dev 1 deployed change D	Dev 2 Deployed change E				Dev 2 deployed change G	

- User - Adam
- App is totally slow today (5x slower than usual)
 - The same issue happened last week as well
 - Upset with IT support
 - Mumble about business impact
 - Secret information
 - o Adam noticed that the system is slowing down on Tuesday morning
 - o Thursday was the last time that the solution worked
 - o On vacation from Monday

VesPod

- Dev1 - Benjamin
- 2-year experience developer in the VesPod team
 - Last week, worked on a WO to change the logic to sepearate e-files per departments
 - incidentally caused an incident by creating a file per organization instead. Ended up with over 500,000 files in the server, corrupted data in the database. Had to call DBA to restore the DB.
 - Reverted the change right away after the issue was raised and then the issue was resolved
 - After tested it thoroughly, the same change has been deployed to the production on Monday
 - Benjamin is certain that this performance issue this time is not caused by his change. He fixed the logic and did all the testing for over a day to make sure that nothing could go wrong this time

Adam - User
Benjamin - Dev 1
Carol - Dev 2
Derek - DBA
Emily - Server Ops
Franco - Coordinator (Optional)

- Emily
- 10-year experienced server operation
 - She is pretty sure that this has nothing to do with the servers.
 - Secret information
 - o The team had a schedule to install patches on the server

- Carol
- 5-year experience developer in the VesPod team
 - Carol made a couple changes last week and this week.
 - The big SWI went up to production yesterday. Carol does not believe that it causes the performance degradation because it is a totally new module which should impact this user.
 - Secret information
 - o She suspects Benjamin was the one who caused the issue since he made a similar mistake last week
 - o Carol forgot that she made another small change on Friday. That might be the cause but if that is the case, VesPod team should get this issue reported since Monday.

- Derek
- 3-year experienced DBA
 - Derek is quite upset with VesPod team with the issue that happened last week where the team blamed that the issue is on database while eventually, it is an Apps problem
 - There is a DBA scheduled job to do the DB backup every Saturday. Derek has already checked the log and everything went fine.
 - There is no sign of performance degradation at the DB level

Joe's Feedback

Tuesday, January 23, 2018 1:09 PM

Tim's note

Saturday, December 9, 2017 5:32 PM

Agile helps teams to deliver their solution faster
But it is stuck at deployment
Ops team wants stability, changes make trouble

Exercise: complaints
How did we get here?
Dev & Ops - Different goals
 New features vs. security, stability, monitoring
Create processes to control this - Approvals, change window
Create friction between DevOps
Dichotomy - Stability & changes
DevOps - Maintain stability while introduce frequent changes

How about this: many IT companies (including ours) get stuck in the rut of change versus stability. We put them on the scale (kind of like Kniberg's point on false dichotomy of Autonomy vs Alignment), so if we have more than one, we have no choice but to let the other suffer. DevOps is the answer that gets companies out of this rut, so that both change and stability can be achieved. In summary, what's the "Why": We are stuck, and we see no way out.

Coaching materials

Thursday, May 25, 2017 11:06 AM

Feedback from Managers on Learning Objectives

Friday, December 8, 2017 8:23 AM

Evolve Contact	Managers Contacted
David Perkins	Corey Alemand Robert Ryan Lourdes Carvajal Darryl Searce

Coaching materials

Wednesday, June 21, 2017 10:06 AM

Product Owner Overview

<https://ishareteam4.na.xom.com/sites/itoe/Shared%20Documents/ITOE%20Transformation/Product%20Owner/Product%20Owner%20Overview.pptx>

Product Owner Training for GEMS

Friday, November 10, 2017 10:34 AM

Outline :



OLD VERSION Product Owner Training for GEMS - Spreads...



LATEST
Product O...

AGILE BASCIS v5 (Day 1):



Agile 101 -
for PMPO...

Workshop Framework (Day 2/3):



GEMS-SMK
TG-PMPO...

Archive of Draft Decks (see PO Training for GEMS)

Thursday, January 4, 2018 8:09 AM

https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Trainers%20Repository%20-%20Linked%20Files/Agile%20101%20-%20for%20PMPO%20-%20Q12018_v2.pptx

Monday 15th 5pm Houston (DAY 1: Agile 101 plus PMPO Foundations)



Agile 101 -
for PMPO...

(Note: Bernie will upload a reduced-deck)



Agile 101 -
for PMPO...



GEMS-SMK
TG-PMPO...

321 - Scrum Simulation - 2016Q3

Thursday, December 10, 2015 3:58 PM

Preparation

Room setup

- Each table - At maximum 6 people

Supply

- Coins (10 coins per table)
- Post-it notes
 - Green & Blue for Functional & Technical tasks
 - Big post-it notes (index card size) for User Stories
 - Big post-it notes (index card size) for features
- Markers
- Flipchart or whiteboard (for game board)
 - You can find the Visio board [here](#)
- A small envelope for event cards
- [Print outs](#) - 1 set per table - Print in color
 - 18 Event cards
 - If you have the deck of cards already, don't need to do this
 - An envelope
 - Burndown Chart
 - Game instruction + day counter
- 2 Dice each table
- Planning Poker decks (1/4 people in class)

Training Deck

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Scrum%20Simulation/321%20-%20Scrum%20Simulation%20-%202016%20Q3.pptx>

Product Backlog	Release Backlog	Sprint Backlog	Tasks To do	Tasks In Progress	Tasks Done	Backlog Done

621 - Scrum Master Training

Wednesday, April 26, 2017 10:01 AM

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Scrum%20Master%20training/621%20-%20Scrum%20Master%20Training.pptx>

Obsolete courses

Friday, June 16, 2017 1:24 PM

021 - Scrum Lego

Tuesday, March 15, 2016 3:28 PM

Sample board for each team:

Preparation

Purpose

- To teach the basic concepts of Scrum through a fun and engaging Lego game

Timing

- 2 Hours

Variants

- Scrum
- Scrum with SAFe (multiple teams)

Room setup

- o Table/team - At maximum 6 people

Supplies

- o Post-it notes
 - 2 colors (don't care what) for the "Stories"; 1 color per thing being built ("feature")
 - Extra random size post-its (use for extra building materials)
- o Markers
- o Flipchart or whiteboard (for "Scrum board")
- o Tape - for extra building supplies
- o Stack of plain white paper - for extra building supplies
- o Any other random things you want to give them
- o Legos
 - Baggies filled with enough pieces for each team's backlog. Pieces should be appropriate for building the backlog items
 - Ex. Truck: Wheels, Wall Blocks, etc.; House: Several windows and doors, wall blocks; etc.

Training Deck

- Scrum --> [Lin*k](#)
- Scrum with SAFe --> [Link](#)

Backlogs (for SAFe Variant):

House

- Walls
- Roof
- Doors
- Windows

Garage

- Walls
- Garage Door
- Roof

Patio

- Deck
- Railing
- Grill
- Roof

Garden

- Plants
- Seats
- Fountain

Truck

- Roof
- Body
- Doors
- Wheels
- Truck Bed

Trailer

- Hitch
- Wheels

Team Setup Details (for SAFe)

If 1 Team:

House & Truck

If 2 Teams:

Team 1 - House & Truck

Team 2 - Garage & Patio

If 3 Teams:

Team 1 - Truck & Patio

Team 2 - Garage & Garden

Team 3 - House & Trailer

NOTE: The intention is that the Trailer becomes a "5th wheel camper", but you can take it anywhere based off of where they start

Product Backlog	Sprint 1	
	To Do	Done
	Sprint 2	
	To Do	Done
	Sprint 3	
	To Do	Done

- Walls
- Roof

222 - Applying Scrum & UCD in a project

Wednesday, March 16, 2016 8:13 AM

(AKA - "How to apply Scrum & UCD on a Project")

NOTE: At this time this is only for ASC training only. It is not ready for APN train-the-trainers.

Preparation

Room (preferred) setup

- Tables - minimum 4 people/table, no max
- "Kanban Board" for the agenda - To Do, Presenting, Done
- Flipchart sheets x2 for retrospective
 - What went well? & Things you learned
 - What can be improved? & Things you are still confused about
- Parking lot
- Burndown chart --> See side note to the right

Supply

- Post-it notes
 - Any size and color for retrospective
 - Index cards or big post-its for user stories
 - Mega post-it notes for classroom task board
- Markers
- Flipchart or whiteboard (for classroom artifacts)
 - Burndown
 - Retrospective
 - Parking Lot
- Painter's tape to hang flipchart pages
- Print outs - 1 per person - Print in B&W or color
 - [UCD Brain writing template](#)
- Planning Poker decks (1 deck/4 people in class)

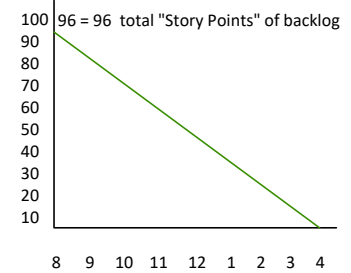
Training Deck

- <http://ishareteam2.na.xom.com/sites/ASC/Trainers%20Library/1Q16/ScrumUCDTraining%20-%201Q2016.pptx>
(PPTX with Presenter Notes for instructor)
- [ScrumUCDTrainingPublic.pptx](#) (PPTX Read & Print only for participants)

Session Agenda

- [Agenda Template](#)

Sample of Agenda burndown



Coaching materials

331 - Kanban Overview - 2017 Q2

Thursday, December 10, 2015 3:59 PM

- Preparation
- Game supply (per a team of 5 - 6 persons)
 - Koffee Kan deck (54 cards, clean & sort the cards)
 - Dice - 3 green, 3 blue, 5 red (including one additional die of each color for the new joinder event)
 - 2 Dry-eraser markers (fine tip / ultra-fine tip)
 - Print the board (24 inch version)
 - Print out (Page 1 - 3)
 - Charts
 - Round counter
 - Round instruction
 - Post-it notes & sharpies (for multitasking exercise)
- Training deck
- Agenda Builder
 - <https://ishareteam2.na.xom.com/sites/EvolveWk/Trainer%20Repository/Kanban%20Overview/Kanban%20Overview%20-%20Agenda%202016Q1.xlsx>
 - Edit "Start" time cell [C2] to set agenda timing
 - Kanban training
 - <https://ishareteam2.na.xom.com/sites/EvolveWk/Trainer%20Repository/Kanban%20Overview/331%20-%20Kanban%20Overview%20-%202017%20Q2.pptx>
 - Present Kanban training to the project team - You need to show all the slides with [Project Slide] in speaker notes & hide the slides prior to that
 - Game instruction
 - <https://ishareteam2.na.xom.com/sites/EvolveWk/Trainer%20Repository/Kanban%20Overview/Kanban%20Simulation%20-%20Instructions%20-%202017%20Q1.pptx>
- Session agenda (recommendation)
- Self-introduction, general class overview (5 minutes)
 - Run team problems (for APPS) (10 minutes)
 - What is Kanban -> Kanban Principles (20 minutes)
 - Kanban Practices 1-2-3 (80 minutes)
 - Break (10 minutes)
 - Kanban practices 4-5-6 (30 minutes)
 - Case Study (10 minutes)
 - Kanban game & Debrief (85 minutes)
- Lucy's WIP video - <https://www.youtube.com/watch?v=NkQ58i53mIk>

Optional:

- Create a Taskboard with To do, Doing, Done.
- Leave space before to do, and make doing double wide
- Add agenda items in the to do

[Blank]	To Do	Doing	[Blank]	Done
<i>Do not draw/tape this line yet></i>	<ul style="list-style-type: none">Intros & PurposeRun Team ProblemsWhat is Kanban?4 Principles6 PracticesSummaryCase StudySimulation & Debrief	<i>Do not draw/tape this line yet></i>		

When on the slide that shows the difference between a Taskboard vs a Kanban board, ask the team what type of board we have up on the wall? Answer: Task board

Now convert to a Kanban board by turning this into a process:

Backlog	To-Do	Being Delivering	Questions	Done
	<ul style="list-style-type: none">Intros & PurposeRun Team ProblemsWhat is Kanban?4 Principles6 PracticesSummaryCase StudySimulation & Debrief			

The backlog can become a parking lot.
Note: Need to think if we can add stuff here at the same time. Maybe items from feedback like TFS, 2nd bright spot

When you reach the WIP section of the training, put a WIP of 1 over the "Delivering" & "Questions" columns.

- When you get to Definition of Done, add those to the board such as:
- Delivering:
- Finished the slides
 - No more presenter comments
- Questions
- All questions answered or put in parking lot

BREAK BLOCKER!!!
This worked really well. The break comes in the middle of the Practices, so create a post -it with "BREAK" blocker on it. During the practices, throw it on the board over the "Practices" and go on break. When returning from break, remove the blocker.



331 - Kanban Overview - Old

Thursday, December 10, 2015 3:59 PM

Preparation

- Game supply (per a team of 5 - 6 persons)
 - Koffee Ban deck (54 cards, clean & sort the cards)
 - Dice - 3 green, 3 blue, 5 red (including one additional die of each color for the new joineer event)
 - 2 Dry-eraser markers (fine tip / ultra-fine tip)
 - Print the board (24 inch version)
 - Print out (Page 1 - 3)
 - Charts
 - Round counter
 - Round instruction
 - Post-it notes & sharpies (for multitasking exercise)

Training deck

- Agenda Builder
 - <http://ishareteam2.na.xom.com/sites/ASC/Trainers%20Library/3Q16/Kanban%20Overview%20-%20Agenda%202016Q1.xlsx>
 - Edit "Start" time cell [C2] to set agenda timing
- Kanban training
 - <http://ishareteam2.na.xom.com/sites/ASC/Trainers%20Library/3Q16/Kanban%20Training%20-%202016%20Q1.pptx> (PPTX with Presenter Notes for instructor)
 - [Kanban Training - Public notes \(PPTX Read & Print only for participants\)](#)
 - [Kanban Overview wall - \(PDF to send to participants\)](#)
 - 4:3 Kanban Deck
 - <https://ishareteam2.na.xom.com/sites/ASC/Trainers%20Library/3Q16/331%20-%20Kanban%20Overview%20-%202016%20Q3.pptx>
 - 16:9 Kanban deck version
 - <https://ishareteam2.na.xom.com/sites/ASC/Trainers%20Library/1Q17/331%20-%20Kanban%20Overview%20-%202017%20Q1.pptx>
 - If most audience is from run team, then present Kanban for Run Teams section
 - Present Kanban training to the project team - You need to show all the slides with [Project Slide] in speaker notes & hide the slides prior to that
- Game instruction
 - 4:3 version
 - <https://ishareteam2.na.xom.com/sites/ASC/Trainers%20Library/3Q16/Kanban%20Simulation%20-%20Instructions%20-%202016%20Q3.pptx>
 - 16:9 version
 - <https://ishareteam2.na.xom.com/sites/ASC/Trainers%20Library/1Q17/Kanban%20Simulation%20-%20Instructions%20-%202017%20Q1.pptx>

Session agenda (recommendation)

- Self-introduction, general class overview (5 minutes)
- Run team problems (for APPS) (10 minutes)
- What is Kanban -> Kanban Principles (20 minutes)
- Kanban Practices 1-2-3 (80 minutes)
 - Break (10 minutes)
- Kanban practices 4-5-6 (30 minutes)
- Case Study (10 minutes)
- Kanban game & Debrief (85 minutes)

Optional:

- Create a Taskboard with To do, Doing, Done.
- Leave space before to do, and make doing double wide
- Add agenda items in the to do

[Blank]	To Do	Doing	[Blank]	Done
<i>Do not draw/tape this line yet></i>	<ul style="list-style-type: none">Intros & PurposeRun Team ProblemsWhat is Kanban?4 Principles6 PracticesSummaryCase StudySimulation & Debrief	<i>Do not draw/tape this line yet></i>		

When on the slide that shows the difference between a Taskboard vs a Kanban board, ask the team what type of board we have up on the wall? Answer: Task board

Now convert to a Kanban board by turning this into a process:

Backlog	To-Do Ready	Being Delivering	Questions	Done
	<ul style="list-style-type: none">Intros & PurposeRun Team ProblemsWhat is Kanban?4 Principles6 PracticesSummaryCase StudySimulation & Debrief			

The backlog can become a parking lot.

Note: Need to think if we can add stuff here at the same time. Maybe items from feedback like TFS, 2nd bright spot

When you reach the WIP section of the training, put a WIP of 1 over the "Delivering" & "Questions" columns.

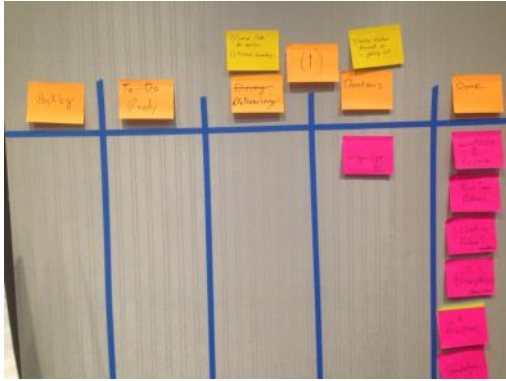
When you get to Definition of Done, add those to the board such as:

- Delivering:
- Finished slides
 - No more presenter comments

- Questions
- All questions answered or put in parking lot

BREAK BLOCKER!!!

This worked really well. The break comes in the middle of the Practices, so create a post -it with "BREAK" blocker on it. During the practices, throw it on the board over the "Practices" and go on break. When returning from break, remove the blocker.



OBSOLETE - Old Kanban game

Thursday, September 8, 2016 5:45 PM

- Preparation supply for the game
 - Marker
 - Paper cutter
- Game supply (per a team of 5 - 6 persons)
 - Dice - 3 green, 3 blue, 5 red (Including one additional die of each color for the new joiner event)
 - 2 sharpies markers
 - Flip chart paper - 2 sheets to draw a Kanban board
 - 1 Document envelope - Contains all the print outs & small envelopes
 - 6 small envelopes for user stories & events (0,2,5,7,10,12)
 - Print out
 - Charts
 - User Stories - Put them in the envelope
 - Round counter
 - Round instruction

631 - Kanban Facilitator Training (Virtual)

Tuesday, March 15, 2016 3:28 PM

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Kanban%20Facilitator%20training/631%20-%20Kanban%20Facilitator%20Training.pptx>

Coaching materials

Monday, September 19, 2016 9:58 AM

Kanban model

<https://ishareteam2.na.xom.com/sites/ASC/ASC%20Public%20Documents/Kanban%20Consulting.pptx>

Kanban for business

<https://ishareteam2.na.xom.com/sites/ASC/ASC%20Public%20Documents/Kanban%20for%20Business.pptx>

TFS for Kanban

[https://ishareteam2.na.xom.com/sites/ASC/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/ASC/ASC%20Public%20Documents/531 - Kanban for TFS.pptx](https://ishareteam2.na.xom.com/sites/ASC/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/ASC/ASC%20Public%20Documents/531-Kanban%20for%20TFS.pptx)

Kanban Overview based on Kanban Team Launch. Supports a conversation with Scrum Masters/Kanban Facilitator or teams doing Kanban.

<https://ishareteam4.na.xom.com/sites/itoe/Shared%20Documents/ITOE%20Transformation/Kanban/Kanban%20Overview.pptm>

Coaching

Tuesday, May 30, 2017

8:25 AM

Coaching materials

Thursday, May 25, 2017 10:57 AM

LAD

Wednesday, February 1, 2017 8:07 AM

[Training](#) in Evolve

Bangkok DevOps training

Wednesday, February 1, 2017 7:10 AM

- 3 ways
- Principles
- Practices

DevOps group

- UCD Agile, TL, DevOps, Lean
- Training core team
 - o Ae + Aor + Amp + Harp + Na + Aom + Big + Non + Pa + Wood
- Content
 - o Scheduled this Friday
 - o DevOps - E2E - U horseshoe - Systems Thinking
 - o Map current process with end-to-end flow - Value Streaming
 - Step
 - Touch time
 - Lead time
 - %C/A
 - o 3 ways
 - o Agile Manifesto = DevOps 3 ways
 - o TDD, ATDD, Stable Team, CI/CD, Automated Testing
 - o Empathy - Real-live problems

Training objectives

- Get buy-in on LAD
- Lexicon alignment - Be able to answer what DevOps is
- Stop labeling DevOps vs. Agile vs. Lean vs. UCD - Know what we have to do
- Stop asking for what to do - Start thinking what you can do
- Generate ideas how to do DevOps
- Principles, Practices overview
- Agile work management first -> DevOps deployment automation second
- DevOps is not the goal, goal is sustainable shortest lead time

Shortest lead time vs. real value

Training Supply

Friday, October 7, 2016 9:27 AM

- ☐ 2 stacks of half page post-it notes (this is hard to find in other regions) – Office Depot
- ☐ Two bags of tennis balls * 15
- ☐ 36 sharpies markers (3 boxes) – Office Depot
- ☐ Assorted color of 3"x3" & 3"x6" post-it notes – Office Depot
- ☐ 10 planning poker decks - <https://store.mountangoatsoftware.com/collections/all> (\$333 including shipping for 100 decks)
- ☐ 3 packs of Chessex dice ([Red](#), [Blue](#), [Green](#), 36 each)
- ☐ Lego box (Houston, Bangkok, Budapest & Curitiba already has it. If we have folks from other regions, we might have to buy one) (approx. \$65)
- ☐ A bag
- ☐ Flipchart markers
- ☐ 2 Scrum Game decks
- ☐ 6 Kanban Game decks

Agile 101 only supply list

- ☐ 2 stacks of half page post-it notes (this is hard to find in other regions) – Office Depot
- ☒ Two bags of tennis balls * 15
- ☐ 36 sharpies markers (3 boxes) – Office Depot
- ☐ Assorted color of 3"x3" & 3"x6" post-it notes – Office Depot
- ☐ 10 planning poker decks -
- ☐ A duffle bag
- ☐ Flipchart markers
- ☐ 6 Kanban Game decks

VS Discovery/Analysis (Finding the Value Streams)

Thursday, January 18, 2018 2:31 PM

Workshop material for the FI Secure Internet Hosting Group



Value
Stream W...

VS Mapping

Wednesday, January 17, 2018

9:18 AM



Shook_on_
VSM_Mis...



VSM-Execut
ive-Readi...

Deck of
outcomes from
L&D VSM
session (Gercel)



CHEM SAP
VSM Report

Deck from Marcelo:

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Trainers%20Repository%20-%20Linked%20Files/Value%20Stream%20Mapping%20Workshop%20v6%20demo.pptx>

EDMS VSM Deck:

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Trainers%20Repository%20-%20Linked%20Files/Value%20Stream%20Mapping%20Workshop%20EDMS.pptx>

Karen Martin Material:

<https://www.ksmartin.com/wp-content/files/Value-Stream-Mapping-Downloads.zip>

OneNote LINK TO:

[GEMS TT Value Stream Mapping](#)

Agile 101 - UIT

Wednesday, March 7, 2018 2:04 PM

<https://ishareteam2.na.xom.com/sites/EvolveWrk/Trainer%20Repository/Agile%20101/UIT/Agile%20101%20UIT.xlsx>