Version 1.0

May 10, 2018



Agile Foundations With Scrum Program Communication Plan

Knights of Columbus

1 Columbus Plaza, New Haven, CT

# Course Communication Plan

## Course Communication Artifacts

Use the Project communication table to identify the communication documents needed for your project, the recipients of the documents, the persons responsible for creating and updating the documents, and how often the documents need to be updated.

### Course Communication Artifacts

| Document | Audience | Goal | Method | Distribution Frequency |
| --- | --- | --- | --- | --- |
| Syllabus | Learners | Communicate Course Schedule | SharePoint | Per Change |
| Meeting Invitation Descriptions | Learners | Communicate reading, session topic, and WorkSpace location | LotusNotes Calendar | Per Change |
| Course WorkSpace | Learners | Provide access to materials for each session.  Communicate session topics. | SharePoint | Per Change |
| Welcome Email | Learners and managers | Provide context for training course and an overview of the SharePoint resources. | Lotus Notes email | Once |
| Weekly Session Reminder Email | Learners and managers | Provide preview of session topic and activities.  Remind learners to do the reading. | Lotus Notes email | Weekly |
| Retrospective Data Request | Learners | Gather course feedback. | Lotus Notes email | Weekly |

### Course Communication Schedule

|  |  |  |
| --- | --- | --- |
| Week | Items | Schedule |
| 0 | Welcome Email | Monday @ 9:00 AM |
| 1 | Session 1 Reminder | Monday @ 9:00 AM |
| 1 | Retrospective Data Request | Thursday @ 12:00 PM |
| 2 | Session 2 Reminder | Monday @ 9:00 AM |
| 2 | Retrospective Data Request | Thursday @ 12:00 PM |
| 3 | Session 3 Reminder | Monday @ 9:00 AM |
| 3 | Retrospective Data Request | Thursday @ 12:00 PM |
| 4 | Session 4 Reminder | Monday @ 9:00 AM |
| 4 | Retrospective Data Request | Thursday @ 12:00 PM |
| 5 | Session 5 Reminder | Monday @ 9:00 AM |
| 5 | Retrospective Data Request | Thursday @ 12:00 PM |
| 6 | Session 6 Reminder | Monday @ 9:00 AM |
| 6 | Retrospective Data Request | Thursday @ 12:00 PM |
| 7 | Session 7 Reminder | Monday @ 9:00 AM |
| 7 | Retrospective Data Request | Thursday @ 12:00 PM |
| 8 | Session 8 Reminder | Monday @ 9:00 AM |
| 8 | Retrospective Data Request | Thursday @ 12:00 PM |

## Course Artifact Templates

### Syllabus

Agile Foundations with Scrum Syllabus

Q3-2018

Instructor Information

|  |  |  |
| --- | --- | --- |
| Instructor | Email | Office Location & Hours |
| Emily Hall | Emily.Hall@KofC.org | Lean Coffee Sessions Schedule |

General Information

Description

Agile Foundations with Scrum is a weekly, one-hour training session that combines seminar lectures and hands-on activities based on the Scrum Guide and the Manifesto for Agile Software Development. The weekly seminar will include recommended out of class reading and activities to create real-world experiences based on the learnings from each session.

Twice weekly Lean Coffee sessions will be offered as a vehicle to continue the discussion of topics covered in the training sessions. If you are unable to attend the Lean Coffee sessions, please schedule one on one time with me directly as needed.

Expectations and Goals

The topics covered in the seminar will reflect the core learning objectives of the Scrum Alliance CSM and CSPO certification courses. The goal of the course is not to prepare you for the certification exams, but to provide you with a working knowledge of Agile principals so that you can participate in a Scrum team.

Course Overview

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Topic | Reading | Exercises |
| 1 | Scrum Basics | [Scrum Guide](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/2017-Scrum-Guide-US.pdf)  [Agile Manifesto](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Agile-Manifesto-Black-and-White.pdf)  [Agile Project Management Cheat Sheet](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Agile%20Project%20Management%20for%20Beginners.pdf) |  |
| 2 | Scrum Roles: Part 1 | [4 Quadrants of Product Ownership](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/BA-Times+Article+-+4+Quadrants+of+Product+Ownership,+v1-1.pdf) | Roles Mapping |
| 3 | Scrum Roles: Part 2 |  | Team RACI |
| 4 | Scrum Skills: Backlog Building | [How to Create a Product Backlog](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/How%20to%20Create%20a%20Product%20Backlog.pdf)  [Product Backlog Management--Tips from a Seasoned Product Owner](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Product%20Backlog%20Management--Tips%20from%20a%20Seasoned%20Product%20Owner.pdf) | Backlog Building |
| 5 | Scrum Ceremonies: Backlog Grooming Part 2 – Story Deconstruction | [Backlog Grooming Tips Handout](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/BacklogGroomingTipsHandoutNov2013.pdf)  [KofC Product Backlog Grooming Story Decomposition Guide](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Knights%20of%20Columbus%20Product%20Backlog%20Grooming%20Story%20Decomposition%20Guide.docx) | Story Deconstruction with Real Requirements |
| 6 | Scrum Ceremonies: Sprint Planning | [Demystifying Sprint Planning](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Demystifying%20Sprint%20Planning.pdf) | Family Menu Planning |
| 7 | Scrum Ceremonies: Retrospectives | [Getting Value Out of Agile Retrospectives](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/gettingvalueoutofagileretrospectives-InfoQ-V20-20140710.pdf) | Course Retro |
| 8 | Scrum Culture and Values |  | Action Plan Review |

Course Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Time | Location | Section | Session |
| Tuesday, May 22 | 11:00 AM | Home Office, Charity | C | Session 1 |
| Wednesday, May 23 | 11:00 AM | Museum, Conference Room | B | Session 1 |
| Thursday, May 24 | 10:00 AM | Museum, Conference Room | A | Session 1 |
| Tuesday, May 29 | 11:00 AM | Home Office, Charity | C | Session 2 |
| Wednesday, May 30 | 11:00 AM | Museum, Conference Room | B | Session 2 |
| Thursday, May 31 | 10:00 AM | Museum, Conference Room | A | Session 2 |
| Tuesday, June 05 | 11:00 AM | Home Office, Charity | C | Session 3 |
| Wednesday, June 06 | 11:00 AM | Museum, Conference Room | A | Session 3 |
| Thursday, June 07 | 10:00 AM | Museum, Conference Room | B | Session 3 |
| Tuesday, June 12 | 11:00 AM | Home Office, Charity | C | Session 4 |
| Wednesday, June 13 | 11:00 AM | Museum, Conference Room | A | Session 4 |
| Thursday, June 14 | 10:00 AM | Museum, Conference Room | B | Session 4 |
| Tuesday, June 19 | 10:00 AM | Home Office, Charity | C | Session 5 |
| Wednesday, June 20 | 11:00 AM | Museum, Conference Room | A | Session 5 |
| Thursday, June 21 | 10:00 AM | Museum, Conference Room | B | Session 5 |
| Tuesday, June 26 | 11:00 AM | Home Office, Charity | C | Session 6 |
| Wednesday, June 27 | 10:00 AM | Museum, Conference Room | A | Session 6 |
| Thursday, June 28 | 10:00 AM | Museum, Conference Room | B | Session 6 |
| Tuesday, July 10 | 11:00 AM | Home Office, Charity | C | Session 7 |
| Wednesday, July 11 | 11:00 AM | Museum, Conference Room | A | Session 7 |
| Thursday, July 12 | 10:00 AM | Museum, Conference Room | B | Session 7 |
| Tuesday, July 17 | 11:00 AM | Home Office, Charity | C | Session 8 |
| Wednesday, July 18 | 10:00 AM | Museum, Conference Room | A | Session 8 |
| Thursday, July 19 | 10:00 AM | Museum, Conference Room | B | Session 8 |

Course Materials

Prerequisite Required Reading

|  |  |  |
| --- | --- | --- |
| Session | Topic | Links to Reading |
| 1 | Scrum Basics | [Scrum Guide](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/2017-Scrum-Guide-US.pdf)  [Agile Manifesto](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Agile-Manifesto-Black-and-White.pdf)  [Agile Project Management Cheat Sheet](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Agile%20Project%20Management%20for%20Beginners.pdf) |
| 2 | Scrum Roles: Part 1 | [4 Quadrants of Product Ownership](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/BA-Times+Article+-+4+Quadrants+of+Product+Ownership,+v1-1.pdf) |
| 3 | Scrum Roles: Part 2 |  |
| 4 | Scrum Skills: Backlog Building | [How to Create a Product Backlog](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/How%20to%20Create%20a%20Product%20Backlog.pdf)  [Product Backlog Management--Tips from a Seasoned Product Owner](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Product%20Backlog%20Management--Tips%20from%20a%20Seasoned%20Product%20Owner.pdf)  [User Stories Done Right](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/User%20Stories%20Done%20Right.pdf) |
| 5 | Scrum Ceremonies: Backlog Grooming Part 2 – Story Deconstruction and Road Mapping | [Backlog Grooming Tips Handout](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/BacklogGroomingTipsHandoutNov2013.pdf)  [KofC Product Backlog Grooming Story Decomposition Guide](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Knights%20of%20Columbus%20Product%20Backlog%20Grooming%20Story%20Decomposition%20Guide.docx) |
| 6 | Scrum Ceremonies: Sprint Planning | [Demystifying Sprint Planning](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Demystifying%20Sprint%20Planning.pdf) |
| 7 | Scrum Ceremonies: Retrospectives | [Getting Value Out of Agile Retrospectives](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/gettingvalueoutofagileretrospectives-InfoQ-V20-20140710.pdf) |
| 8 | Scrum Culture and Values |  |

Additional Information and Resources

Self-directed Learning Materials

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Title | Summary | Link |
| Culture and Values | 5 Dysfunctions of a Team | A somewhat simplistic, but interesting perspective on the key components of high functioning teams. | Overview (2 minutes): <https://vimeo.com/223206311>  Trust (1 minute): <https://vimeo.com/234576496>  Conflict (1 minute): <https://vimeo.com/234576164>  Commitment (1 minute): <https://vimeo.com/234579646>  Accountability (1 minute): <https://vimeo.com/234575389>  Results (1 minute): <https://vimeo.com/234575090>  Lecture (1 hour): <https://vimeo.com/214103043> |
| Product Ownership | Product Ownership for Great Agile Teams |  | <https://vimeo.com/83327942> |

### Welcome Email

Good Morning,

Next week you will be joining me and many of your colleagues to begin Agile training. Over the following eight weeks we will be covering key topics from the Certified Scrum Master and Certified Product Owner certification curriculums developed by the Scrum Alliance.

The purpose of the training is to provide you with foundation level skills in Agile using Scrum to teach those skills. By the end of the course, you should be able to participate in a Scrum team, understand the processes and terminology of Scrum, and understand what people mean when they call something an Agile practice.

I know that scheduling is a real challenge, so each of the 8 sessions will be offered Tuesday, Wednesday, and Thursday of each respective week. If you are not available to attend your scheduled session offering, try to attend another day that week. Please contact me directly to be scheduled into an alternate session offering.

You can find the schedule, a syllabus for the course, and additional learning materials on SharePoint here: <http://ilink/its/agile/SitePages/Training.aspx>

Within each meeting invitation for the session offerings, you will find a link to the SharePoint work site for each course section (c-Tuesday, a-Wednesday, and b-Thursday). The SharePoint work site contains the course syllabus as well as handouts, learning objectives, and required reading for each session on the work site's Session Details page. Please review the work site at least a day in advance, most sessions have prerequisite reading, I have designed the course to average about 30-45 minutes of reading per session. Bringing your own copy of the handouts to class is encouraged and appreciated.

Section Work Sites:

Tuesday: [{{LINK](http://ilink/its/agile/AFS-Q2-Tuesdays/pages/Syllabus.aspx) TO WORKSITE}}

Wednesday: [{{LINK](http://ilink/its/agile/AFS-Q2-Tuesdays/pages/Syllabus.aspx) TO WORKSITE}}

Thursday: [{{LINK](http://ilink/its/agile/AFS-Q2-Tuesdays/pages/Syllabus.aspx) TO WORKSITE}}

Thank you and see you next week!

### Email Invite Templates

#### Session 1

Agile Foundations with Scrum: Session 1 – Scrum Basics

Prerequisite Reading:

[Scrum Guide](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/2017-Scrum-Guide-US.pdf)

[Agile Manifesto](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Agile-Manifesto-Black-and-White.pdf)

[Agile Project Management Cheat Sheet](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Agile%20Project%20Management%20for%20Beginners.pdf)

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 2

Agile Foundations with Scrum: Session 2 – Scrum Roles Part 1

Prerequisite Reading:

[4 Quadrants of Product Ownership](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/BA-Times+Article+-+4+Quadrants+of+Product+Ownership,+v1-1.pdf)

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 3

Agile Foundations with Scrum: Session 3 – Scrum Roles Part 2

Prerequisite Reading:

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 4

Agile Foundations with Scrum: Session 4 – Backlog Building

Prerequisite Reading:

[How to Create a Product Backlog](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/How%20to%20Create%20a%20Product%20Backlog.pdf)

[Product Backlog Management--Tips from a Seasoned Product Owner](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Product%20Backlog%20Management--Tips%20from%20a%20Seasoned%20Product%20Owner.pdf)

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 5

Agile Foundations with Scrum: Session 5 – Backlog Grooming

Prerequisite Reading:

[Backlog Grooming Tips Handout](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/BacklogGroomingTipsHandoutNov2013.pdf)

[KofC Product Backlog Grooming Story Decomposition Guide](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Knights%20of%20Columbus%20Product%20Backlog%20Grooming%20Story%20Decomposition%20Guide.docx)

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 6

Agile Foundations with Scrum: Session 6 – Sprint Planning

Prerequisite Reading:

[Demystifying Sprint Planning](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Demystifying%20Sprint%20Planning.pdf)

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 7

Agile Foundations with Scrum: Session 7 – Sprint Review and Retrospective

Prerequisite Reading:

[Getting Value Out of Agile Retrospectives](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/gettingvalueoutofagileretrospectives-InfoQ-V20-20140710.pdf)SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 8

Agile Foundations with Scrum: Session 8 – Culture and Values

SharePoint Workspace: {Link to Sharepoint WorkSpace}

### Weekly Reminder Emails

#### Session 1

Good Morning,

You are scheduled to participate in Agile Foundations with Scrum this {{Week Day}} at {{time AM}} in the {{Location}} conference room.

This week’s session is Scrum Basics

We will be reviewing a few key topics and terms from the Scrum Guide, please be sure to read the Scrum Guide before the session. If you don’t have time to read the guide in advance of the session, please hold your questions until the end of the lecture (your answer might be on the next slide).

Prerequisite Reading:

[Scrum Guide](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/2017-Scrum-Guide-US.pdf)

[Agile Manifesto](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Agile-Manifesto-Black-and-White.pdf)

[Agile Project Management Cheat Sheet](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Agile%20Project%20Management%20for%20Beginners.pdf)

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 2

Good Morning,

You are scheduled to participate in Agile Foundations with Scrum this {{Week Day}} at {{time AM}} in the {{Location}} conference room.

This week’s session is Scrum Roles Part 1

This week will be exploring the relationship of the current roles and responsibilities within our teams and projects and how those roles and responsibilities relate to those mapped out in the Scrum Guide.

Prerequisite Reading:

[4 Quadrants of Product Ownership](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/BA-Times+Article+-+4+Quadrants+of+Product+Ownership,+v1-1.pdf)

*And all reading from Session 1*

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 3

Good Morning,

You are scheduled to participate in Agile Foundations with Scrum this {{Week Day}} at {{time AM}} in the {{Location}} conference room.

This week’s session is Scrum Roles Part 2

This week will be exploring how the roles and responsibilities described in the Scrum Guide are applied, in context, at the team level.

Prerequisite Reading:

*And all reading from Sessions 1 & 2*

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 4

Good Morning,

You are scheduled to participate in Agile Foundations with Scrum this {{Week Day}} at {{time AM}} in the {{Location}} conference room.

This week’s session is Backlog Building

This week we will take a real world example of a project here at KofC and build a product backlog, product roadmap, and identify our release schedule and minimum viable product.

Prerequisite Reading:

[How to Create a Product Backlog](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/How%20to%20Create%20a%20Product%20Backlog.pdf)

[Product Backlog Management--Tips from a Seasoned Product Owner](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Product%20Backlog%20Management--Tips%20from%20a%20Seasoned%20Product%20Owner.pdf)

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 5

Good Morning,

You are scheduled to participate in Agile Foundations with Scrum this {{Week Day}} at {{time AM}} in the {{Location}} conference room.

This week’s session is Backlog Grooming

This week we will take a last sessions’ product backlog and prepare it for work. We will establish a definition of ready for work and identify what each backlog items needs in order to meet that definition. We will also decompose a backlog item to reduce it’s size so that it could be built, tested, and shipped within the course of a sprint.

Prerequisite Reading:

[Backlog Grooming Tips Handout](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/BacklogGroomingTipsHandoutNov2013.pdf)

[KofC Product Backlog Grooming Story Decomposition Guide](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Knights%20of%20Columbus%20Product%20Backlog%20Grooming%20Story%20Decomposition%20Guide.docx)

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 6

Good Morning,

You are scheduled to participate in Agile Foundations with Scrum this {{Week Day}} at {{time AM}} in the {{Location}} conference room.

This week’s session is Sprint Planning

This week we will take a step back from the real world example and use scrum to plan something other than technology and observe how the rules of scrum apply to efforts other than software development.

Prerequisite Reading:

[Demystifying Sprint Planning](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/Demystifying%20Sprint%20Planning.pdf)

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 7

Good Morning,

You are scheduled to participate in Agile Foundations with Scrum this {{Week Day}} at {{time AM}} in the {{Location}} conference room.

This week’s session is the Sprint Review and Retrospective

This week we will conduct the retrospective on this training course, gather feedback from the class, analyze it, and begin working on an action plan.

Prerequisite Reading:

[Getting Value Out of Agile Retrospectives](http://ilink/its/agile/Agile%20Learning%20Center%20Document%20Library/AFS%20Materials/gettingvalueoutofagileretrospectives-InfoQ-V20-20140710.pdf)

SharePoint Workspace: {Link to Sharepoint WorkSpace}

#### Session 8

Good Morning,

You are scheduled to participate in Agile Foundations with Scrum this {{Week Day}} at {{time AM}} in the {{Location}} conference room.

This Week’s Session Culture and Values

This week we will discuss that values and culture that foster an environment in which and organization can be Agile.

Prerequisite Reading:

*Reading from Session 1*

SharePoint Workspace: {Link to Sharepoint WorkSpace}

### Retrospective Data Request Email

Hi Folks,

Thanks for participating in this week’s session.

If you would please reply back and let me know what you thought of the session:

|  |  |  |  |
| --- | --- | --- | --- |
| What Went Well | What Didn't Go Well | Ideas for Improvement | Thank You Notes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |