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[MUSIC] Hi, in this video I will remind you how to use a transformation map. And will provide an example for filling out the team column. Now a Agile Transformation Map is a one-page document that captures key pieces of information we need. Envision statement metrics timeline inputs in the identified risks. There are three dimensions or levels of transformation we're planning for in this capstone project, personal team and organizational levels. In the supplementary materials you will find this one page form that you will be filling out as a part of your assignment. This page is beneficial for you as you can see your alignment and potential areas of overlap. As change leaders, we want to ensure we're moving in the same direction in all three areas. For example, suppose the goal of your team is to become more agile. Imagine that you are someone who is currently unfamiliar with agile. You create a personal development goal to become a better master of your team's budget. The mastery of the team's budget might not be the best focus area at the moment as it's more focused on your personal endeavors and only loosely support the immediate need of your team. Let me give you another example. Suppose you plan to scale agile across your enterprise in the near future. However, you just set a vision for your team to become 20% more efficient. With your existing processes. Since you will be transitioning to agile in the near future, it's probably not the best use of your team's time to improve processes within the current relational model. In this module, your task is to complete the second column or the transformation roadmap. First, you have to create an envision statement for the team. To refresh you on how to create an envision statement, please revisit in the visioning video. An example of the Envision statement that I have created for my team is pilot one week long sprints for 60 days to introduce and assess the fate of Scrum for the work of the team by May 2021. It includes three elements, what, why and when. The what part is pilot one week long sprints for 60 days. It is followed by the Y part, which is to introduce and assess the fit of Scrum for the work of the team. The when Part states by May 2021. In this example, I'm creating a time bound goal that will serve as my guide for the next six months. The length of time includes buffer time. I know that realistically I won't be able to begin this project for the next two months. I need prep time of one month, a pilot duration of two months, and then I need to include time for review and lessons learned. In my example, and at my workplace, I can afford to be flexible in my planning. Your situation might not be the same. In that case, you may be more aggressive with your timeline, but please be realistic. In any project, there is a critical path which equates to the shortest amount of time that you'd need to complete the project. If your project is on the critical path and something gets in the way, as it always does, you will have to compress the schedule by choosing to reduce the scope or by adding additional resources. It is reasonable and often happens that a company may create a project, and vision statement for a project that will last a year or longer. Did you notice that envision statement does not include the how part? This is important. You don't have to know how you will make it happen at this point. You will design a how layer in a project when you begin building product and sprint backlog. At this point, all you need to know for the envision statement is to have your high level idea, what your goal is? Then envision statement has to be simple and makes sense to anyone on familiar with a project. Keep the goals easy to understand on first reading. Avoid aiming for perfection as this defeats the purpose of ambition statement, to provide a quick way to align everyone on the common goal. Often, teams get caught up and focus in developing per size wording, which is unnecessary. Now, let's look at the metrics section. How you know that you're making a difference and moving in the right direction. You will use metrics to measure the progress for transforming your team. Some examples of metrics you could use might be employee survey scores, or agile knowledge ratings, or a number of Sprint's completed. In my example, I'm going to use a number of Sprint's completed and the employee agile understanding and knowledge test scores. Guideline inputs are the next row of the form. These should be longer term ranges, which indicate the beginning and the end date. Knowing these inputs will allow you to create the Gantt chart. The Gantt chart will provide a visual view of the duration and progress of each phase of the project. It will include any parallel work. The Gantt chart will also give you a better understanding of where and when you will need your resources aka people. In my case my date range will be starting January 2021 and the end date will be May of 2021. To calculate the duration, subtract the finish date from the start date. This will be the duration in days. The next row in the table captures any potential risks that might get in the way of us making progress. For my team, one of the risks is the newness of the team. This means that my team will likely have to go through a typical group development cycle storming, norming and performing before the team dynamics start to stabilize. And other risks is high change separation and change fatigue within the organization. Which might present challenges of getting the overall team by you. All these risks can be addressed by creating and executing and detailed change management plan. The notes section is designed for capturing additional relevant information. For my team, I will add inviting agile advocates to share their experience of using agile in finding an internal agile ambassador. To embed within the team for the first 30 days. Now it's your turn to fill out the form for your team. In the next video, I will explain how to create the product and sprint backlog for transforming your team.