



SIMPLICITY

Cary Stephan
Agile Program Coach, Software & Digital Technologies
Engineering, Sciences & Technology Central Region
Northrop Grumman Mission Systems

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Simplicity—the art of maximizing the amount of work not done—is essential.

-the Agile Manifesto

“Simplifying as much as possible is crucial to success. When plans and orders are too complicated people may not understand them. When things go wrong complexity compounds issues that can spiral out of control into total disaster.

*-“Extreme Ownership:
How U.S. Navy SEALs Lead and Win”*

WHY SIMPLIFY?



**communicate
& understand**

**adjust or
change on
demand**

**replicate or
standardize**

WHY SIMPLIFY?

Fewer

Mistakes

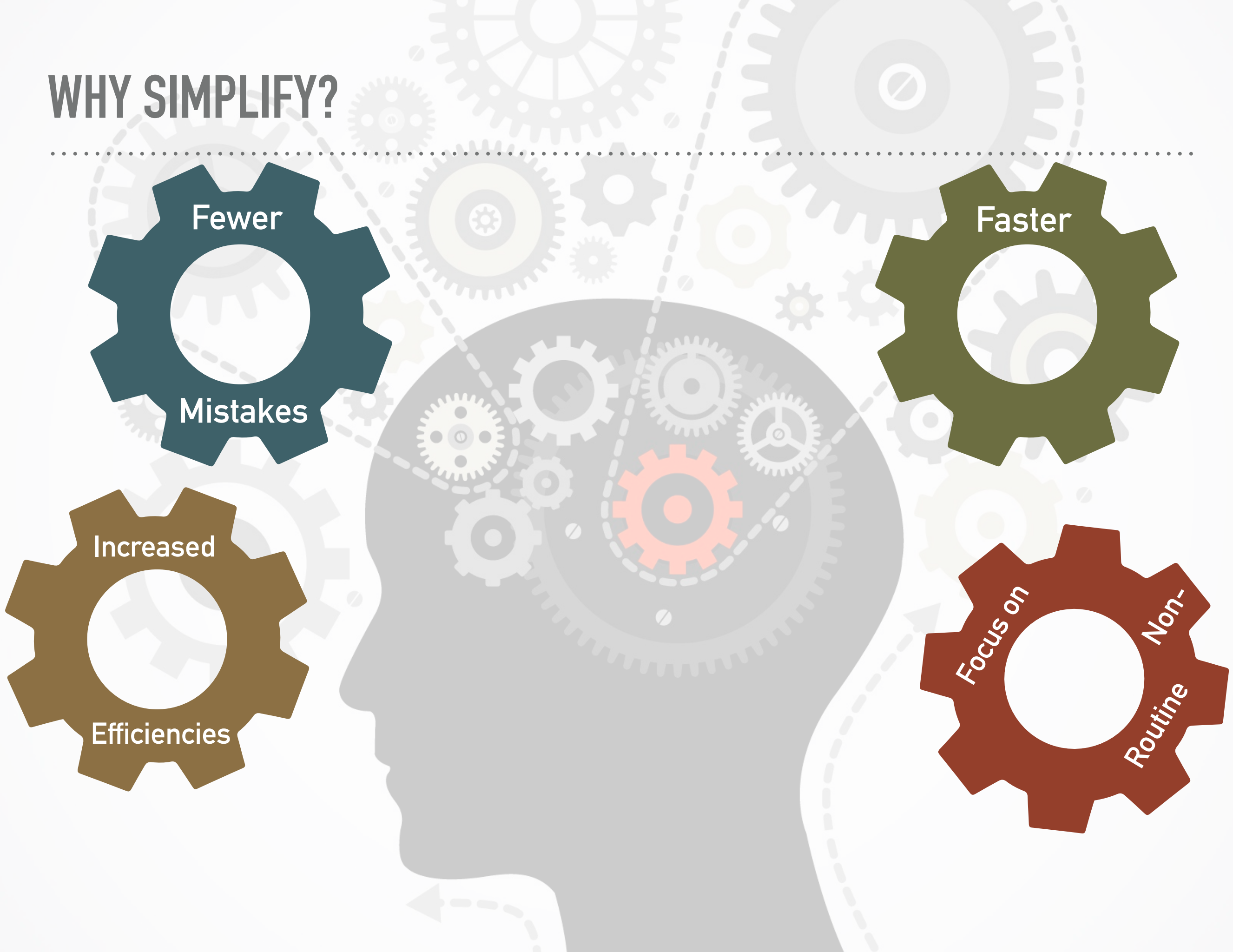
Faster

Increased

Efficiencies

Focus on

Non-
Routine



“EXTREME OWNERSHIP” EXAMPLE

The Problem: Navy SEAL teams searching houses in combat zones had no system resulting in missed rooms, rooms searched twice, and no accountability for what was found where.

The Solution: Simplify!

SIMPLIFYING PROCESSES

- Break the work down into logical sections or “chunks”.
- Eliminate unnecessary tasks and layers.
- Get rid of as many decisions as possible.
- Keep tasks to what one person will do.
- Focus on making individual roles clear.
- Make it repeatable.

SIMPLIFYING YOUR DAILY WORK

- Start with most difficult tasks first.
- Work in sprints (bursts) following your daily energy.
- Automate: use templates, canned email responses, etc.
- Constantly question meetings.
- Strive to streamline and eliminate unimportant work.
- Stop multitasking.

YOUR TO-DON'T LIST

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- Don't email first thing in the morning or last thing at night.
- Don't agree to meetings with no clear agenda or end time.
- Don't let people ramble.
- Don't check email constantly.
- Don't expect work to fill a void that non-work relationships and activities should.



**KEEP
CALM
AND
SIMPLIFY**

LEAN COFFEE TOPICS

- Simplifying Processes
- Simplifying Your Work
- Simplifying Waterfall Contracts