



Agile Program Fundamentals

Course IAA2

Course Topics

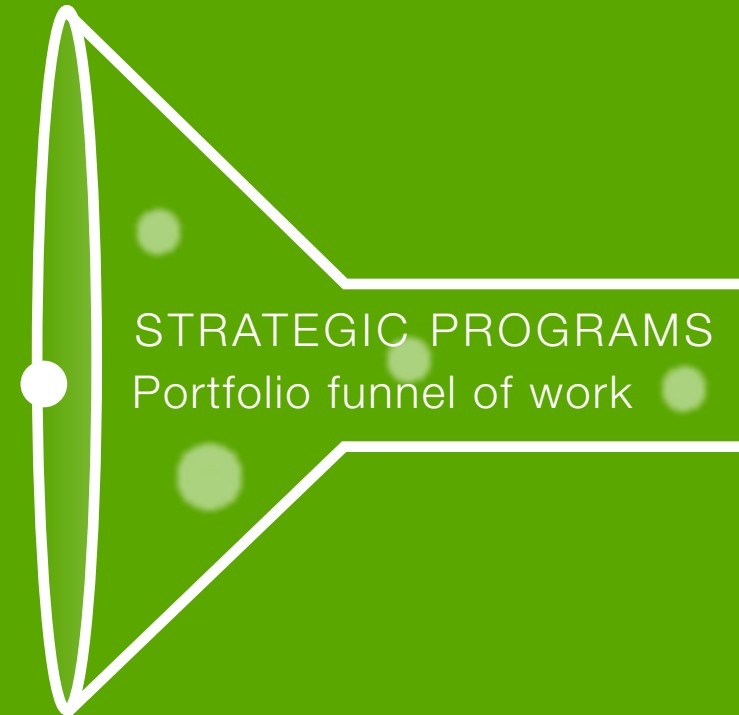
- | 1 | Pattern introduction |
|----|---------------------------------|
| 2 | Team Roles & Responsibilities |
| 3 | Discovery 1 |
| 4 | Discovery 2 |
| 5 | Discovery 3 |
| 6 | Delivery & Iteration Basics |
| 7 | Stories |
| 8 | Delivery Setup - Iteration Zero |
| 9 | Release & Iteration Planning |
| 10 | Iteration Execution |
| 11 | BVCs |
| 12 | Distributed Teams |
| 13 | Tips & Tricks |

Strategy Pattern

Mission & Vision

Objectives & Goals

Strategic Initiatives

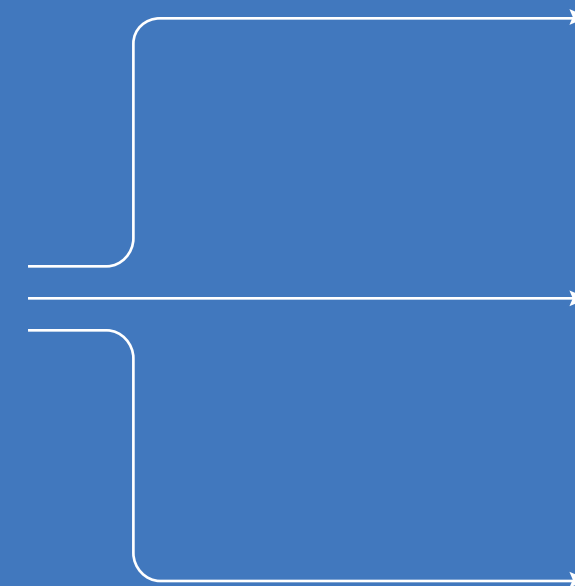


DISCOVERY SECTION

Doing the Right Work

Program Pattern

DELIVERY SECTION



Doing the Work Right

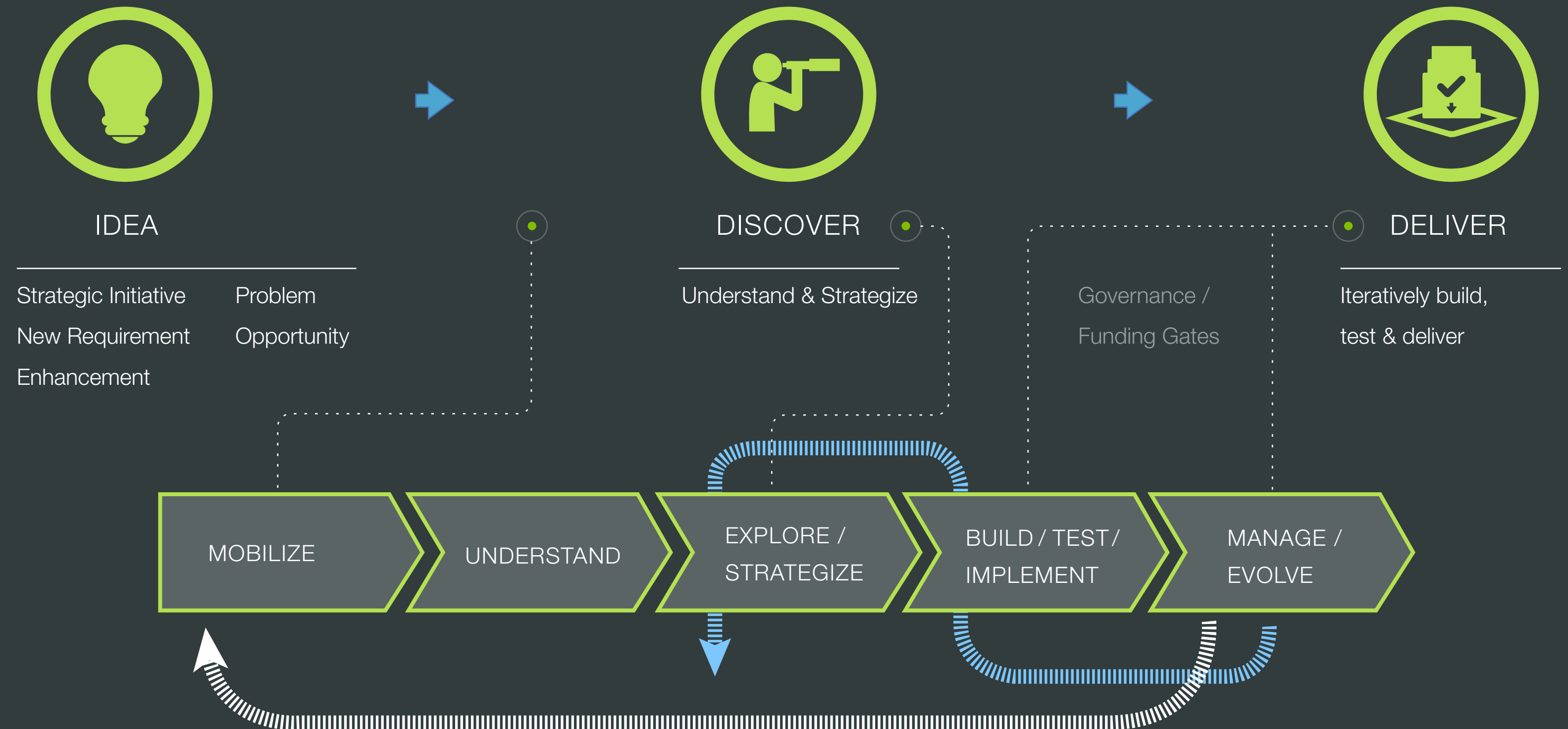
Operational Pattern

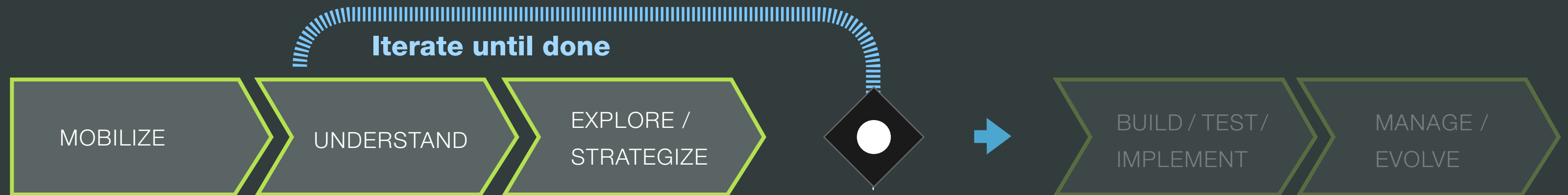
TEAM 1 1 2 3 4 5 6

TEAM 2 1 2 3 4 5 6

TEAM N 1 2 3 4 5 6

Strategy ➔





Discovery brief

Right stakeholders

Gate approval to start



Problem analysis

Stakeholder analysis

Desired outcome

Benefits

Blockers

Scope

Epics / Features / MVP

Risks & Dependencies

Solution options

Preferred solution

Estimation

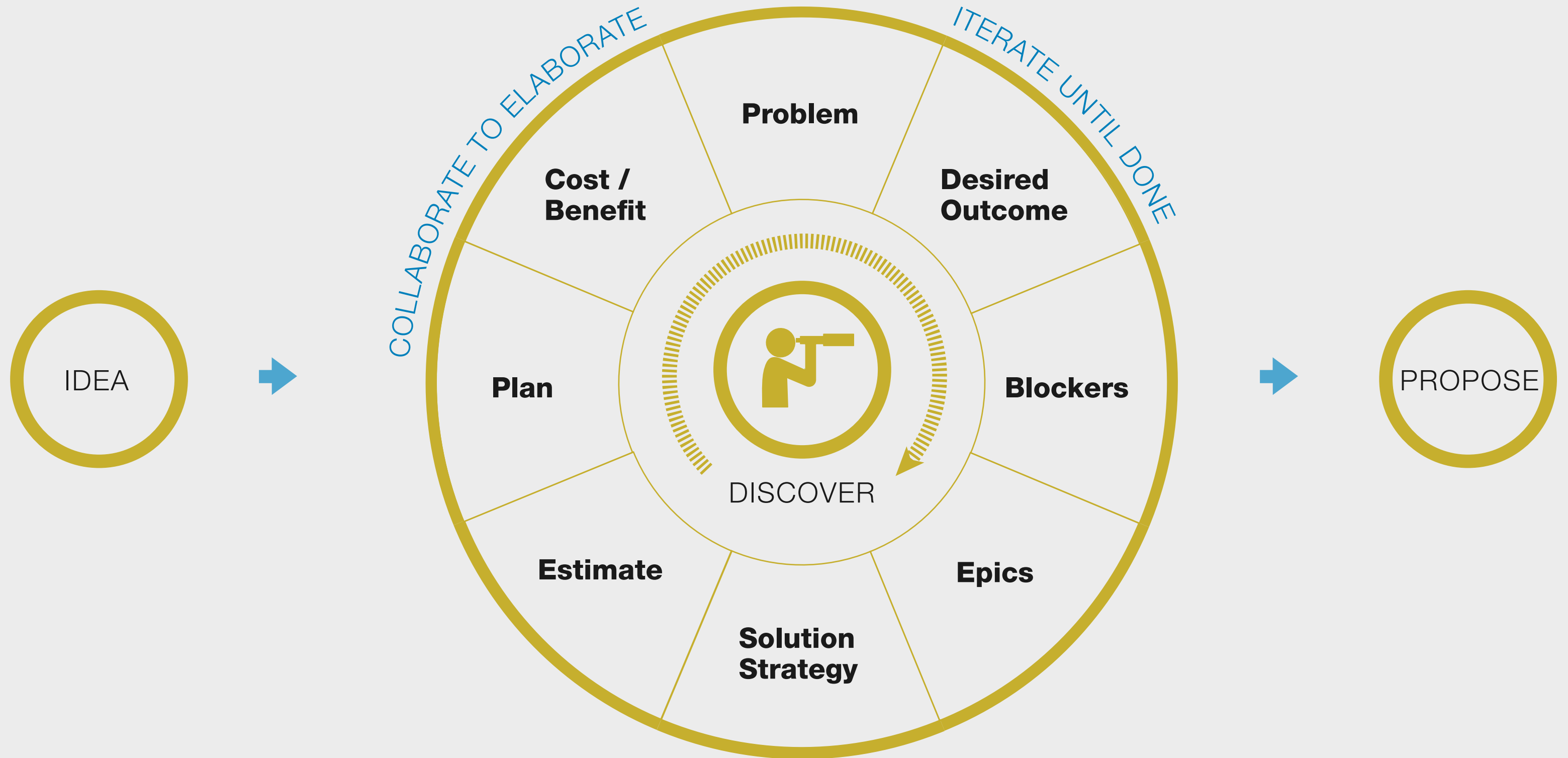
Planning

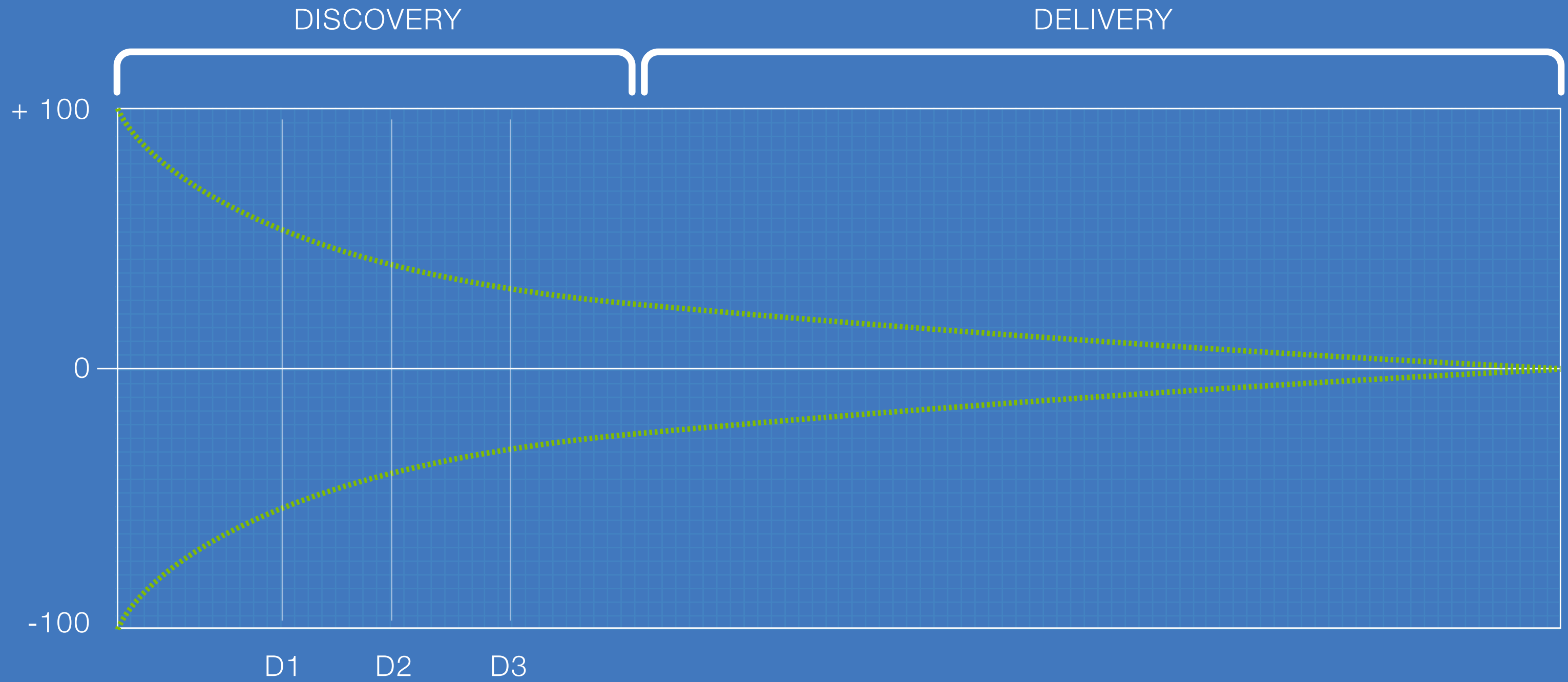
Cost / Benefit analysis

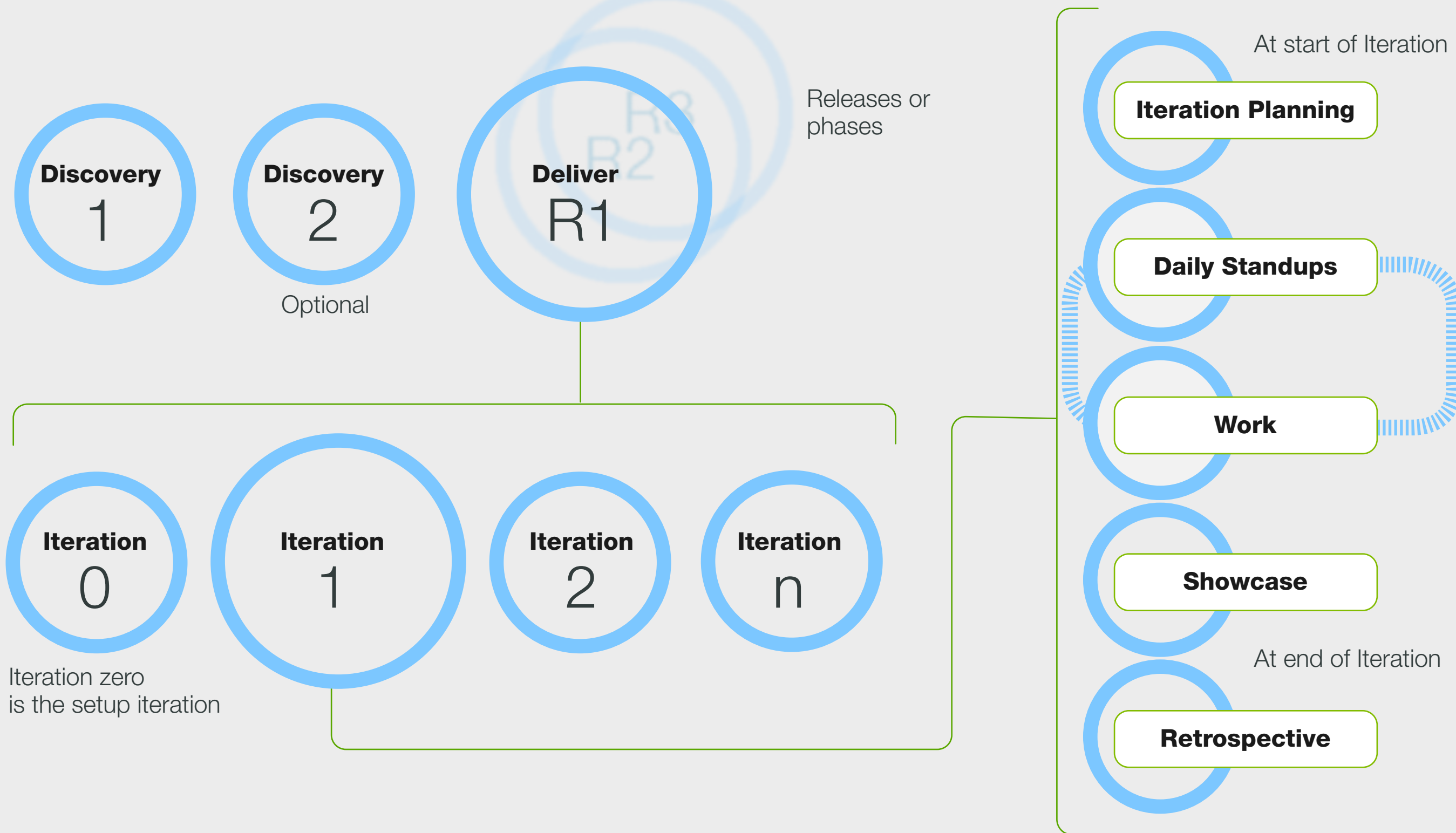


**Program Charter (Proposal)
& Gate Approval**

 **Collaborate to Elaborate**







Inputs from customers,
team, managers, execs



Product Owner



Product Backlog

A Prioritized List
of what is required:
features, bugs to fix



Team

Sprint Planning Meeting
**The team commits to as
much high priority backlog
as can be completed by the
end of the sprint**



Sprint Backlog

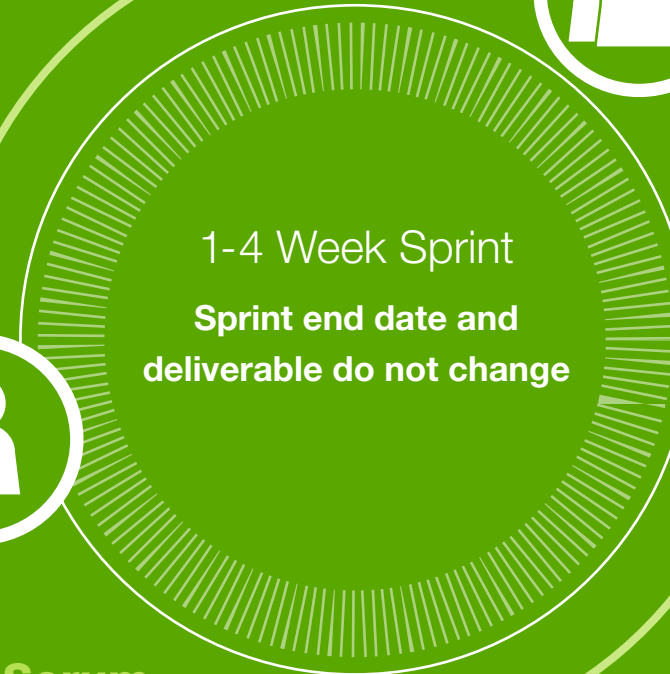
Task Breakout



**Scrum
Master**



Sprint Review



Daily Standup Meeting
15-30 Minutes



**Sprint
Retrospective**



Finished Product
Product Increment

	NEW	AWAITING DISCOVERY APPROVAL	AWAITING DISCOVERY RESOURCES	IN DISCOVERY	AWAITING DISCOVERY APPROVAL	AWAITING DISCOVERY RESOURCES	IN DELIVERY	IN FINAL DEPLOYMENT	DONE
LARGE	XYZ XYZ	XYZ	XYZ XYZ	XYZ	XYZ	XYZ XYZ XYZ	XYZ XYZ	XYZ	XYZ
MEDIUM			XYZ				XYZ		
SMALL									

XYZ

DEPARTMENT 1

XYZ

DEPARTMENT 2

WAITING STAGES1

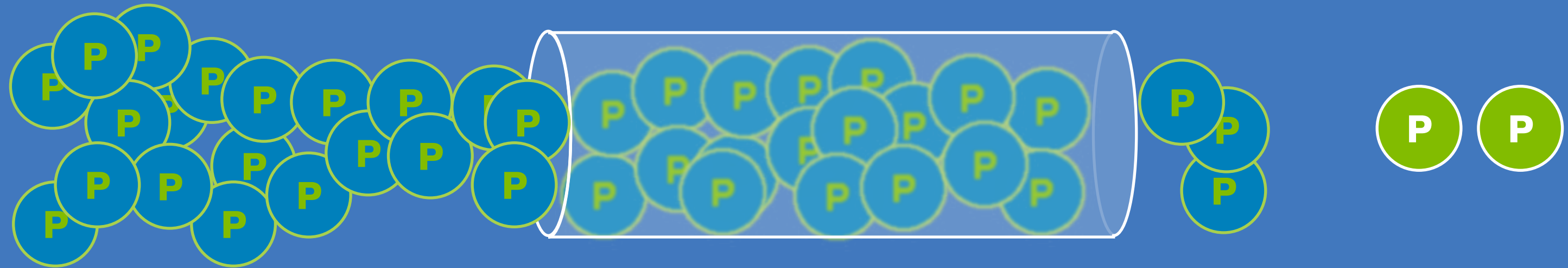
PRIORITIZED LIST

PRIORITIZED LIST

BACKLOG

IN PROGRESS

DONE



Minimize WIP by **Managing the Funnel**
and not Overburdening





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5 Discovery 3

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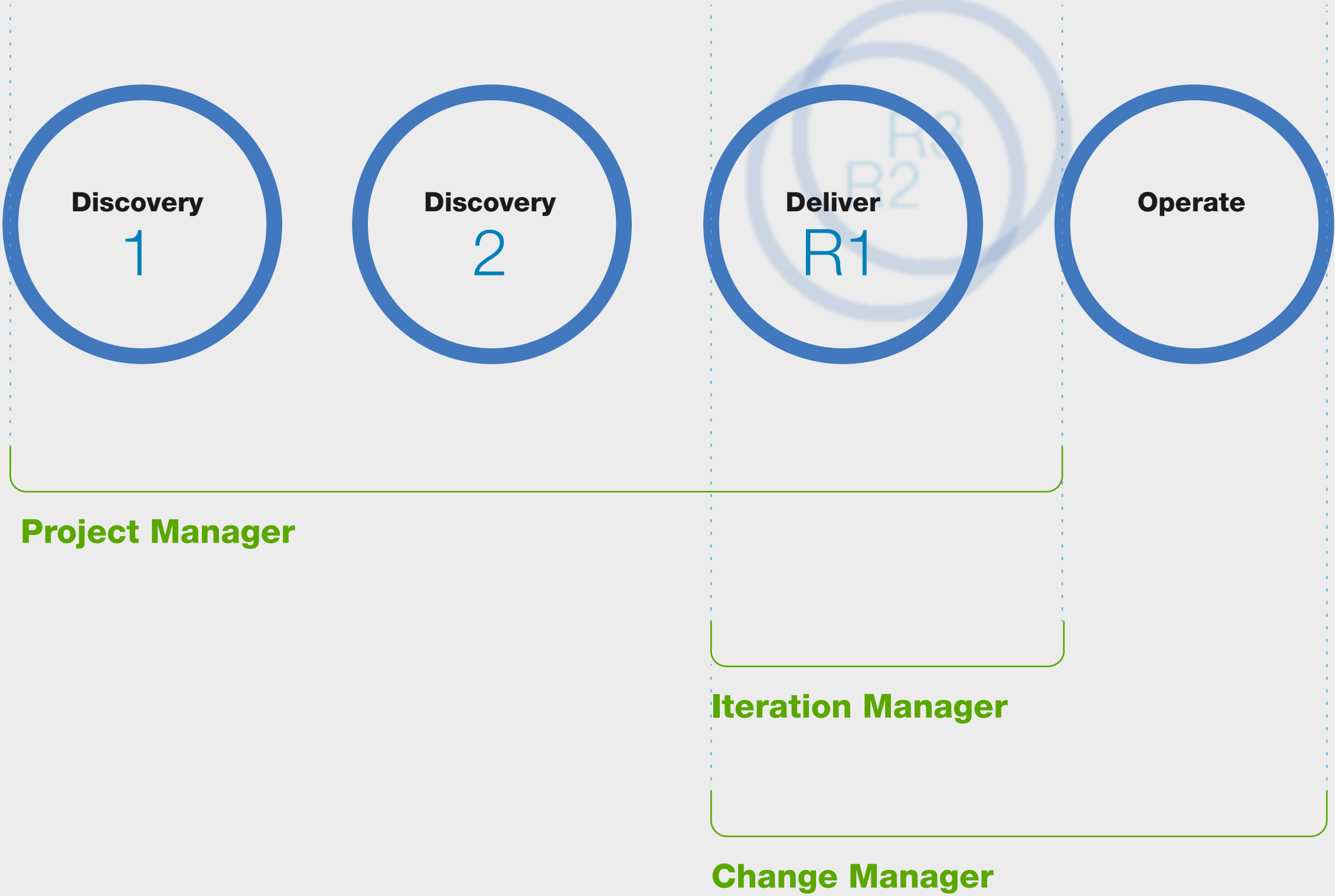
9 Release & Iteration Planning

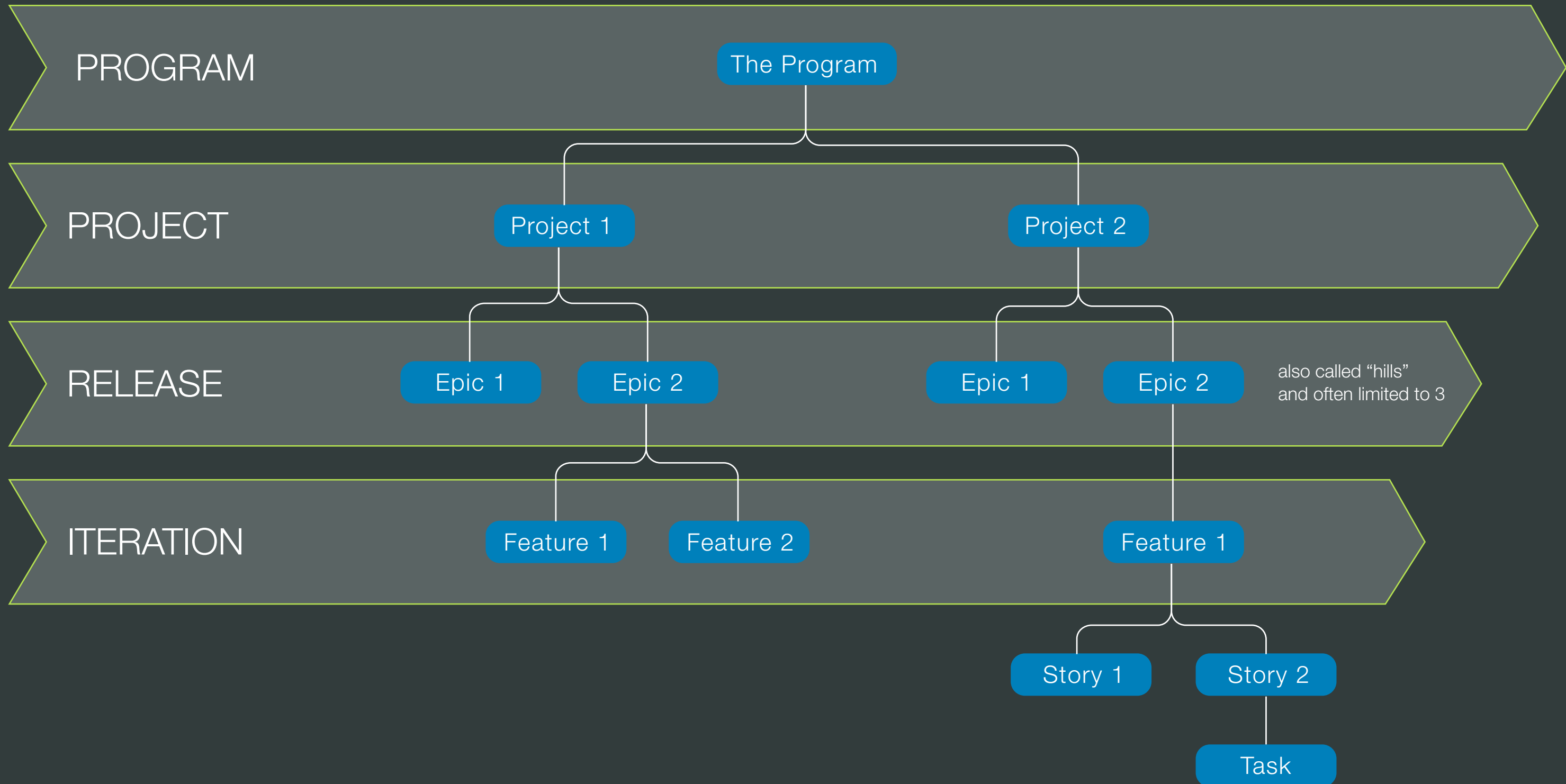
10 Iteration Execution

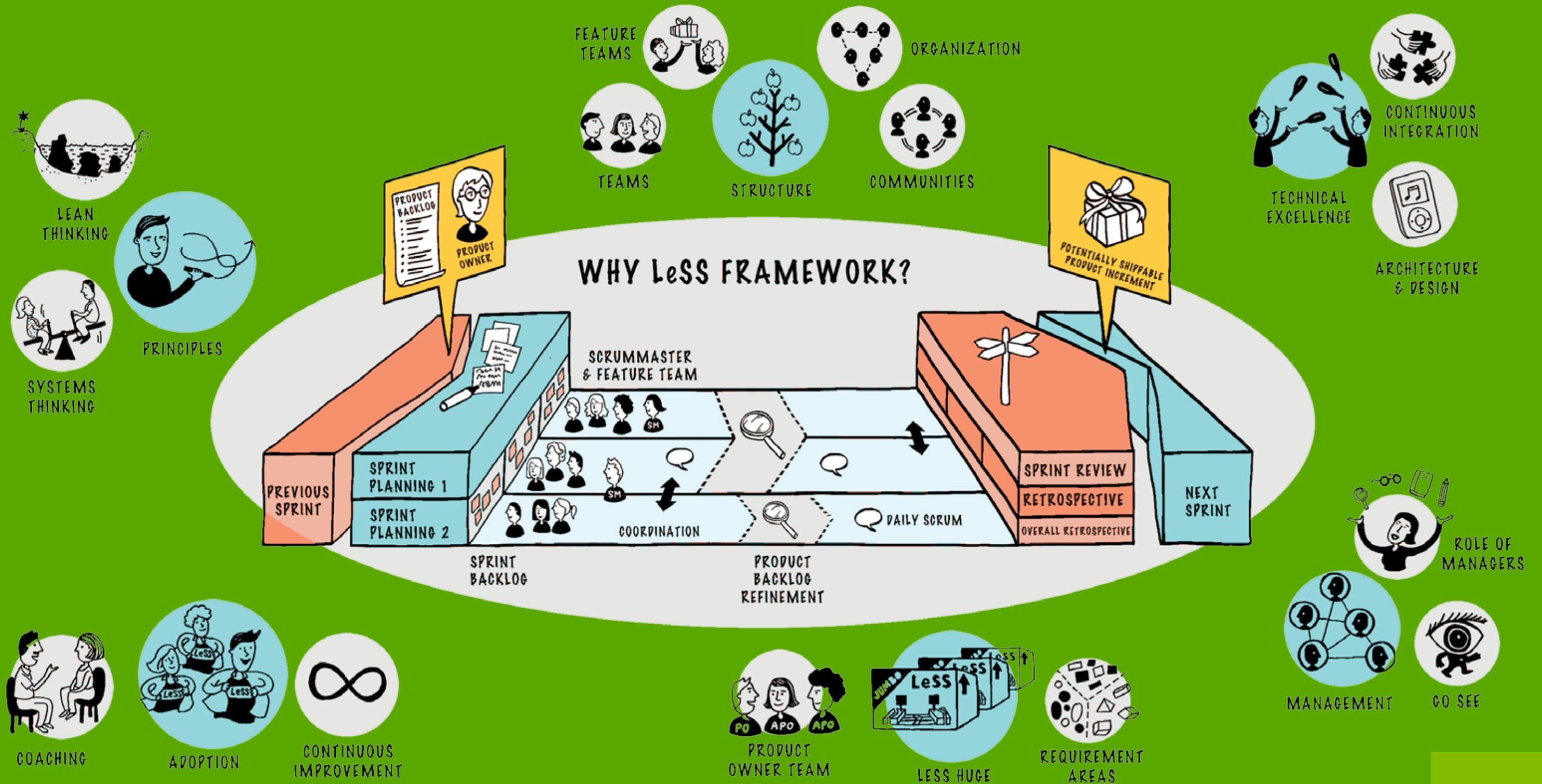
11 BVCs

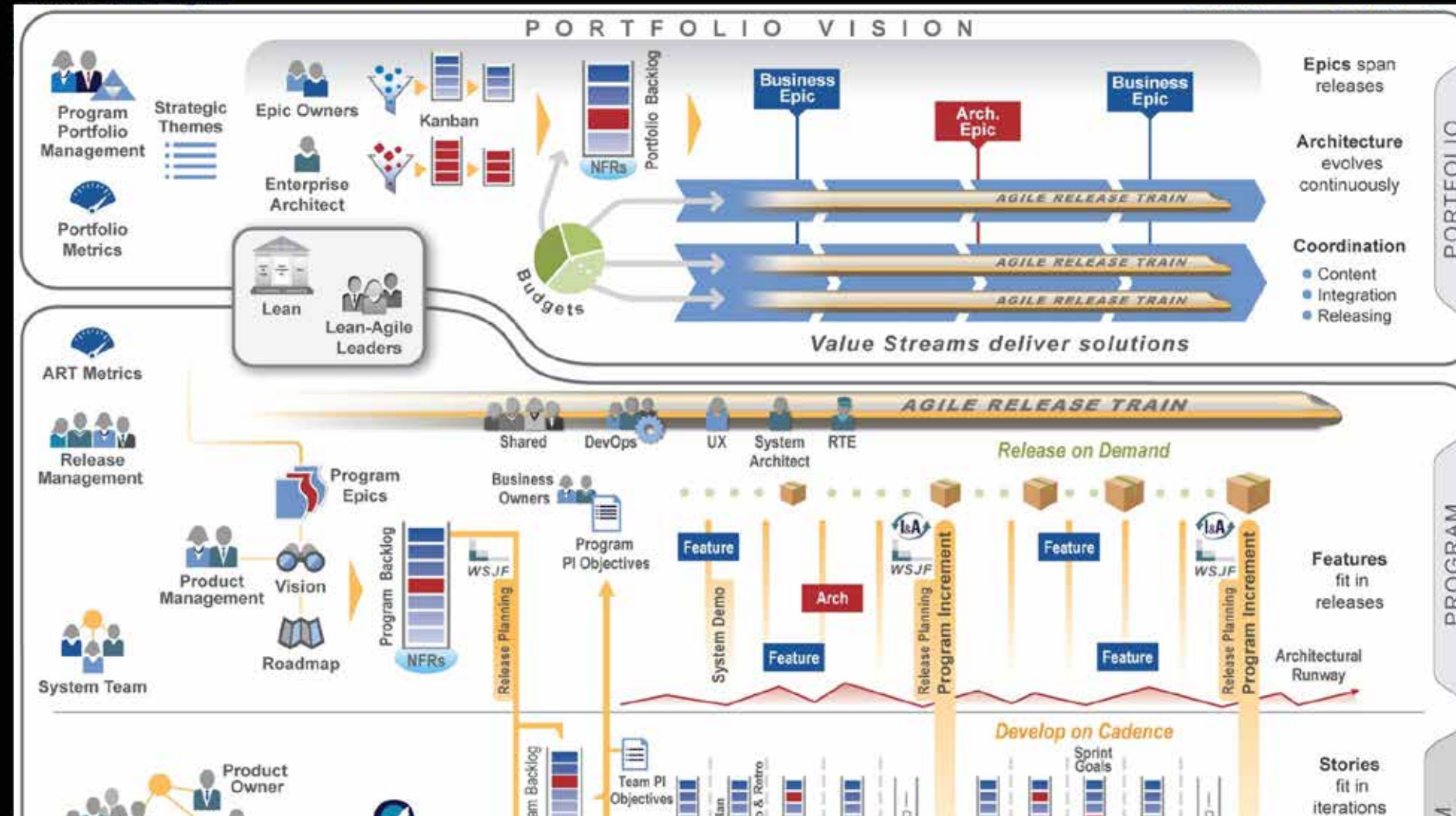
12 Distributed Teams

13 Tips & Tricks









The Agile Program Pattern
can be applied to small and
large piece of work

CORE

5-9 People
Dedicated
Cross Functional
Empowered

Business SME (Customer)
Analysts
Developers
Testers
Solution Architect



EXTENDED

Key Stakeholders
External experts
Enterprise Architect



GOVERNANCE

Steering committee
PMO



The Team (the doer's)



The Product Owner



The Iteration Manager

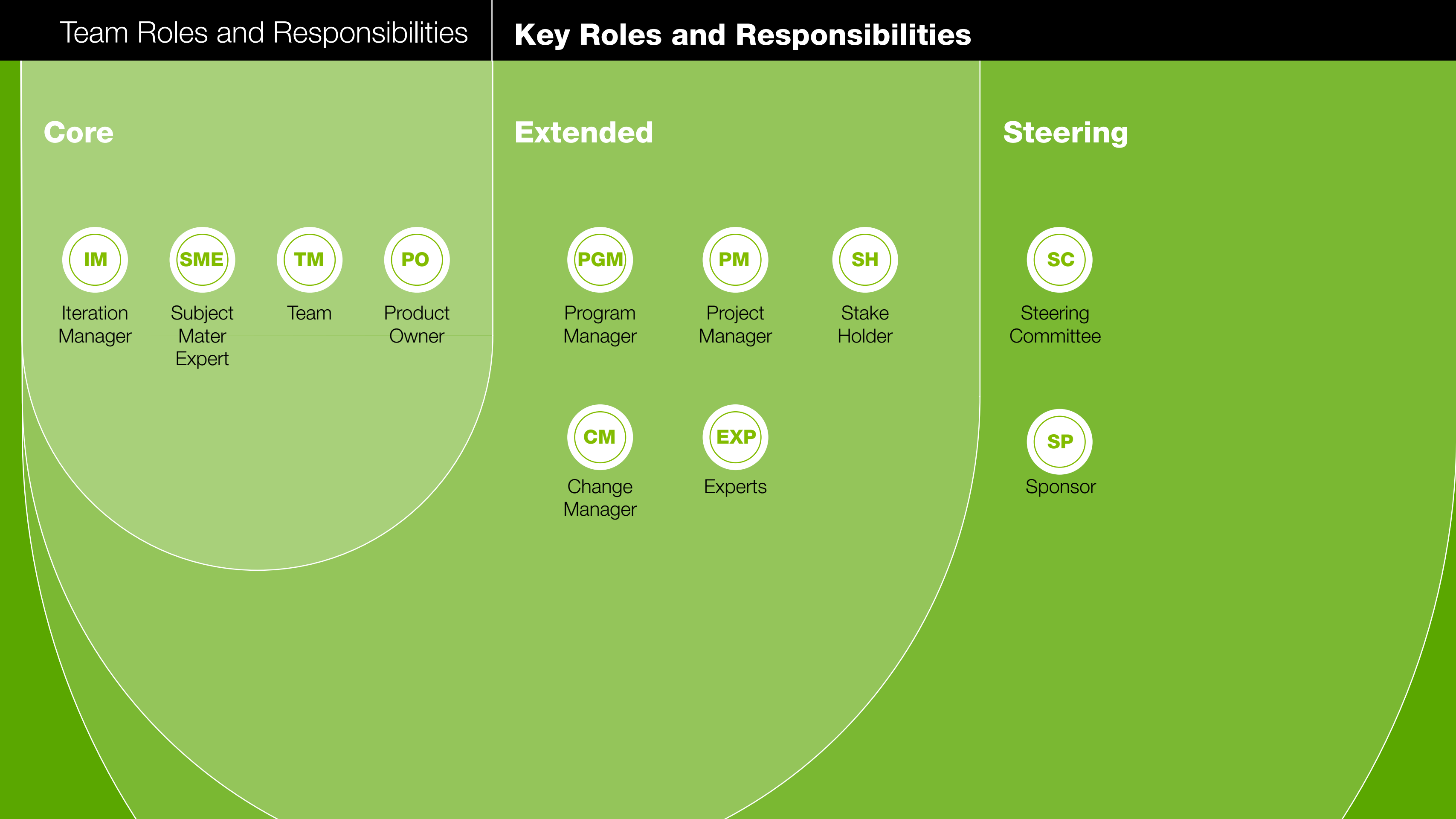


The Project Manager



Change Manager

These are the committed parties, the people responsible for the success of the project and product. There will be other involved parties, but they won't be responsible for the success of the project or product



Team Roles and Responsibilities

Key Roles and Responsibilities

Core

Extended

Steering

IM

Iteration
Manager

SME

Subject
Mater
Expert

TM

Team

PO

Product
Owner

PGM

Program
Manager

PM

Project
Manager

SH

Stake
Holder

SC

Steering
Committee

CM

Change
Manager

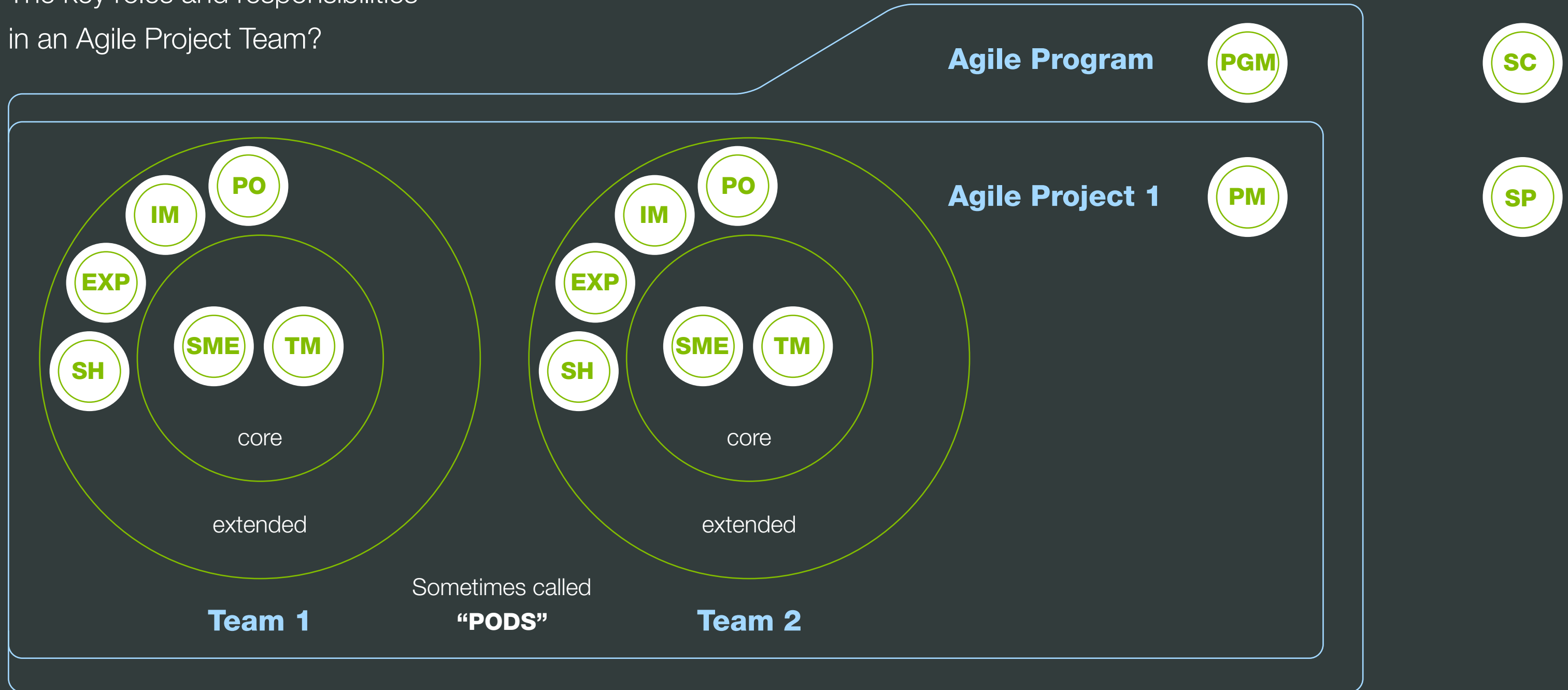
EXP

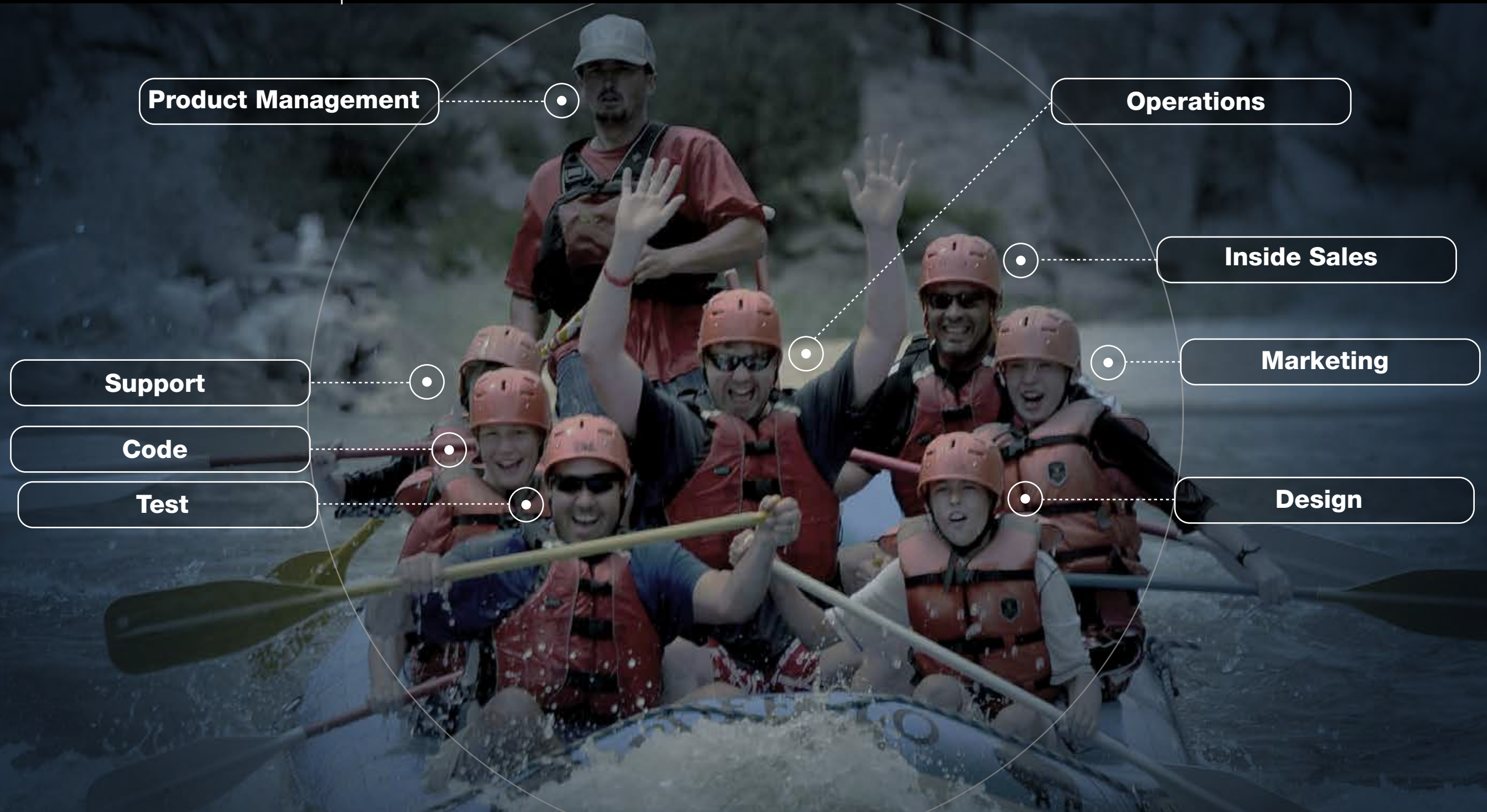
Experts

SP

Sponsor

The key roles and responsibilities
in an Agile Project Team?





...And shared ownership of client / user outcomes by teams



Self organization

Making commitments

Meeting commitments

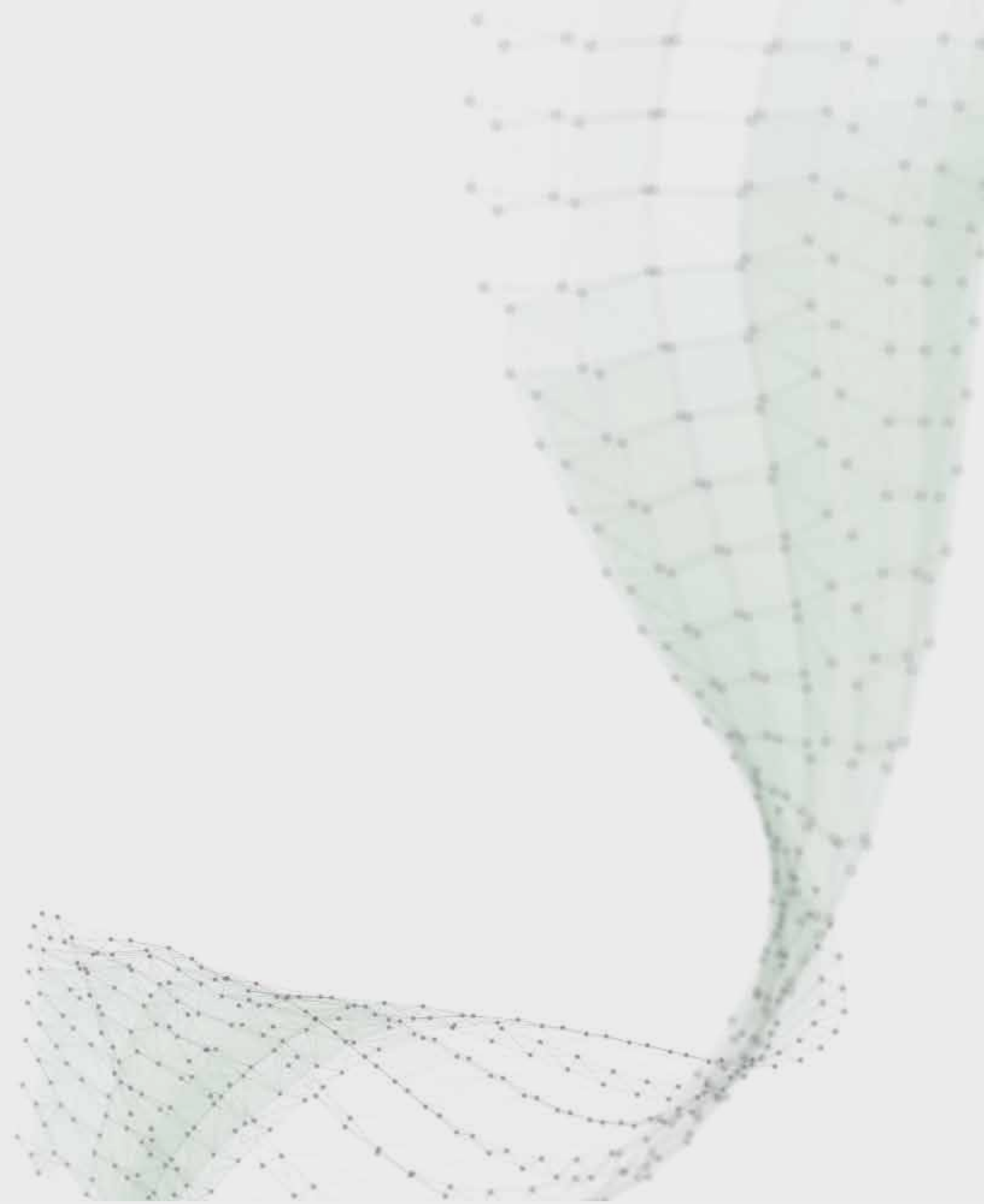
Management of the team – every team member is responsible for this

Respecting other members of the team



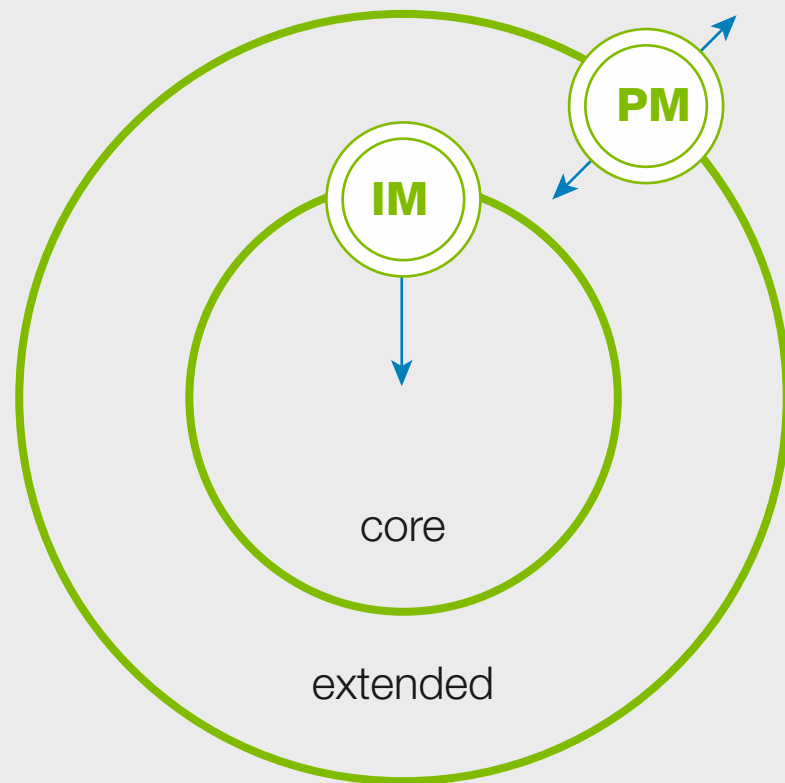
Product Owner

- Voice of the customer/project sponsor
- Defines features of the product
- Responsible for the profitability of the product (ROI)
- Manages stakeholders and their interests
- Accepts/rejects work results
- Maintains just-enough, just-in-time feature detail
- Shares success with the team





Iteration Manager



- Servant leadership/facilitation of the Core team – POD – during delivery and deployment
- Helps remove impediments
- Acts as guardian of the iteration process/framework
- Improves lives of team members by facilitating empowerment and creativity
- Helps team improve productivity in any way possible
- Works with team and PO to ensure each iteration of the product is potentially shippable
- Works with team and PO to ensure quality is never compromised
- Coaches and helps team members in the Agile way of working
- Energize and inspire the team



Project Manager

- Facilitates and manages the Discovery phases and cycles
- Serve as leadership/facilitation of the Project (multiple Pods)
- Facilitates dependency management using the 'Team of Teams' model across Projects and Pods and
- Helps remove impediments
- Acts as guardian of the overall project process/framework
- Improves lives of team members by facilitating empowerment and creativity
- Helps team improve productivity in any way possible
- Helps the PO with multi-stakeholder management
- Manages and communicates with non PO stakeholders
- Works with team and PO to ensure quality is never compromised
- Coaches and mentors the Agile way of working
- Energizes and inspires the team to greater heights



Change Manager



POD1



POD 2

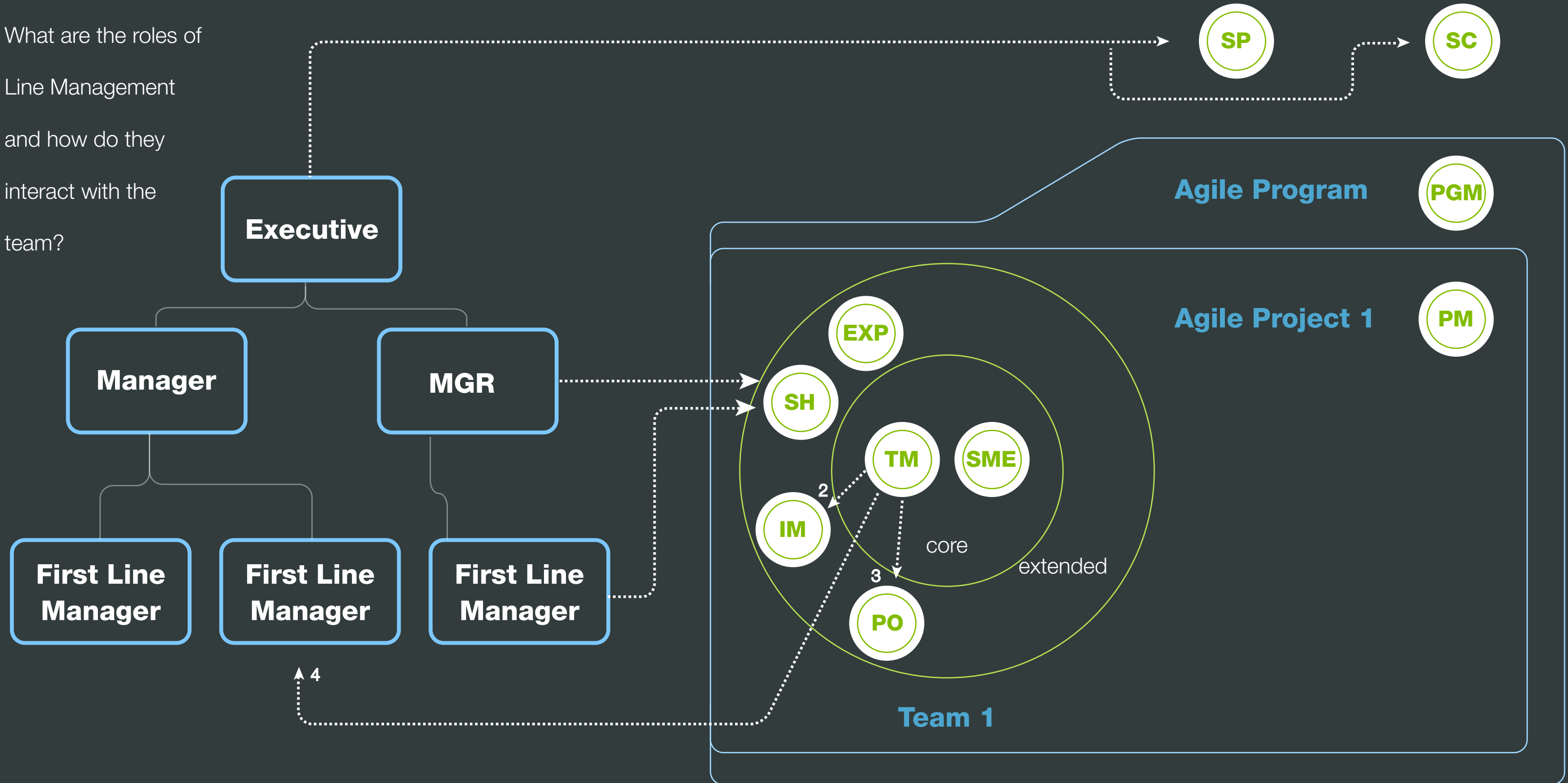


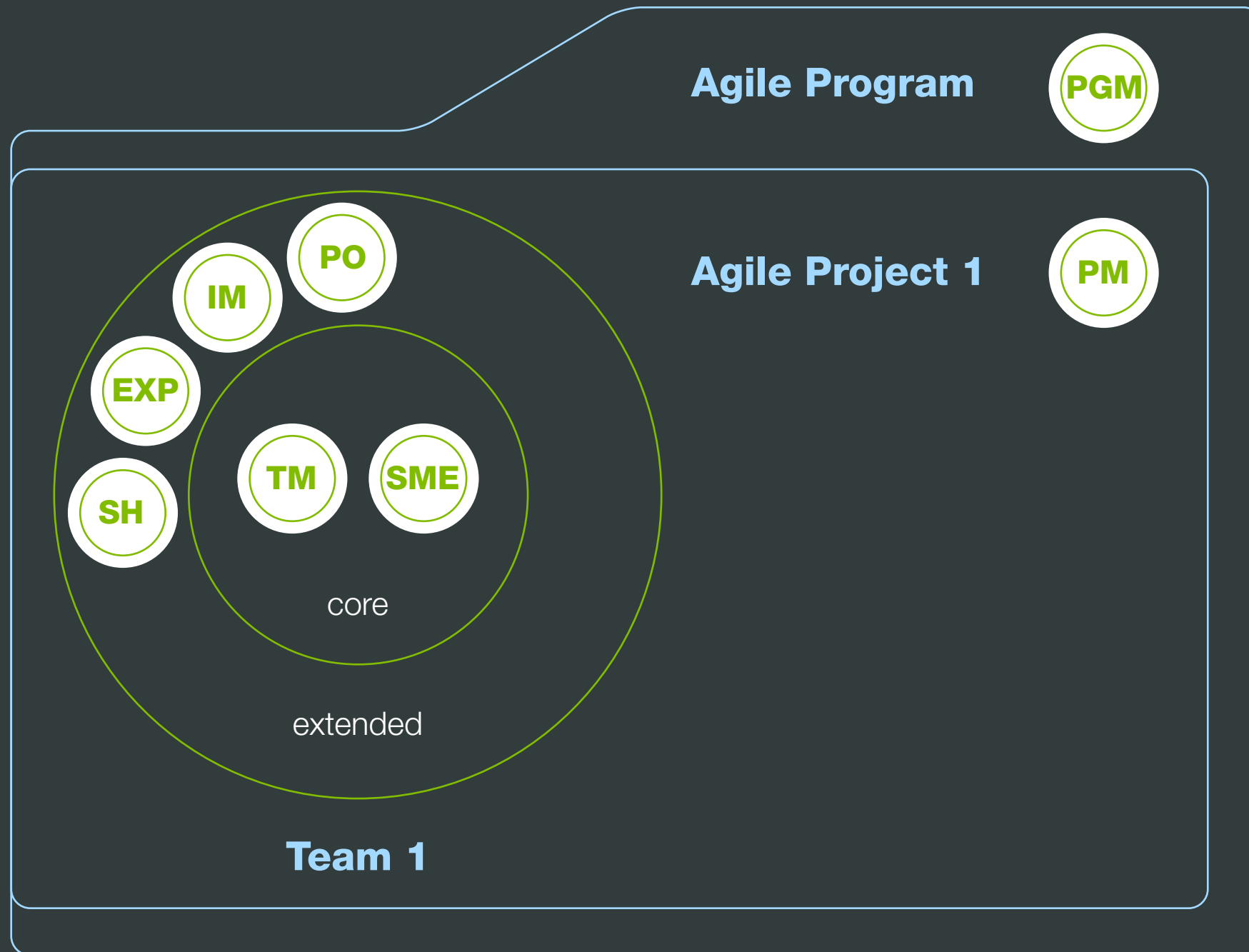
CM POD



- Facilitates and manages the roll out and implementation of the project outcomes.
- Leads the Change Management Pod (sometimes called 'Coms and Change')
- Looks after end user comms, training, process changes and overall adoption
- Closely involved in end user testing and acceptance
- Works closely with all the other IMs
- Works Agile

What are the roles of
Line Management
and how do they
interact with the
team?





Steering Committee

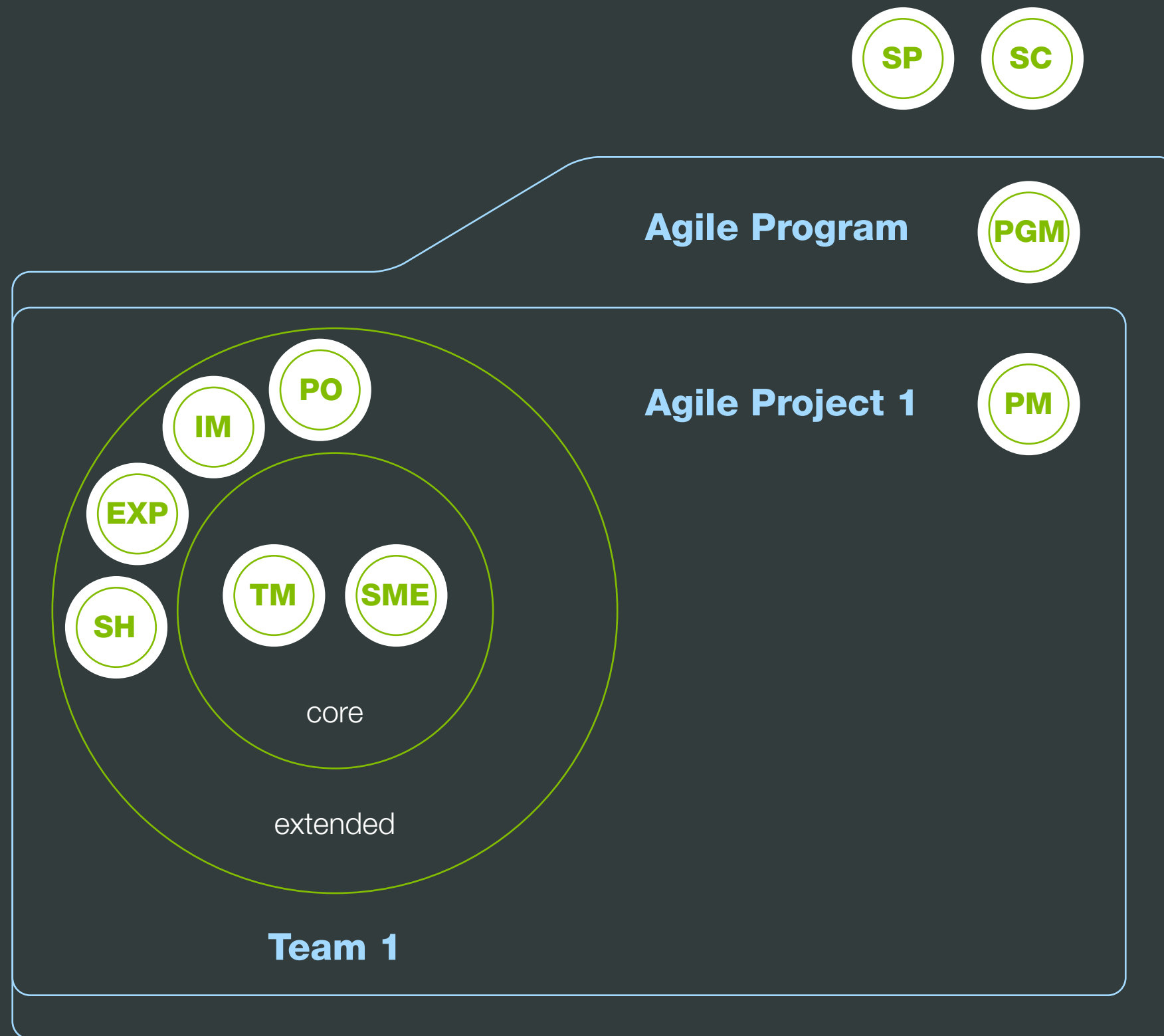
- Chaired by Sponsor
- Senior Execs from the BU executing the project/program
- Senior impacted BU executives – (Customers)
- Senior execs of partners or key suppliers
- Risk and Compliance (optional)

ENVISION

INSPIRE

CHALLENGE

SERVE



Decision Work Groups

Senior decision makers from the business / customer groups



also called

Product Owner Forum

To quickly make decision when there are multiple customers with conflicting or large bureaucratic processes to cut through.

Product Owner

Benefits identification?

Benefits estimation?

Benefits scoping?

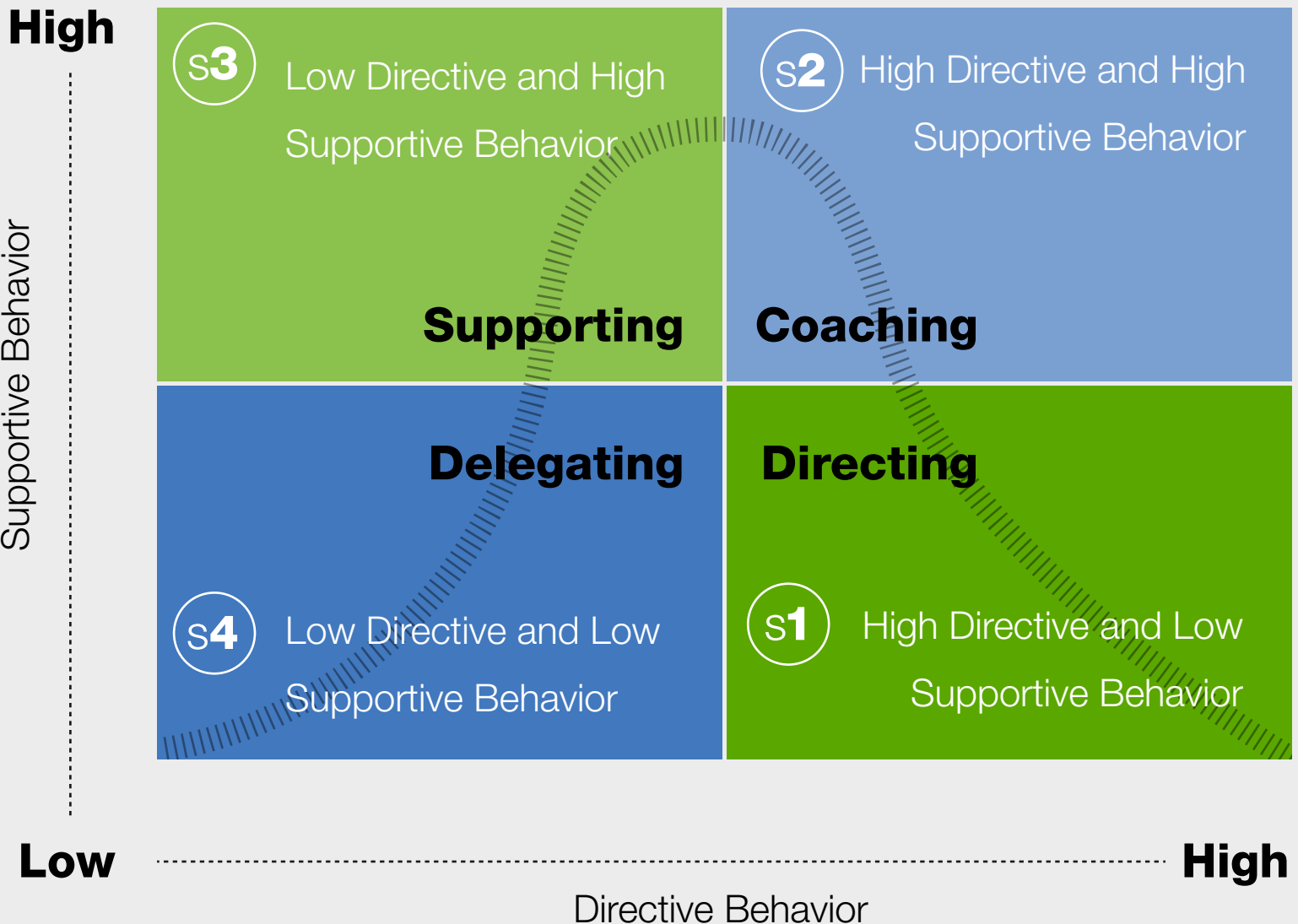
Ensuring the solution can deliver the benefits expected?

Product Owner Sponsor

Benefits tracking?

Benefits harvesting?

Situational Leadership Model



The **Situational Leadership Model** is a technique used to align leadership styles with individual differences.

- s1** Followers generally lack the skills required for the task but are eager to learn and willing to take direction
- s2** Followers have some of the skills needed, but lack any real understanding of how to complete the task. These people can't succeed without some help
- s3** Followers are capable, but lack the confidence or motivation to complete the task on their own
- s4** Followers are skilled and even experienced at a task, and they are confident and motivated.

What are the Characteristics on an
Agile Project Team?

1

Small

2

Cross
functional

3

Core &
cross-tended

4

Dedicated &
committed team members

5

Single outcome that is shared
and clearly understood by all
team members

6

Very supportive and do
whatever is needed to help
reach the outcomes

7

Structured with a PM, IM,
SME and Product Owner.

8

Clear decision making
responsibilities

9

All team members
collaborate and contribute
continuously and effectively



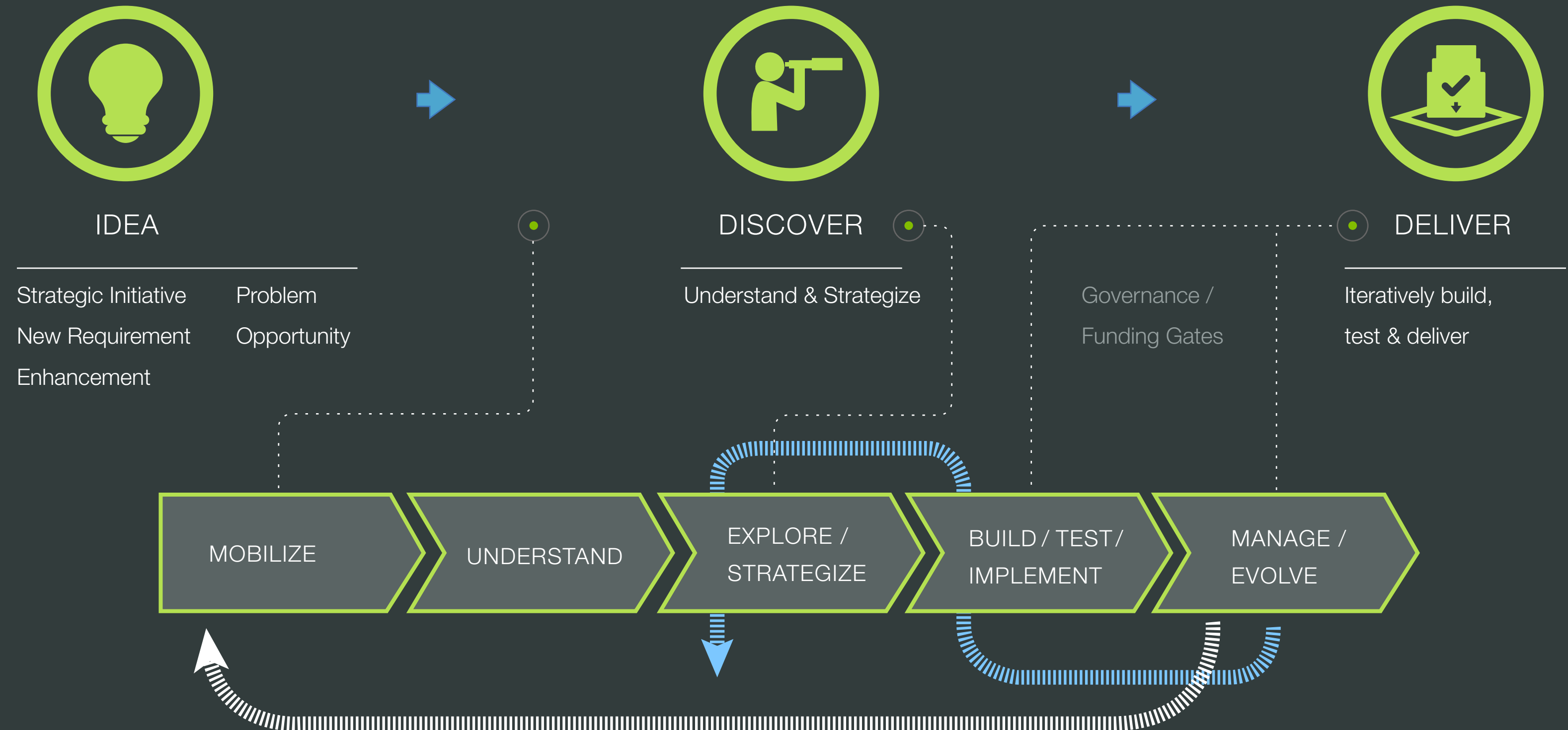
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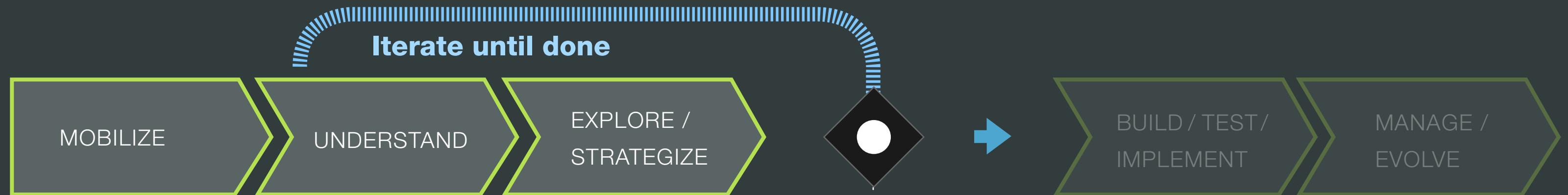
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Strategy ➔





Discovery brief

Right stakeholders

Gate approval to start



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**Program Charter (Proposal)
& Gate Approval**

 **Collaborate to Elaborate**

Objectives



Benefits



Discovery Brief

Name	Name of the initiative. This can be a large program, project or just an idea.
Summary	Quick Summary
Sponsor	Name of the Executive that is sponsoring this initiative / idea
Initiator	Name of the staff member who is the owner of this brief and is responsible for driving it through to the next stage.
Problem statement	A statement of the business problem that this initiative is trying to solve.
Strategic alignment	How this initiative aligns with the strategy
If No!	Implications of *Not* implementing the initiative. The pain of 'do nothing'
Constraints	Any constraints on the initiative, resourcing, cost, timescales, technology
Solution Options	If known, any solution options the business is aware of
Wish Date	When would you like to have this done by

1-2 Hours Max!
Filled in by the initiator

Summary

Sponsor

Initiator

Problem Statement

Pain Impact

Benefit Estimate

Strategic Alignment

Solution Options

Constraints

Wish Date

Urgency

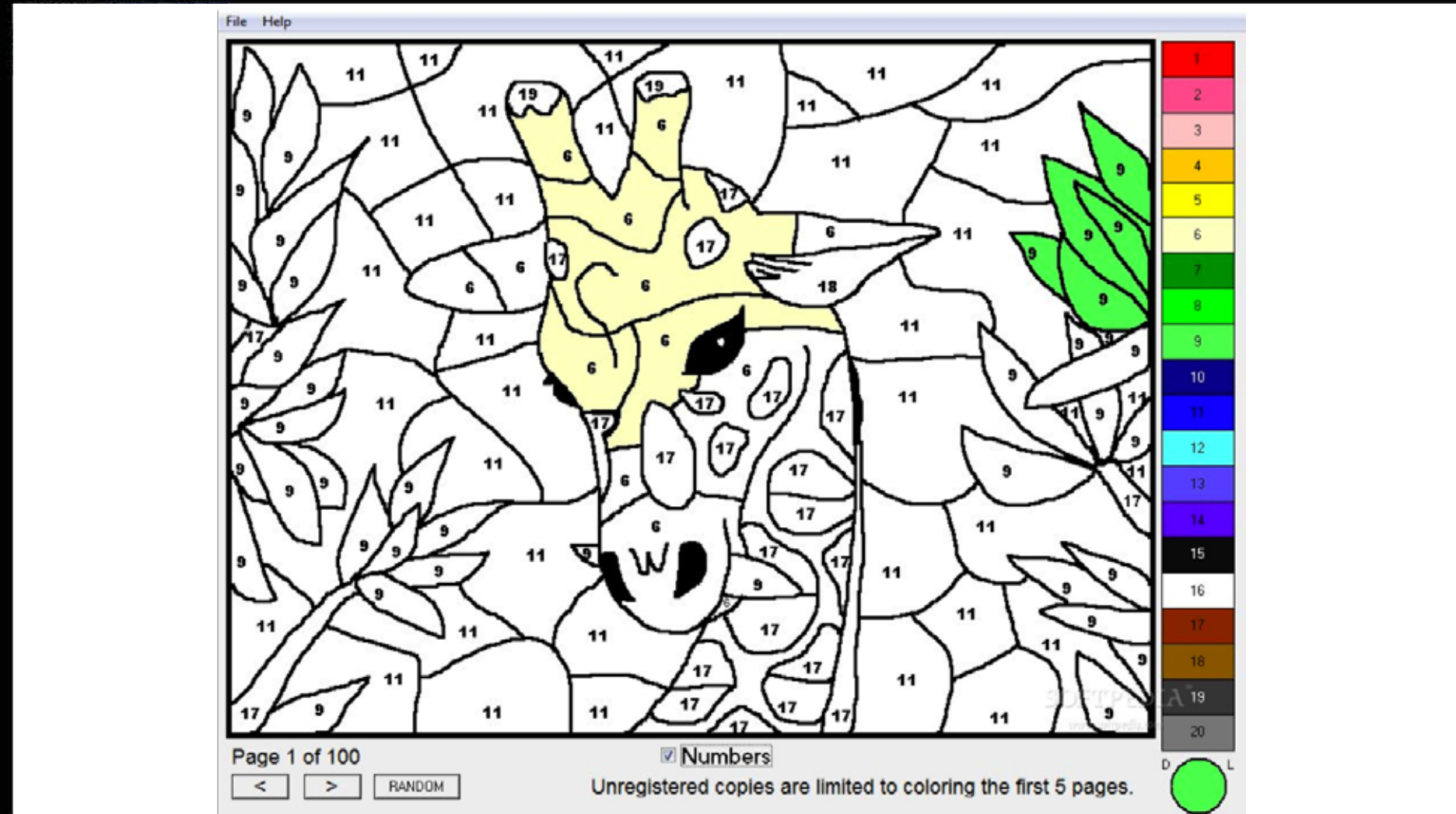
Criticality

Cost Appetite

Initiative Size

Key Stakeholders

Discovery 1	Who, When and for How Long <small>Who should be there, when should it be run, and how long should it take?</small>		
	Who	When	How Long
	Initiator Key Stakeholders Key Experts	As soon as all the key people are available	Run in a facilitated workshop setting
	Sponsor (Part time)	As soon as Discovery is approved if there is a gate check before discovery	Can be multiple workshops with breaks in between Not spread over more than 3-4 weeks
			Workshop time should be in the region of 1-5 days or as necessary



Problem Grouping

Root Cause Analysis
(How Come?)

Impact Analysis
(So What?)

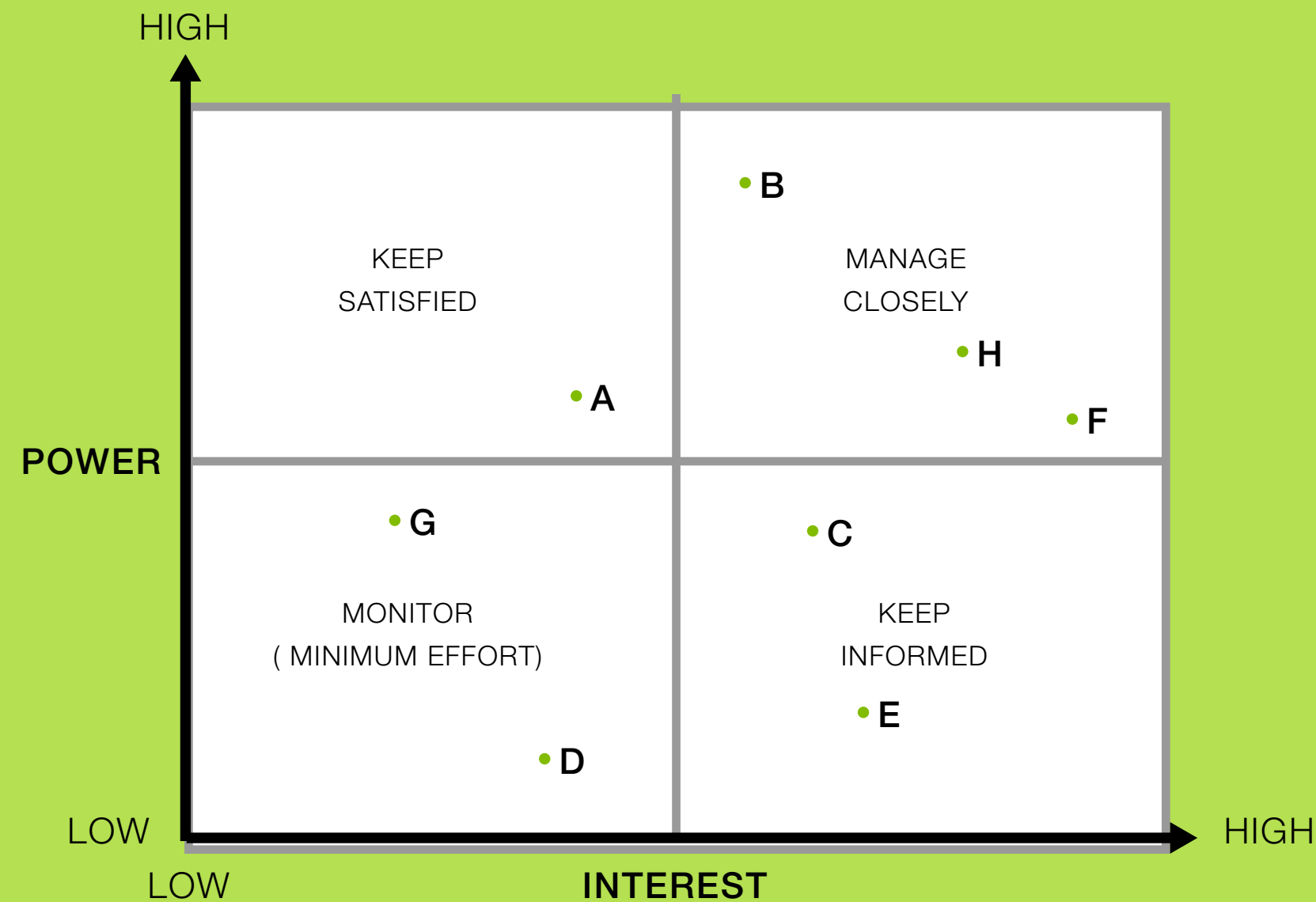
Who is the customer?
(Internal + External)

**High level Value Stream
Map**

Stakeholder mapping

IMPACT

INFLUENCE



EXAMPLE OF A POWER/INTEREST GRID

Source: Pmbok, Fourth Edition

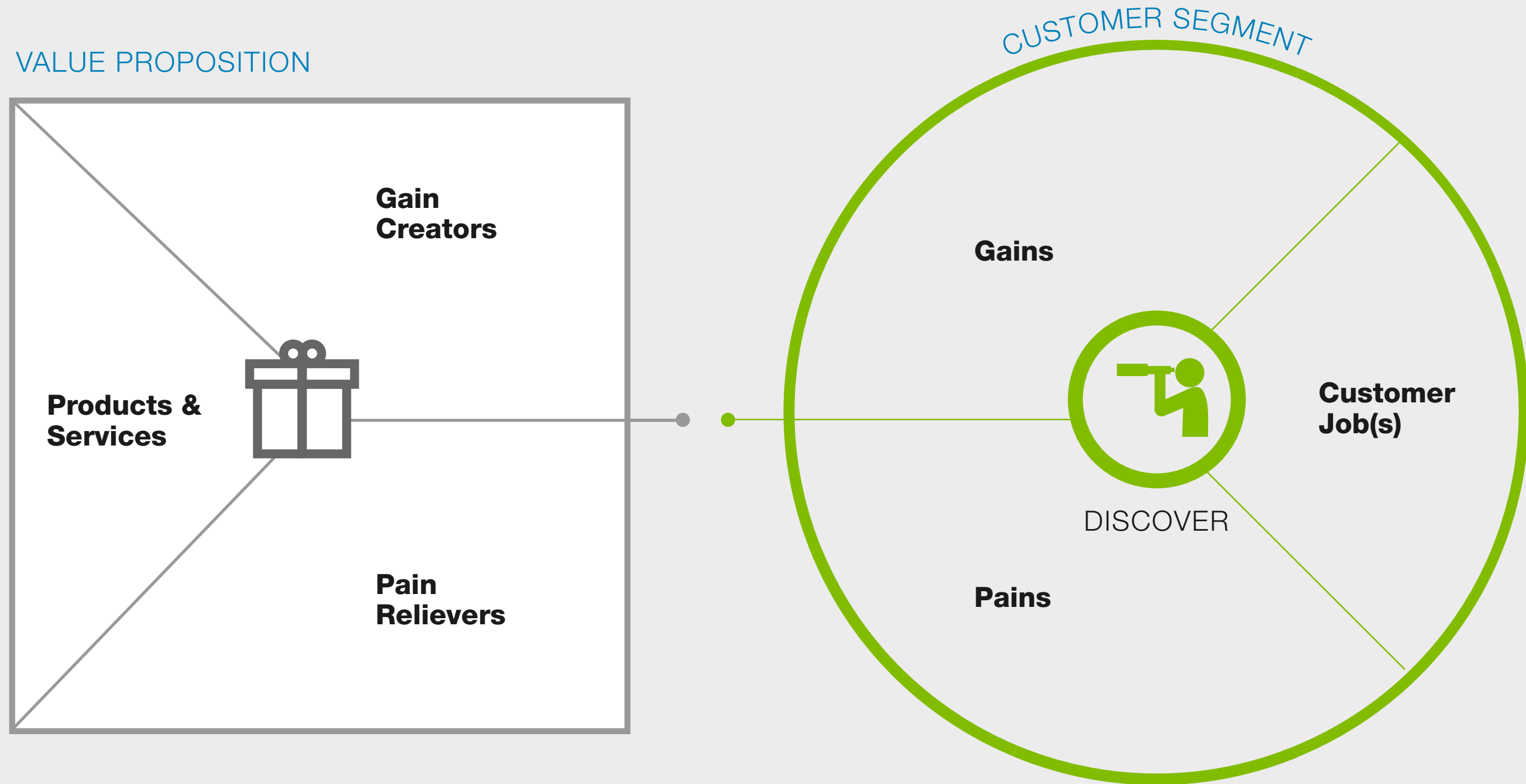
It is critical that you understand the 'positioning' of your stakeholders.

Other 'positioning' techniques:

Power/ Influence

Influence/ Impact

Time is a precious commodity, manage it wisely.



DR. ALEX OSTERWALDER & DR. YES PIGNEUR
Created by 470 practitioners from 45 countries

Business Outcomes

Estimated Benefits

Each business outcome must have one or more estimated \$\$ value benefits

SMART Requirements

Specific

A requirement must say **exactly what is required**. There is no ambiguity; consistent terminology; simple - avoid double requirements i.e. X and Y; appropriate level of detail

Measurable

Measureable when at all possible. Once the system/process has been constructed, it **can be verified** that this requirement has been met.

Attainable

Physically possible for the system/process to exhibit that requirement under the given conditions. The consequence of unattainable requirements is that the system will never be accepted or prohibitively expensive or both

Realisable

Possible to achieve this requirement given what is known about the constraints under which the project must be developed.

Traceable

Traceability is the **ability to trace** (forwards and backwards) a requirement from its conception through its completion/deployment

SMART Goals

Each objective should have one or more SMART goals
(Specific: Measureable, Actionable, Realistic, Time bound)

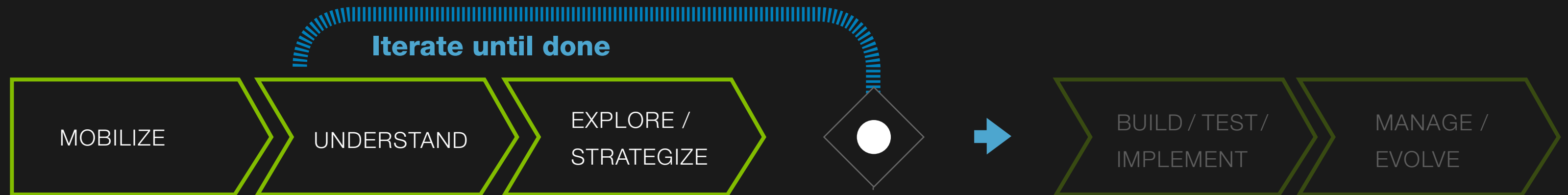


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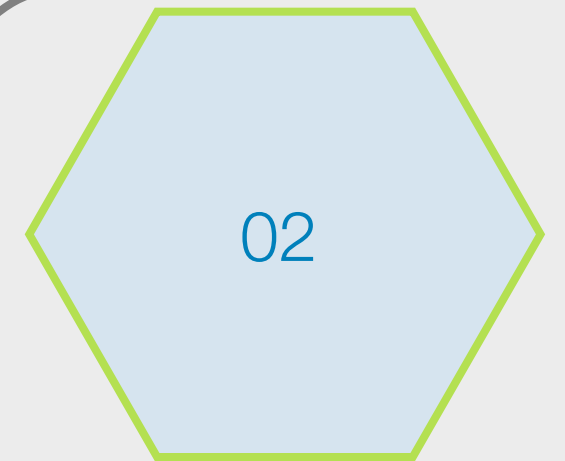
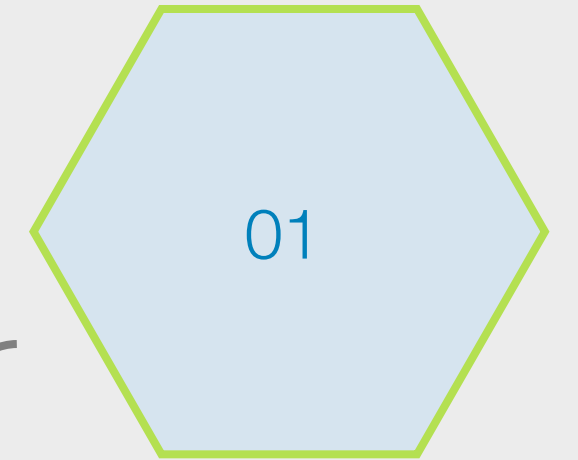
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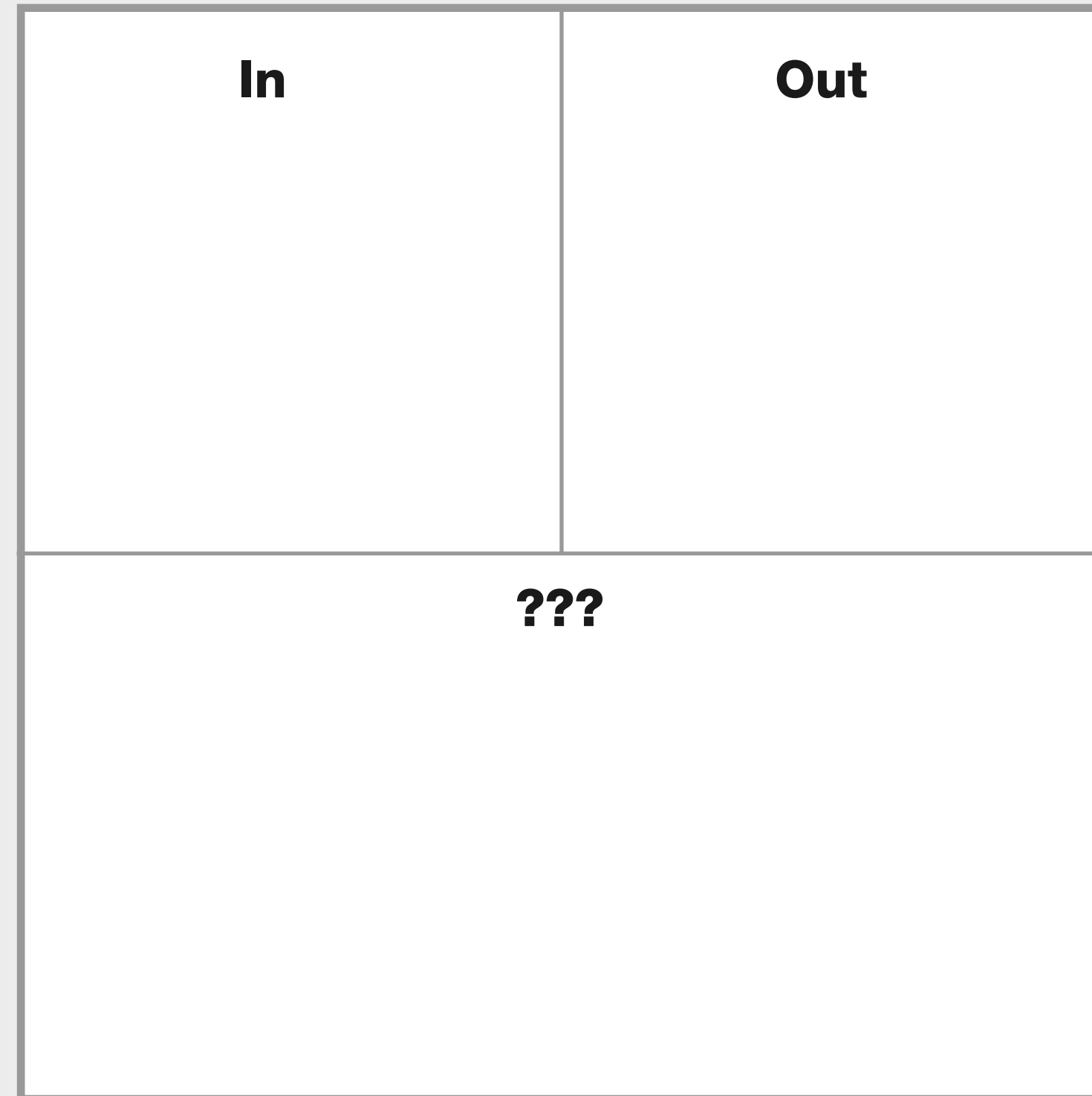
 **Collaborate to Elaborate**

How should we identify the blockers to success?

X

You are Here





Those big pieces of work that need to be done to achieve the desired outcome!

Normally somewhere between 2-7 epics!

EPIC 1

EPIC 2

EPIC 3

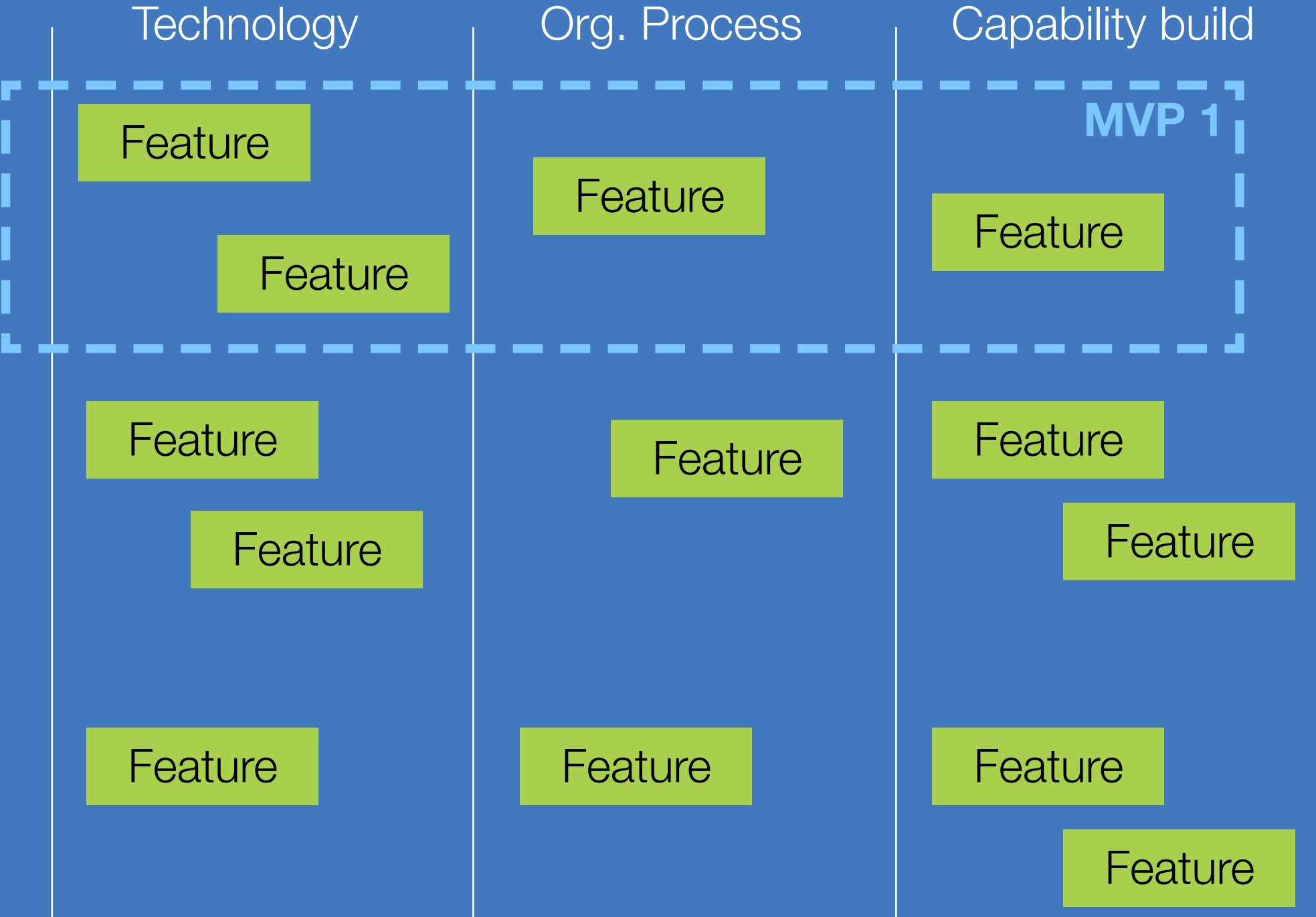
EPIC 4

EPIC 5

Generating Features

Solution Aspects

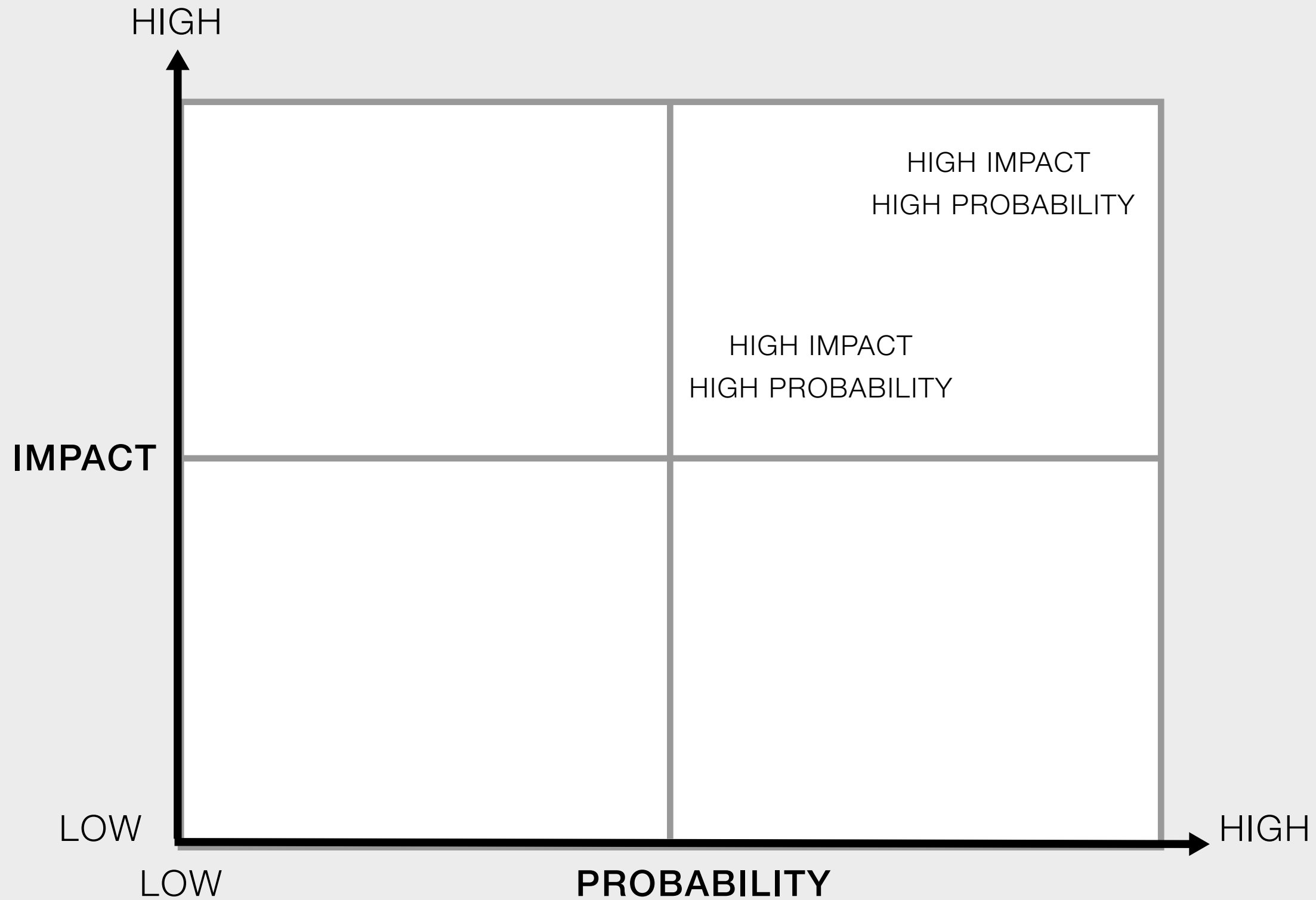
EPIC 1



EPIC 2

EPIC 3

Use:
Design thinking
Process maps
Brainstorming



Program

Internal

External

Technology

People

Process

Design Thinking:

“Determine the real problem...”

Consider a wide range of potential solutions...

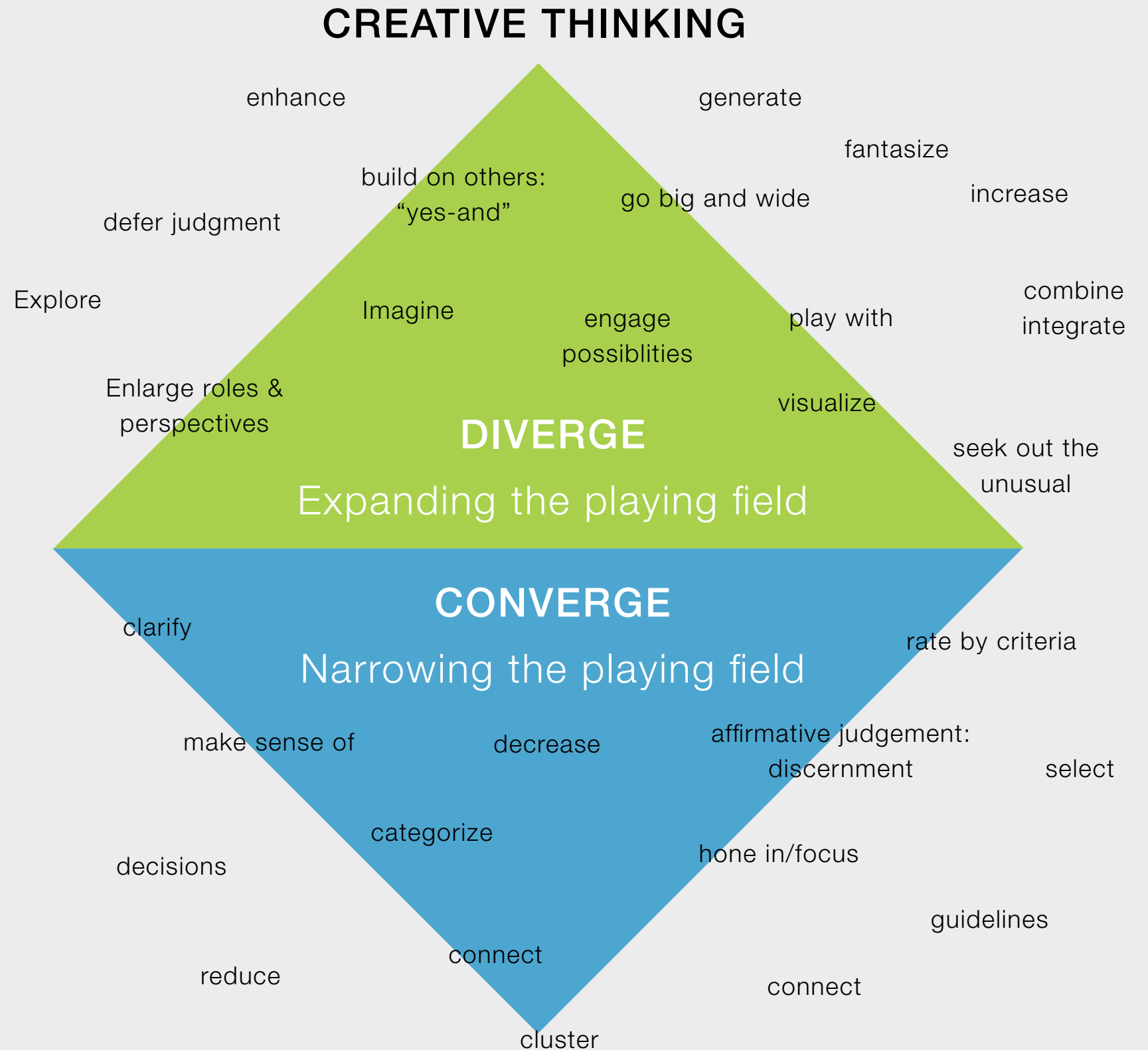
Converge on a proposal.”

DIVERGE

CONVERGE

CREATE CHOICES

MAKE CHOICES



Analyze all aspects.

Solution	People	Process	Tech
Option 1	++	+	-
Option 2	++	+	++
Option 3	+	++	++

Intel consensus model

YES	YES but...	Don't Know	NO



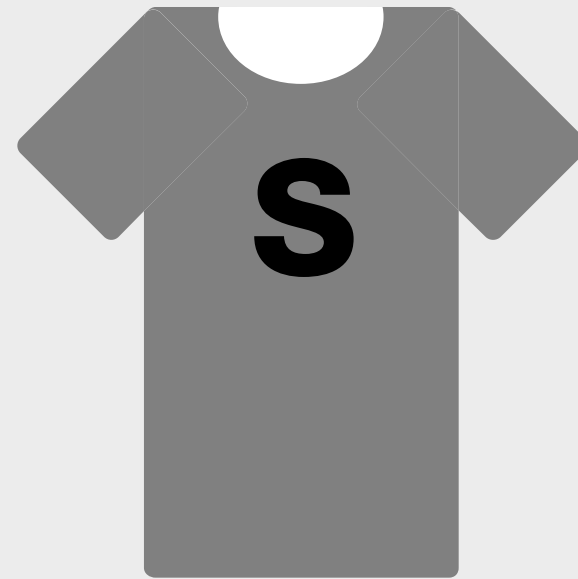
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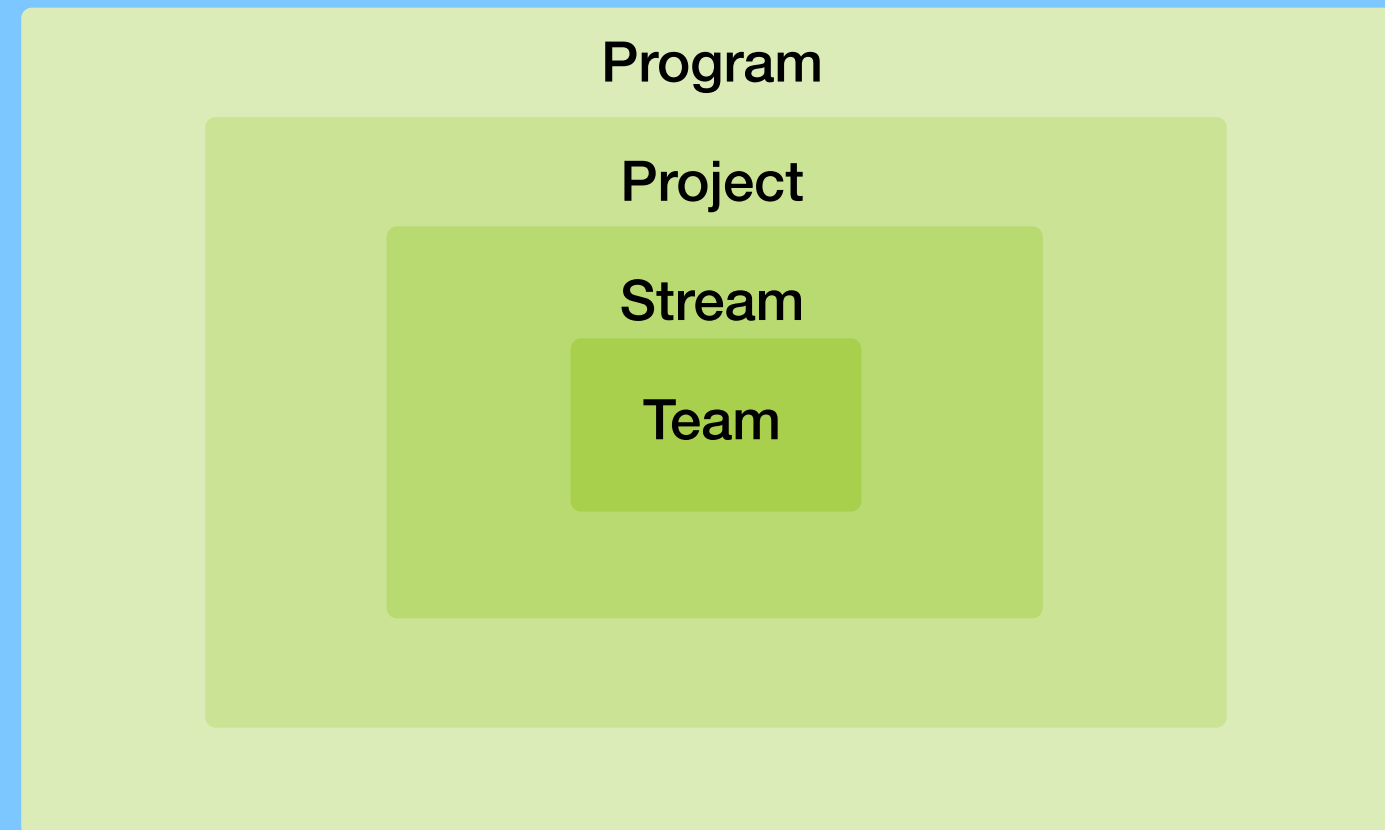
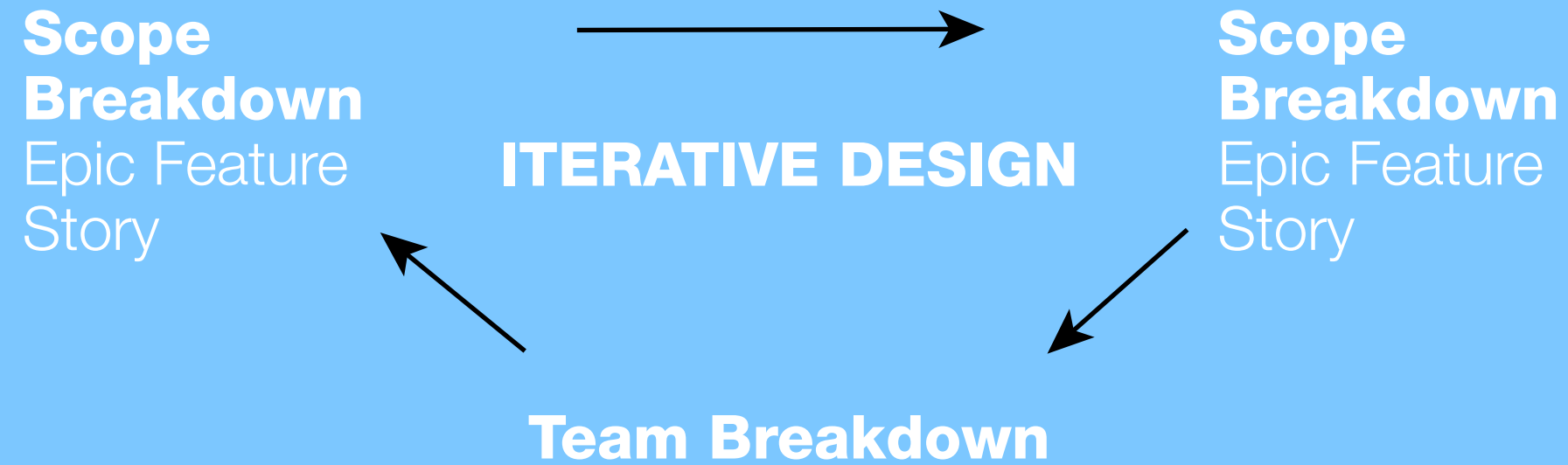
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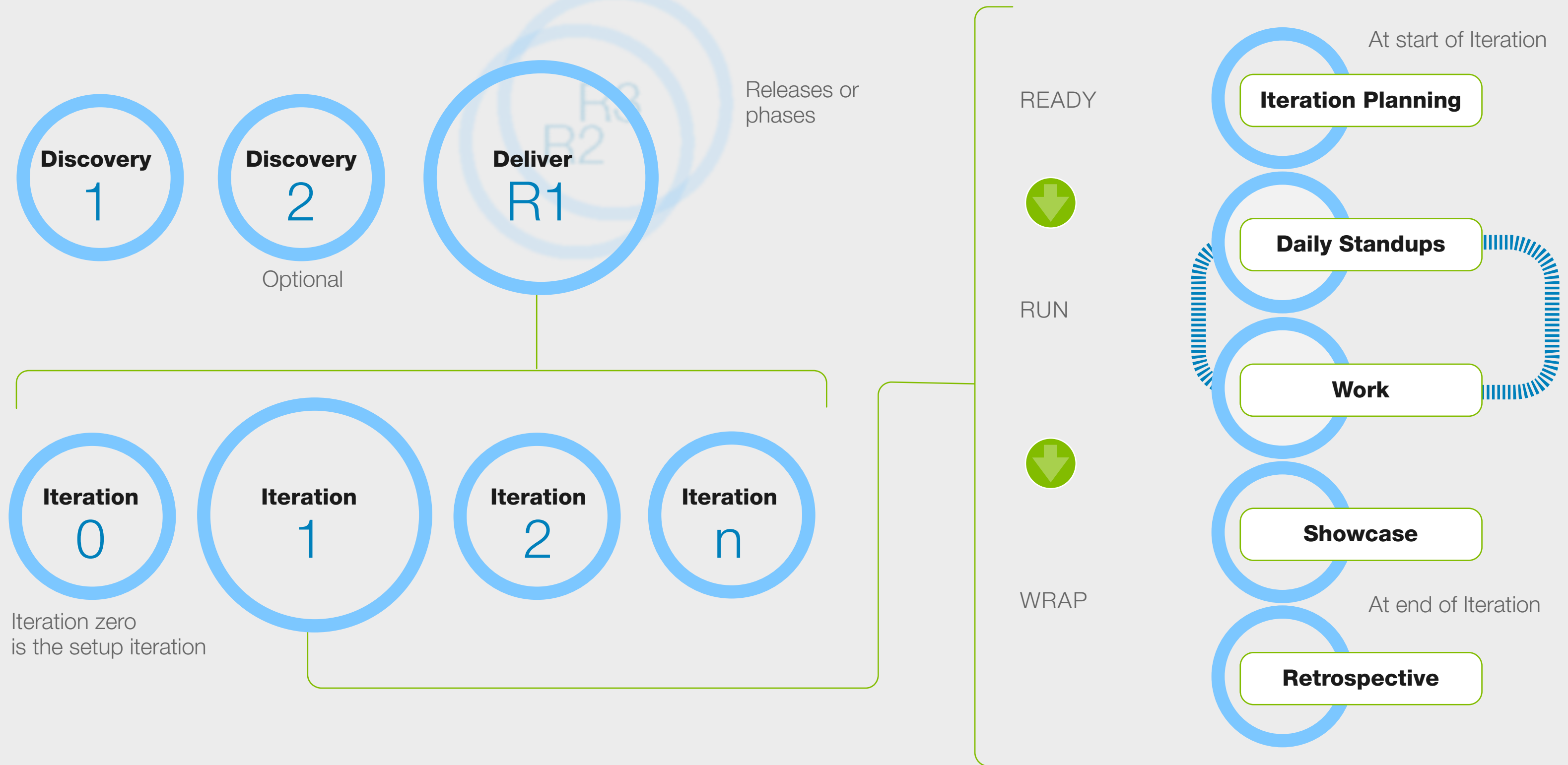
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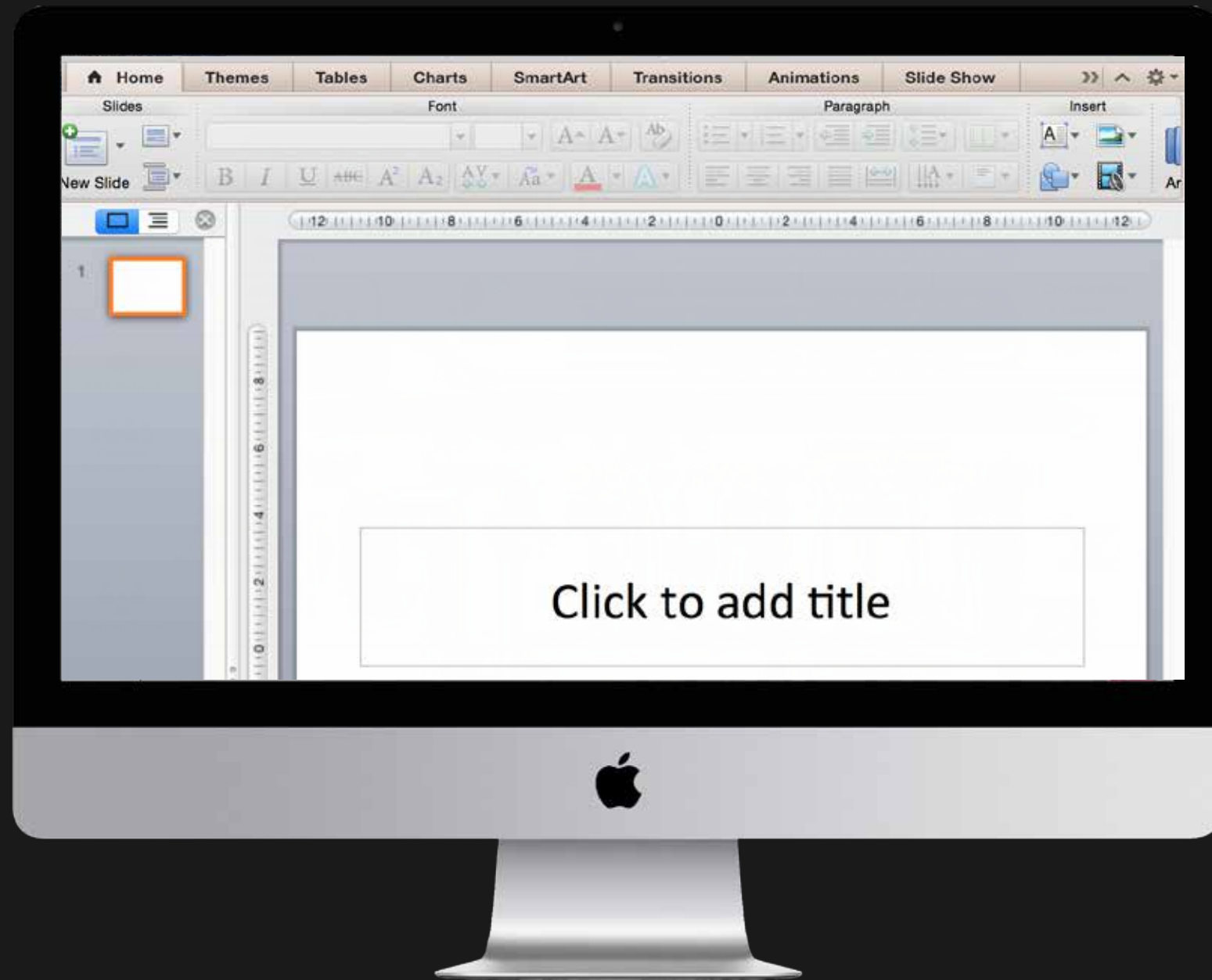






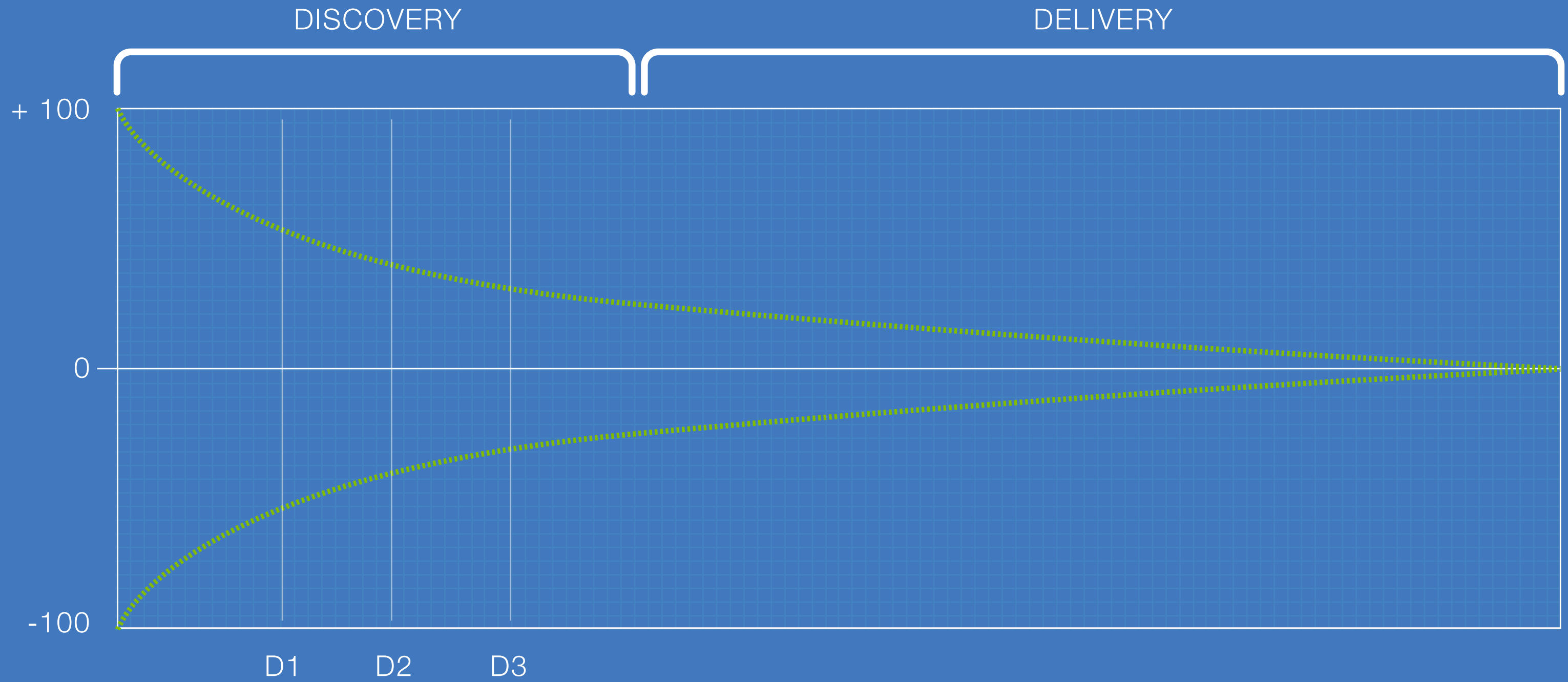
BENEFITS

		Best Case	Base Case	Worst Case
COSTS	Best Case			
	Base Case			
	Worst Case			If Red Beware!



Keep it simple!

Use pictures and powerpoint to document the outputs.





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LARGE	XYZ XYZ	XYZ	XYZ XYZ	XYZ	XYZ	XYZ XYZ XYZ	XYZ XYZ	XYZ	XYZ
MEDIUM			XYZ				XYZ		
SMALL									

XYZ

DEPARTMENT 1

XYZ

DEPARTMENT 2

WAITING STAGES1

PRIORITIZED LIST

PRIORITIZED LIST



THE WORK

Approved project scope



RESOURCING

The team

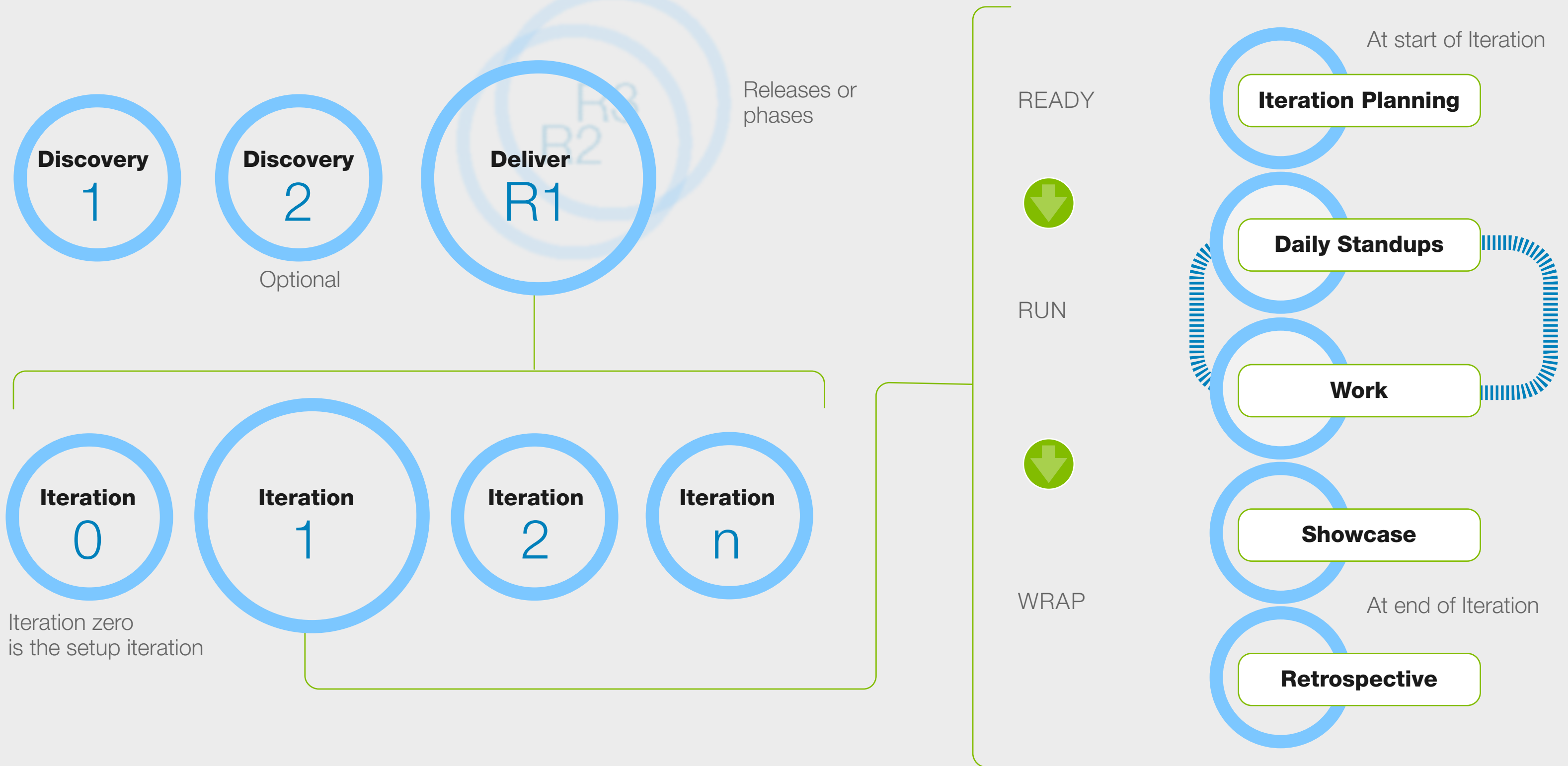
The PM & IM

The Customer – Product

Owner

\$\$ - Budgets

Facility – space



Inputs from customers,
team, managers, execs



Product Owner



Product Backlog

A Prioritized List
of what is required:
features, bugs to fix



Team

Sprint Planning Meeting
**The team commits to as
much high priority backlog
as can be completed by the
end of the sprint**



Sprint Backlog

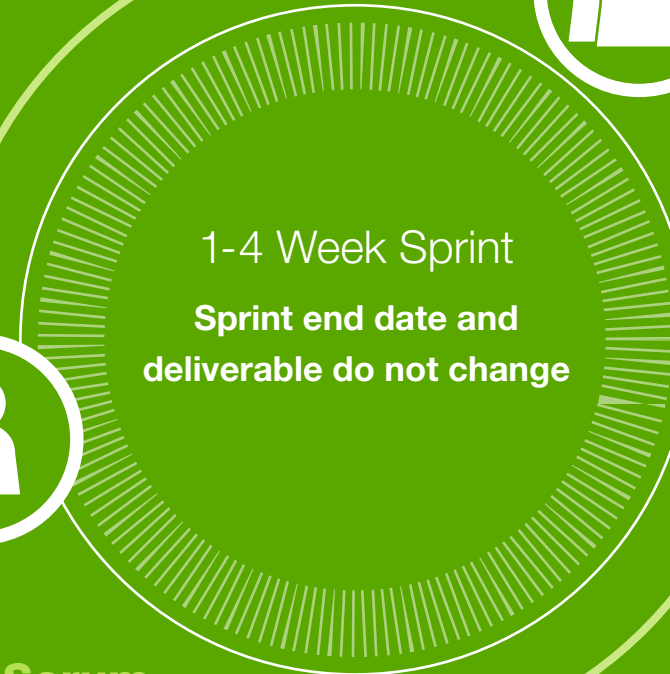
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Finished Product
Product Increment



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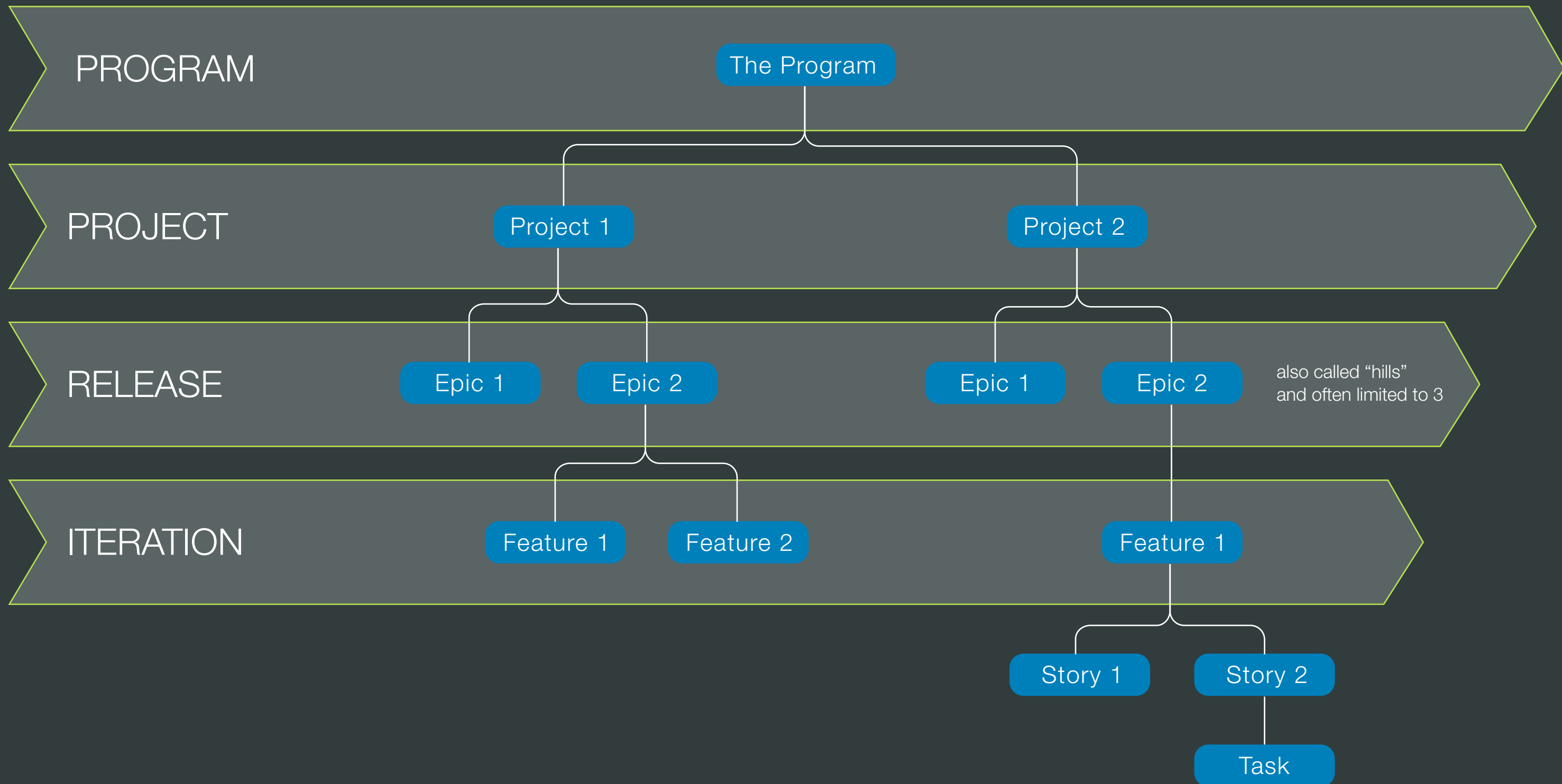


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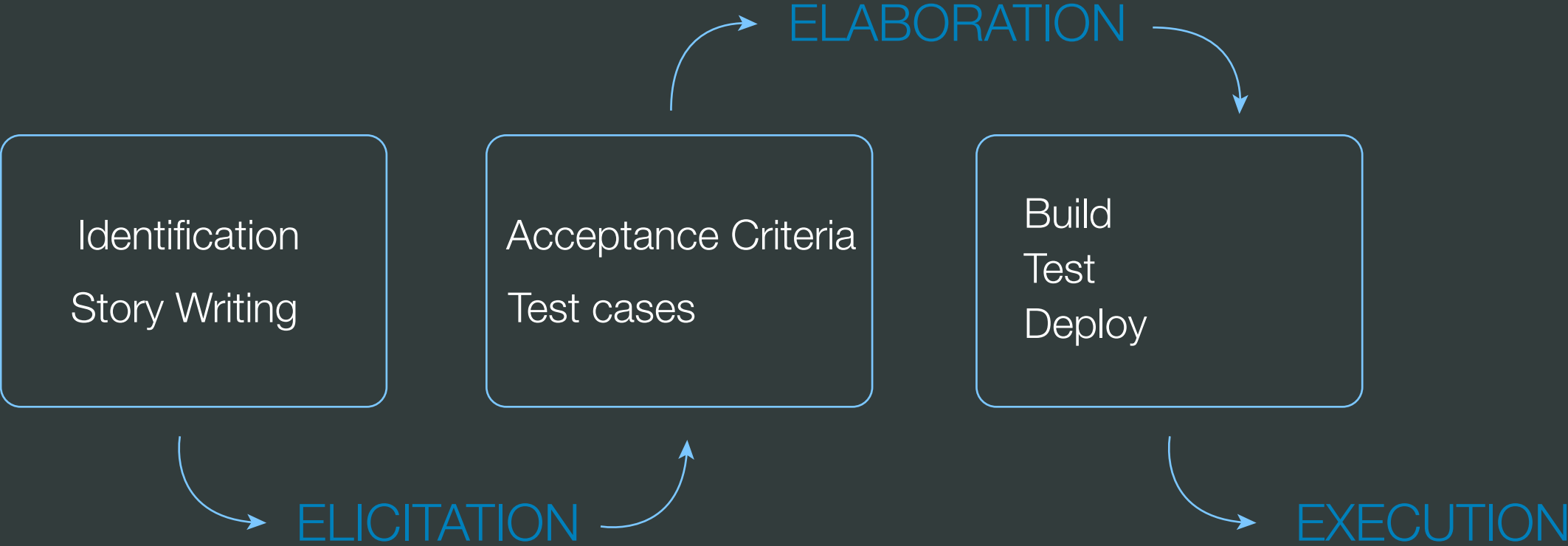
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- 9 Release & Iteration Planning
- 10 Iteration Execution
- 11 BVCs
- 12 Distributed Teams
- 13 Tips & Tricks







Prioritization

Estimation

Planning



Personas

Process

Outcomes

Feature breakdown

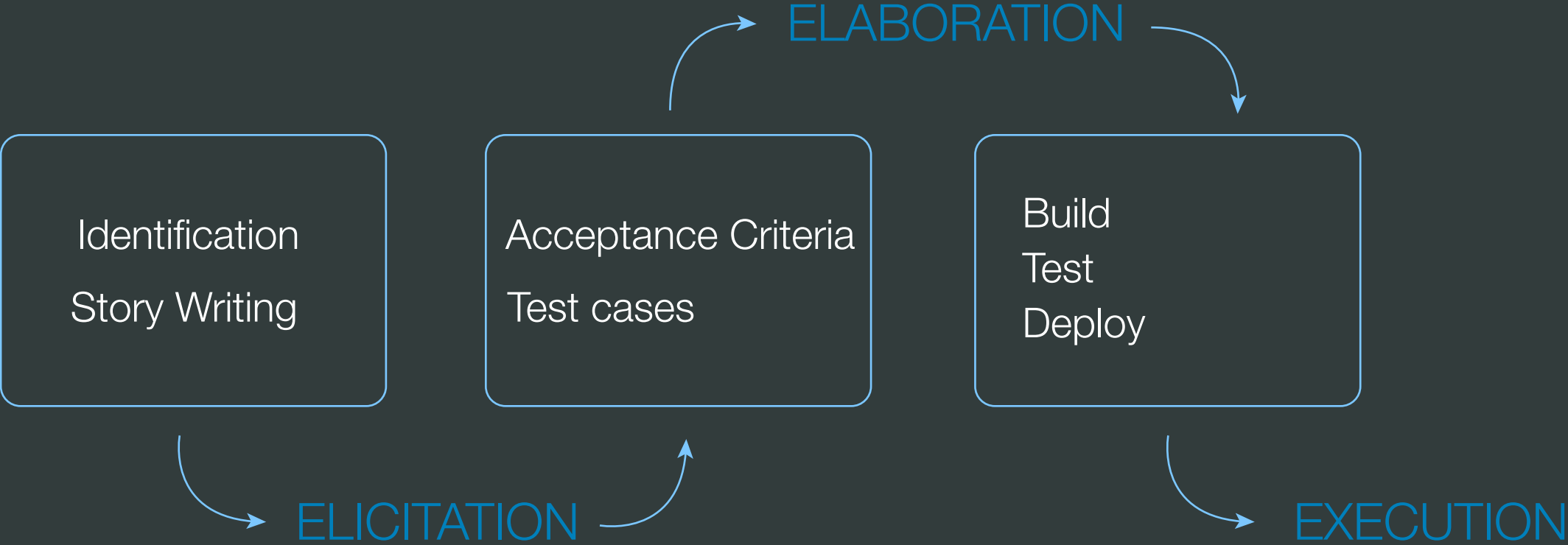
Design Thinking Practices

Business Canvas

Value Stream Mapping (as-is and to-be)

Brainstorming

User/customer interviews

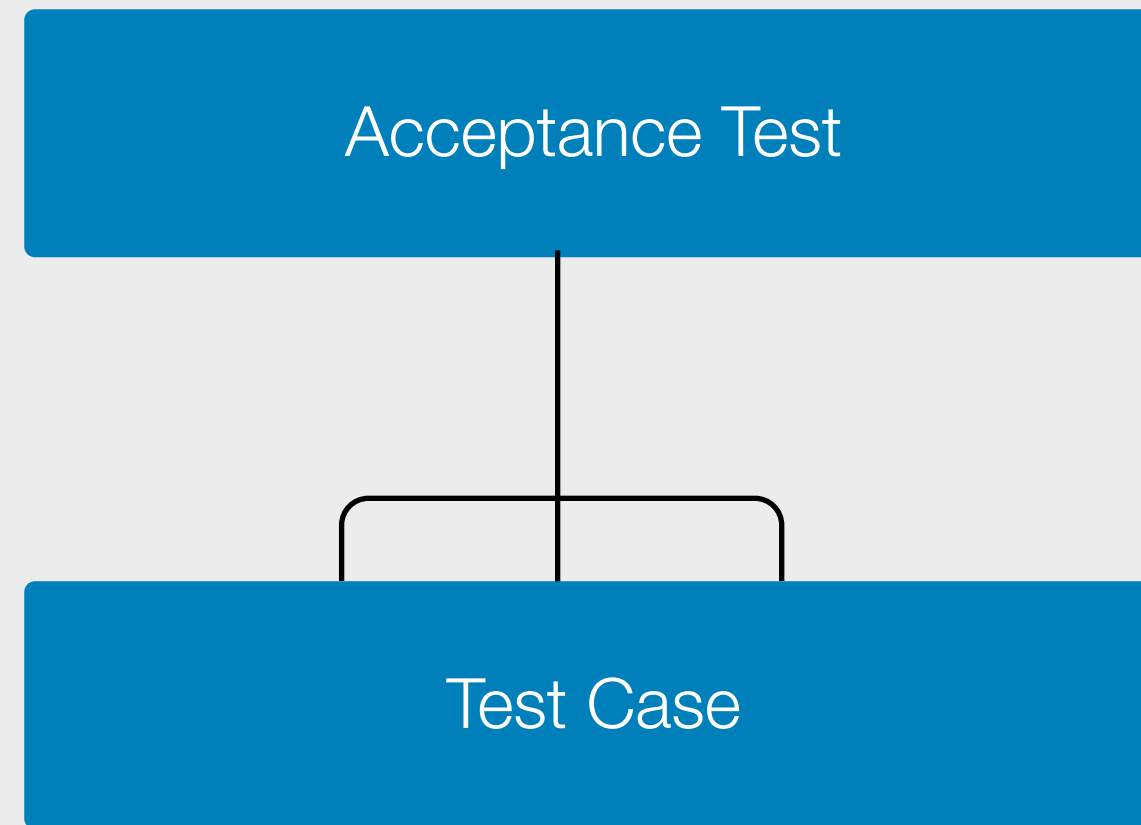


Prioritization

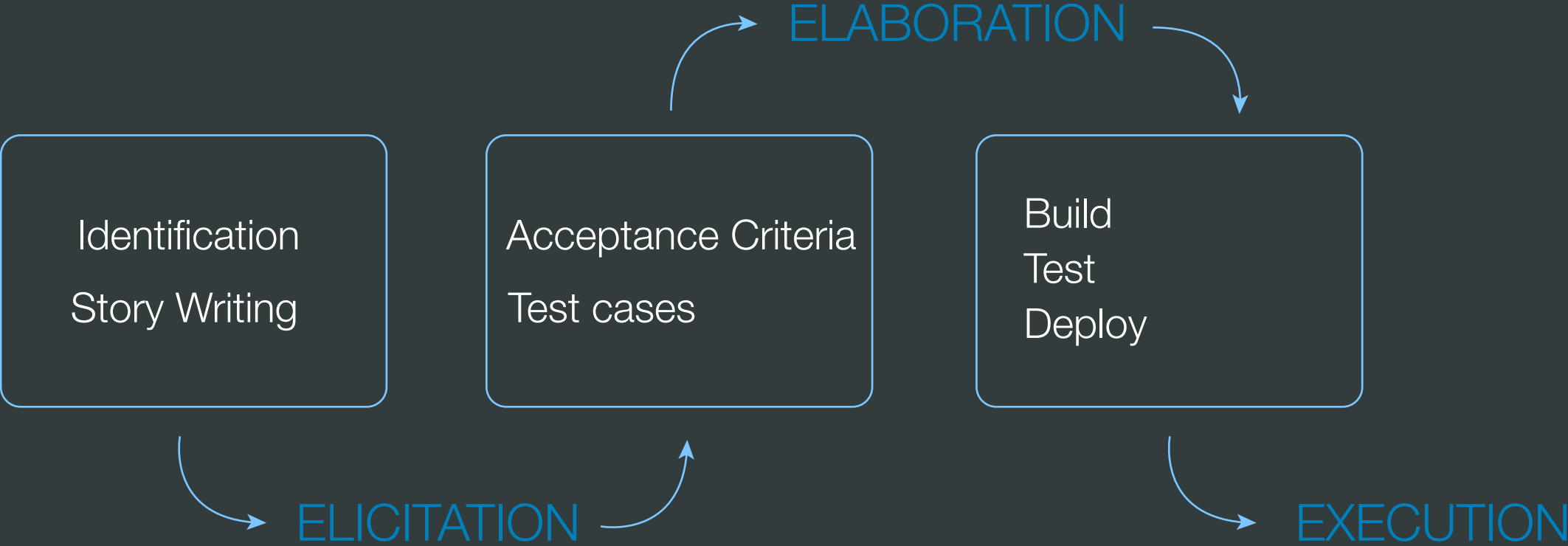
Estimation

Planning

Stories	Story Elaboration		
	ALWAYS	SOMETIMES	LESS OFTEN
ID		Narrative	Technical Design
Title		Lo-fi Prototype	Data Model
Acceptance Criteria		Assumptions	Link to High Level Scenarios
Relative Size Estimate		Constraints	GUI Design
Collaborate to Elaborate			



Collaborate to Elaborate



Prioritization

Estimation

Planning

Who

What

Why



Personas

Process

Outcomes

As a _____

I want _____

So that _____



Agile Program Fundamentals

Course IAA2

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- 1 Pattern introduction
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- 4 Discovery 2
- 5 Discovery 3
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- Shared understanding of Agile- Team Training

- Shared understanding of the project

- Social contract

- Story Elaboration - Max 2 iterations ahead

- Architecture and Design

- Standards & guidelines

- Tools and environment provisioning

- Detailed Release Planning

How long should it take?

“Just enough to start.”



Agile Program Fundamentals

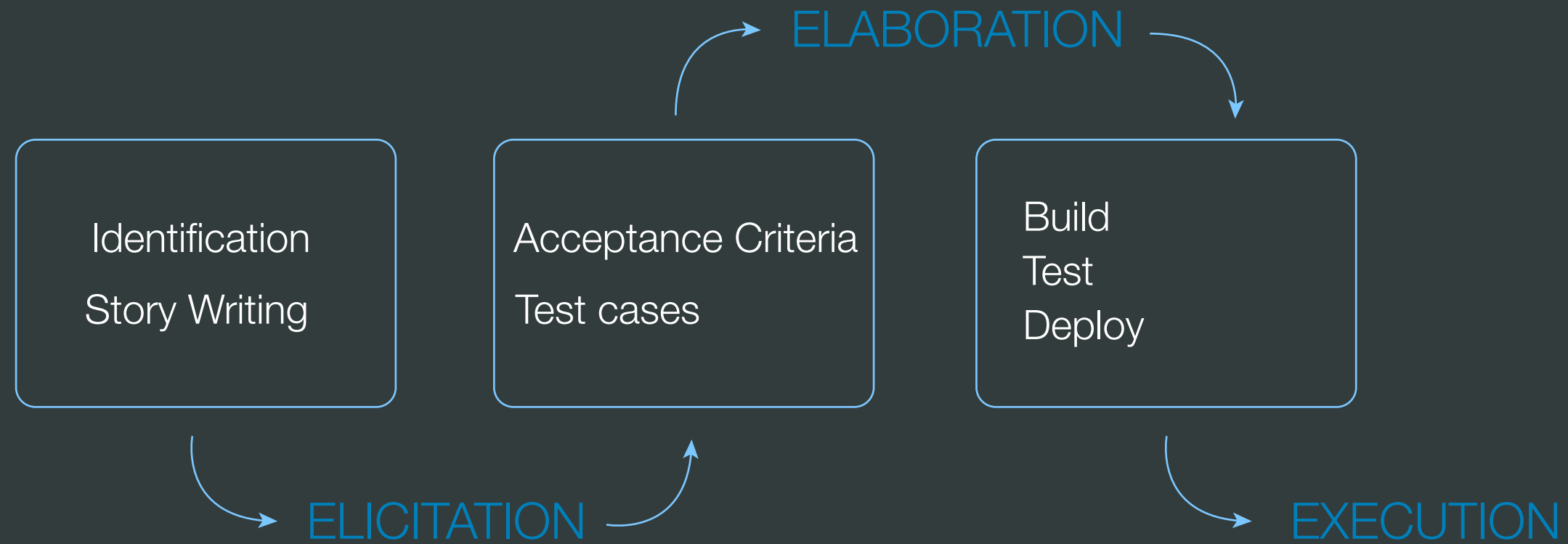
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Prioritization

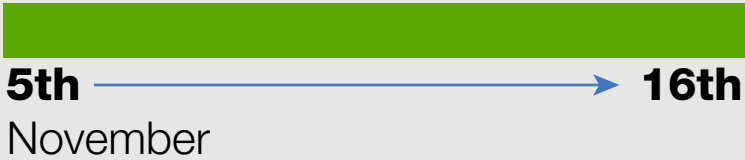
Estimation

Planning

“As the team we need a release plan so that we can set ourselves targets & milestones and socialise delivery projections with our stakeholders”

- Prioritise features and stories
- Estimate features and stories
- Estimate velocity
- Fill the iteration buckets
- Cater for contingency
- Set up the release wall

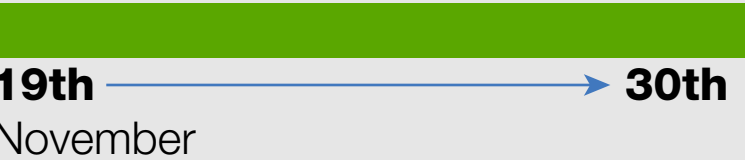
Iteration 1



- Prioritise features and stories
- Estimate features and stories
- Estimate velocity
- Fill the iteration buckets
- Cater for contingency
- Set up the release wall

Total = x

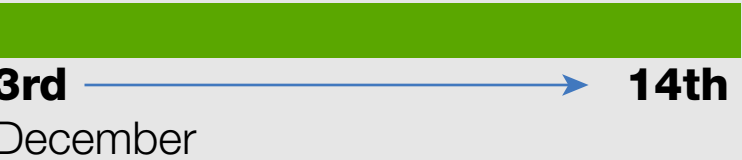
Iteration 2



- Prioritise features and stories
- Estimate features and stories
- Estimate velocity
- Fill the iteration buckets
- Cater for contingency
- Set up the release wall

Total = x

Iteration 3



- Prioritise features and stories
- Estimate features and stories
- Estimate velocity
- Fill the iteration buckets
- Cater for contingency
- Set up the release wall

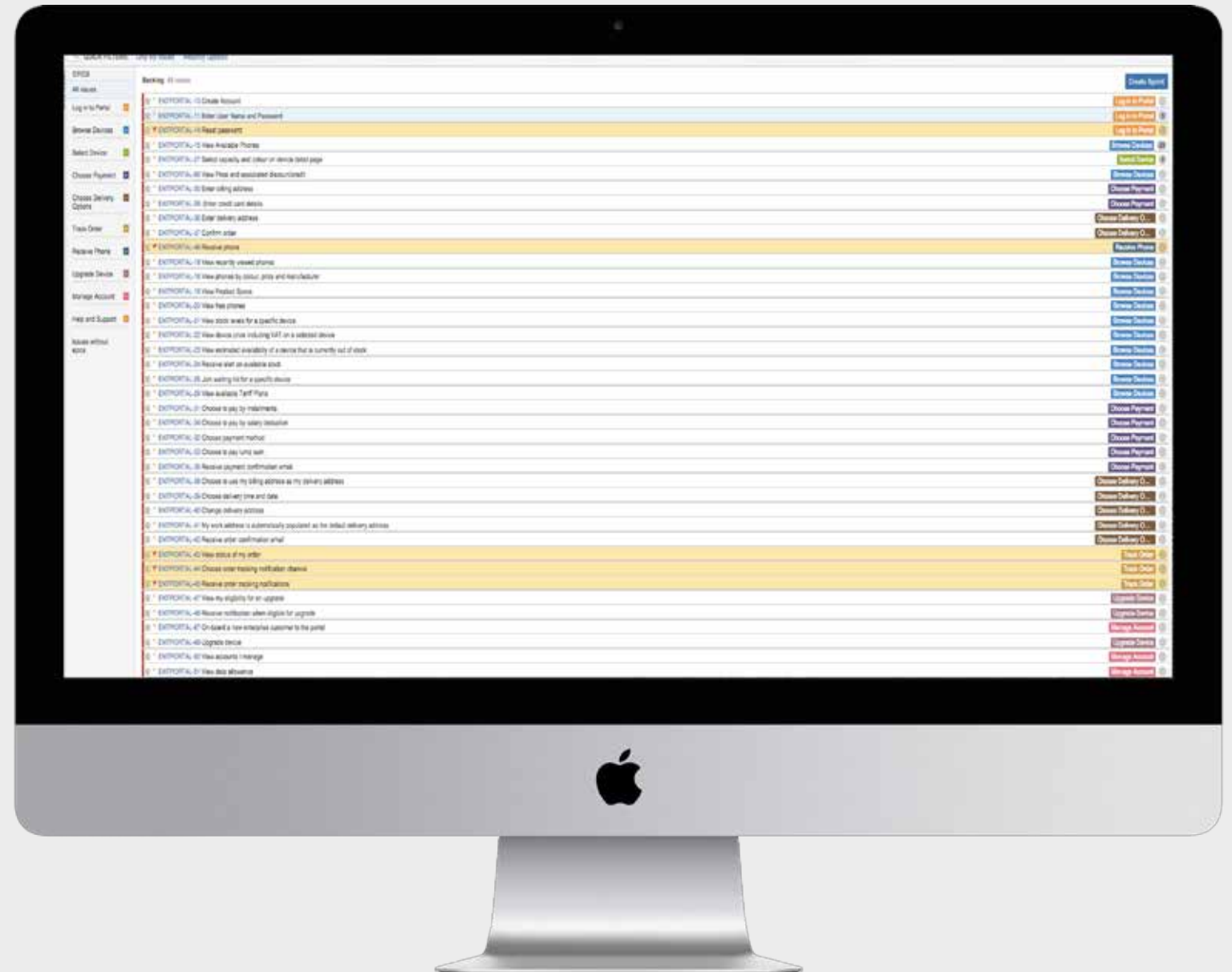
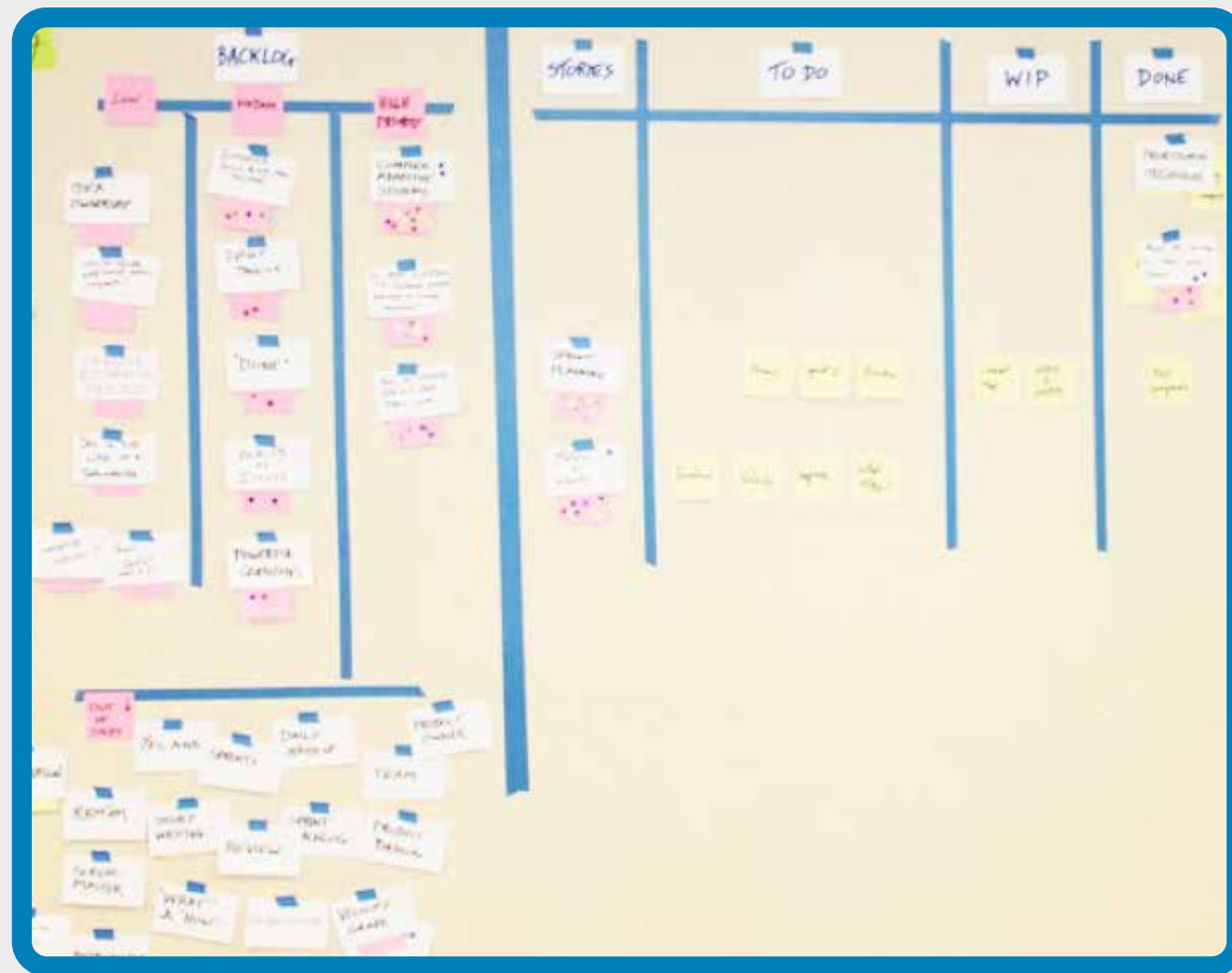
Total = x

“As the team we need an Iteration plan so that we can be clear on what to deliver in the next iteration and prepare for delivery”

- Re-estimate hangover stories for left over
- Estimate velocity
- Fill the iteration first with hangover stories
- Pull from next iteration backlog till bucket is full
- Update the Release plan based on changes
- Update walls and burn-up charts. Assign work

Product Backlog

On the wall and in a tool



Relative estimation using poker play and points

Let's go a little deeper.

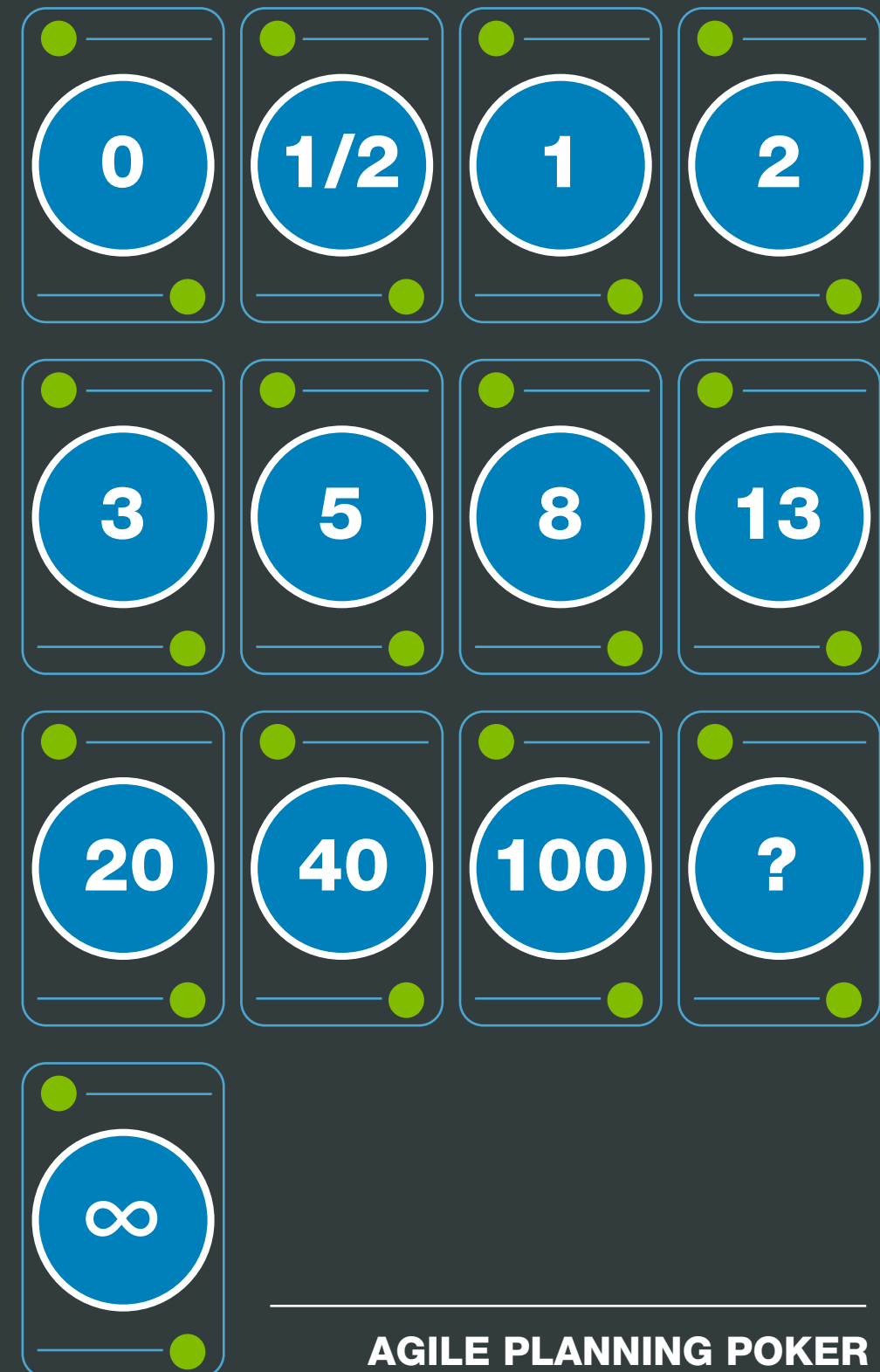
3	3	3	2	2	8	8	8	8	8	8	8	8
3	3	3	2	2	8	8	8	8	8	8	8	8
3	3	3	1	1	8	8	8	8	8	8	8	8
5	5	5	5	5	8	8	8	8	8	8	8	8
5	5	5	5	5	8	8	8	8	8	8	8	8
5	5	5	5	5	8	8	8	8	8	8	8	8
5	5	5	5	5	8	8	8	8	8	8	8	8
5	5	5	5	5	8	8	8	8	8	8	8	8

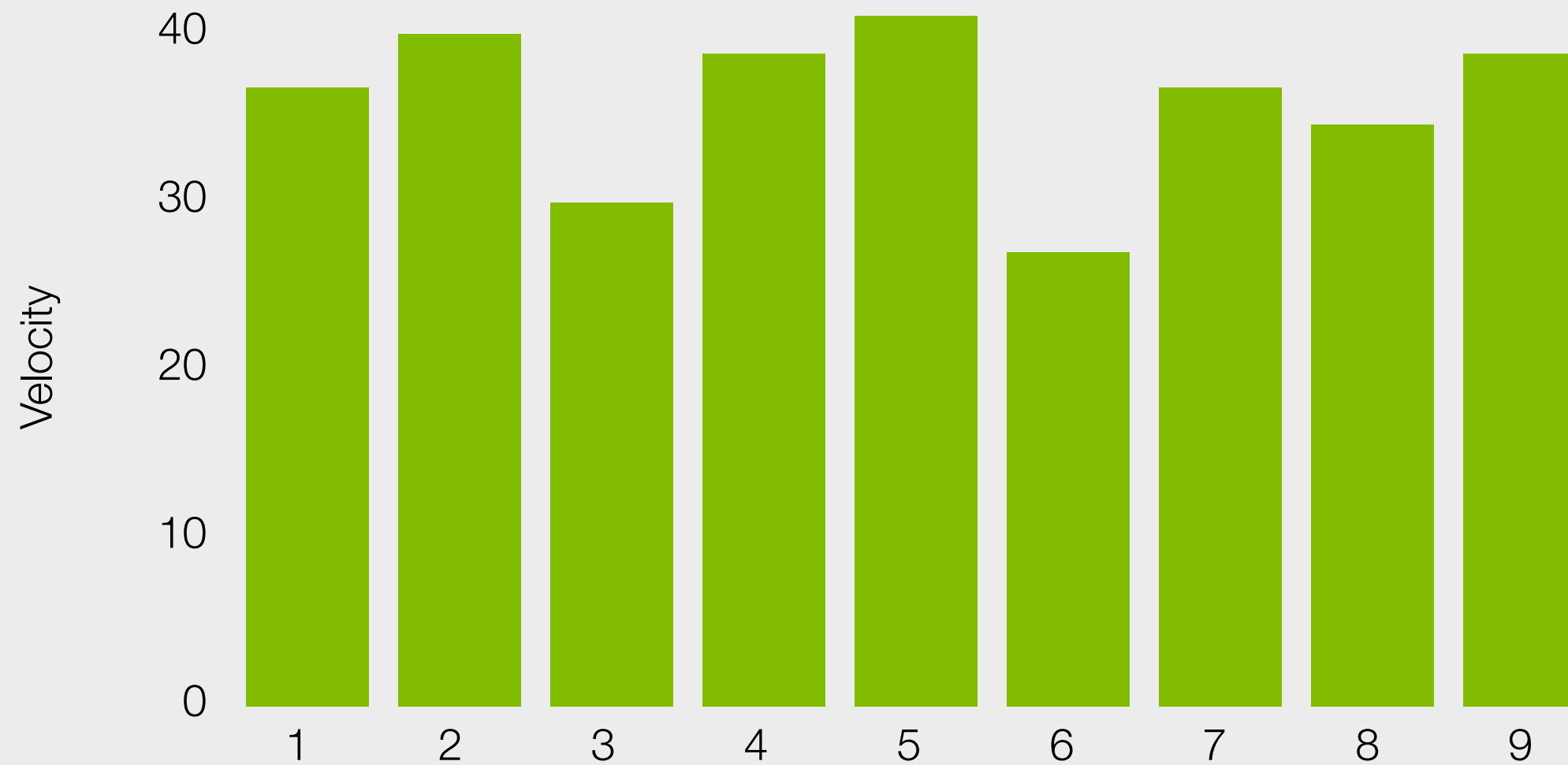
The first two Fibonacci numbers are 0 and 1; each subsequent number is the sum of the previous two

0, 1, 2, 3, 5, 8, 13, 21, 34, 55, 89, 144....

**In Agile/Scrum,
many use a pseudo
Fibonacci sequence
to assign story
points to stories**

Large estimates are less
accurate; larger gaps between
larger estimates help us avoid
splitting hairs unnecessarily

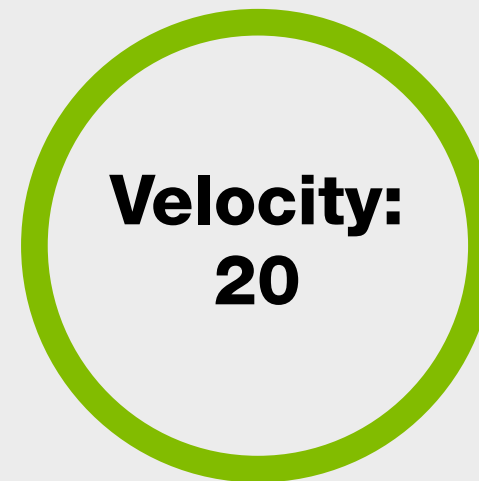
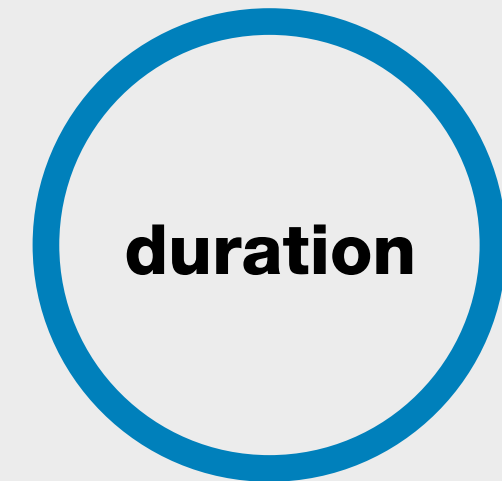
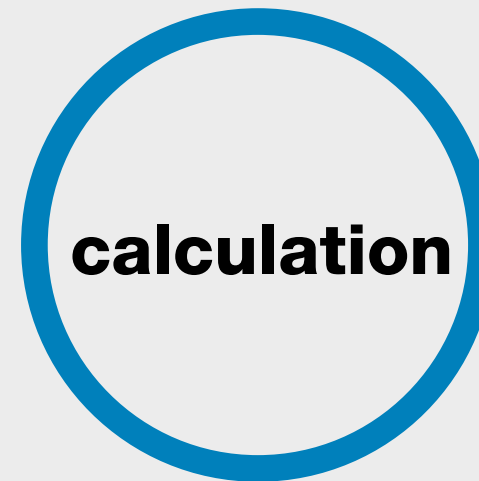
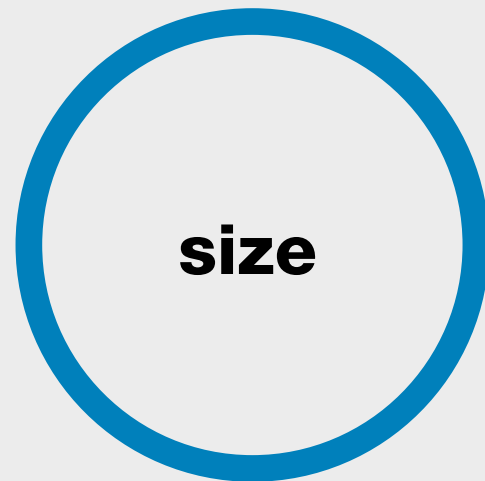


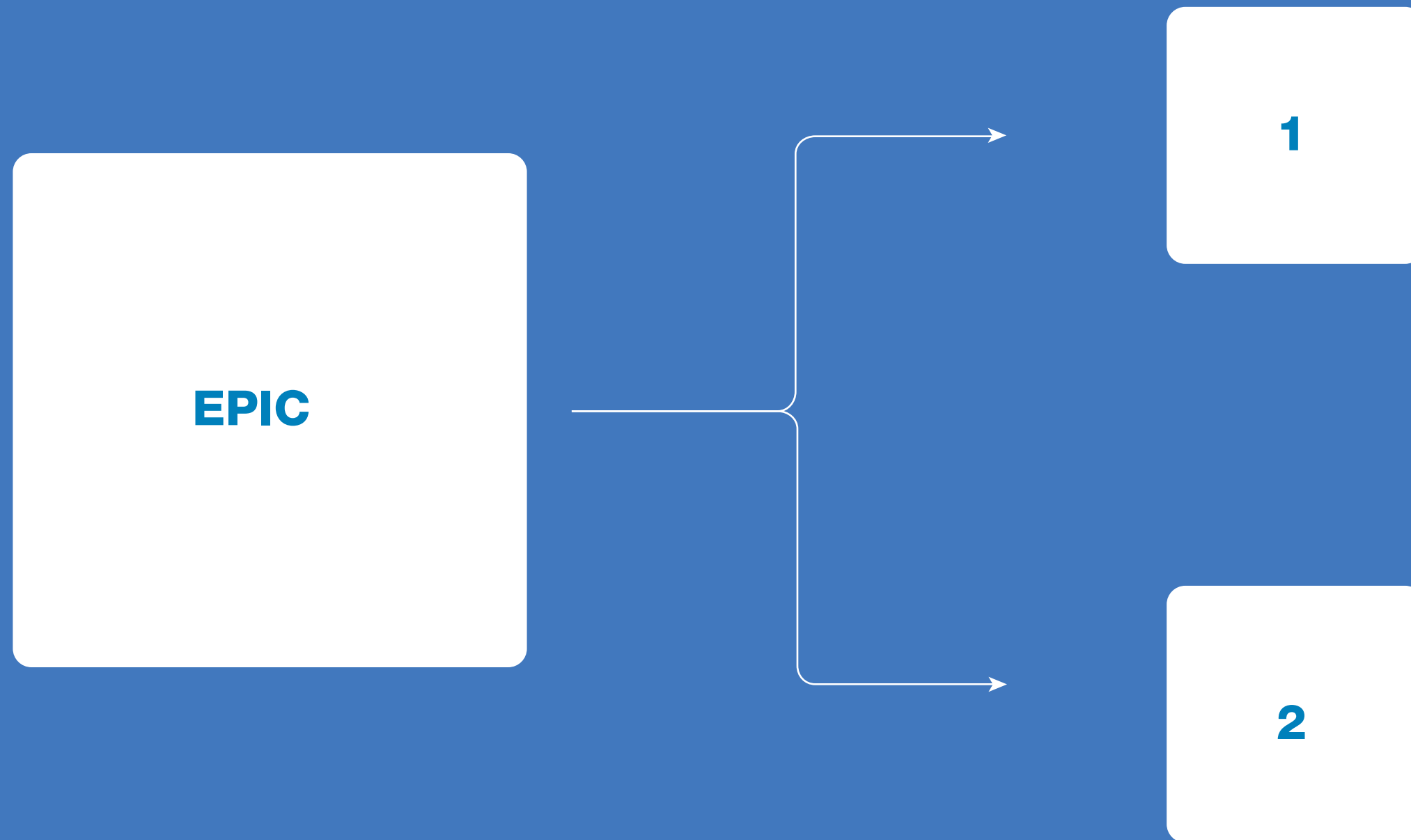


A useful long-term measure of the amount of work completed per iteration.

Most useful over at least a handful of iterations.

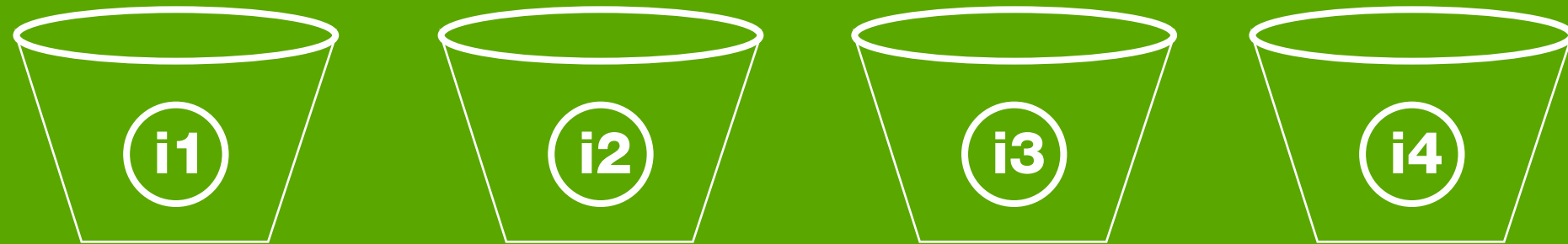
Velocity is measured in the units you use to estimate product backlog items.





Prioritized and estimated Story List

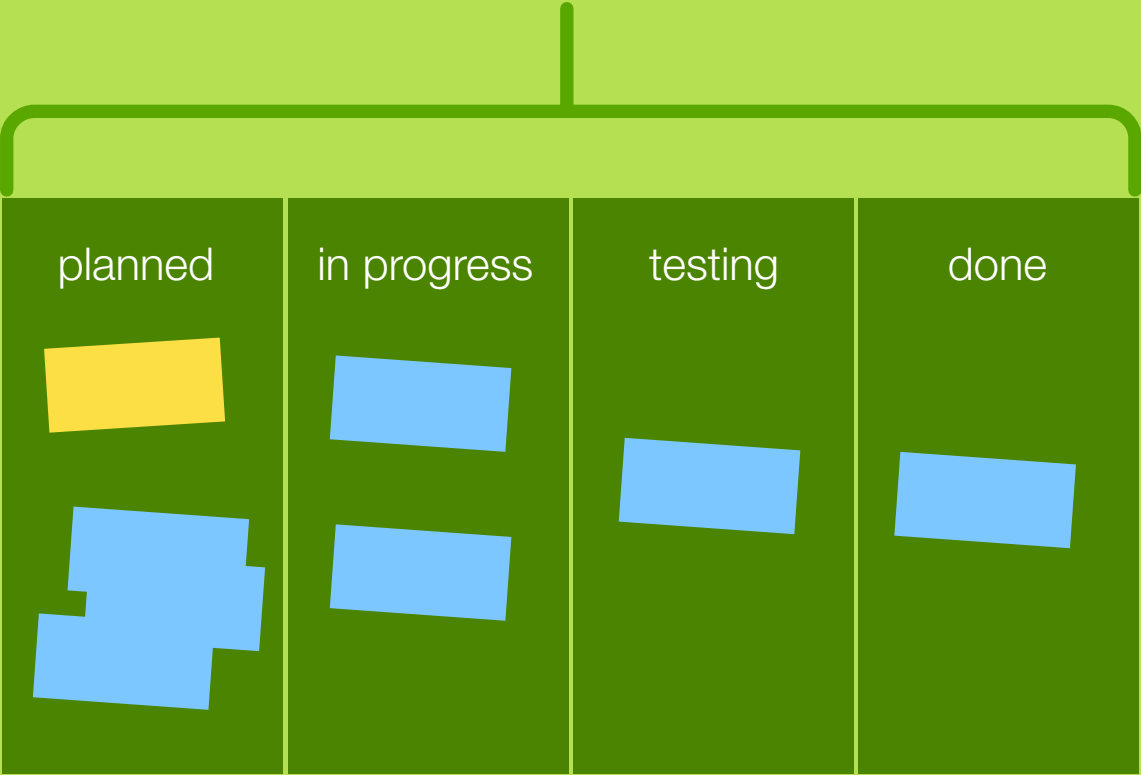
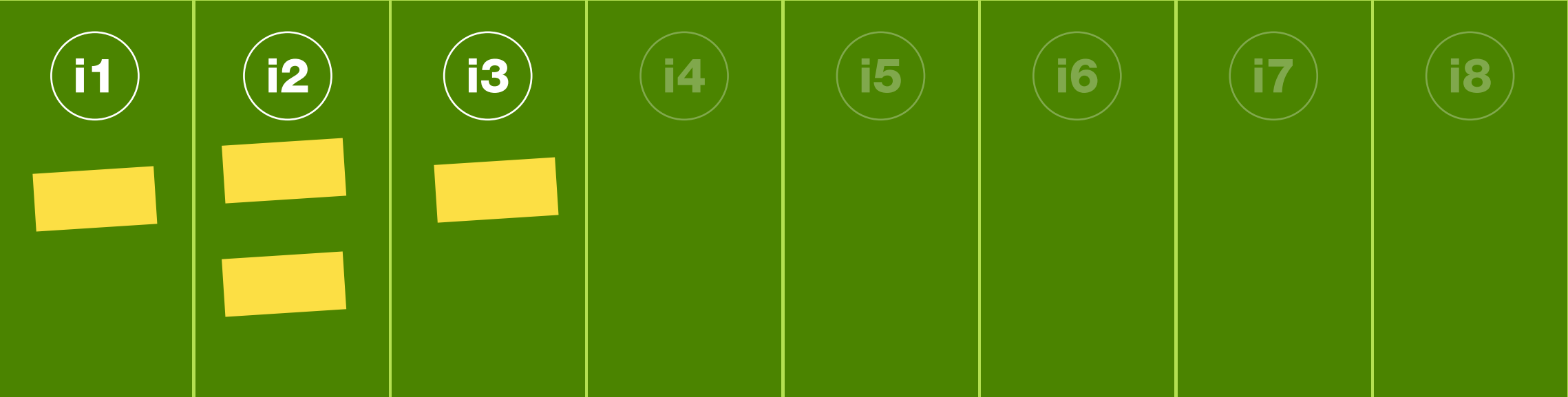
- A
- B
- C
- D
- E
- F



Iteration Buckets

Velocity = bucket size

Release Wall

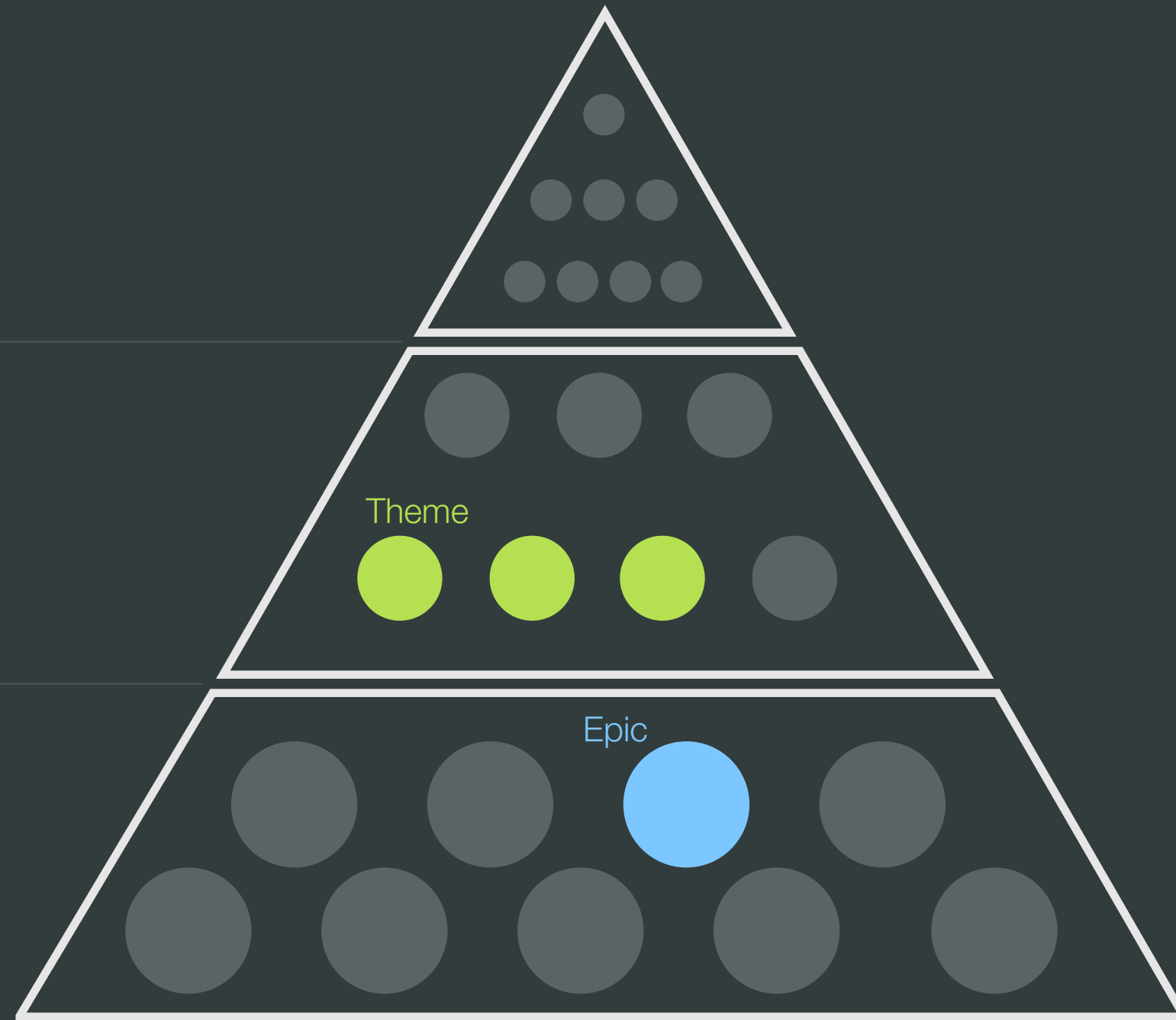


Iteration Wall

Sized for a Sprint

Release

Future Release



Priority
Continuous Refinement

Theme: a theme is a collection of related backlog items

Epic: an Epic is a large backlog item



Agile Program Fundamentals

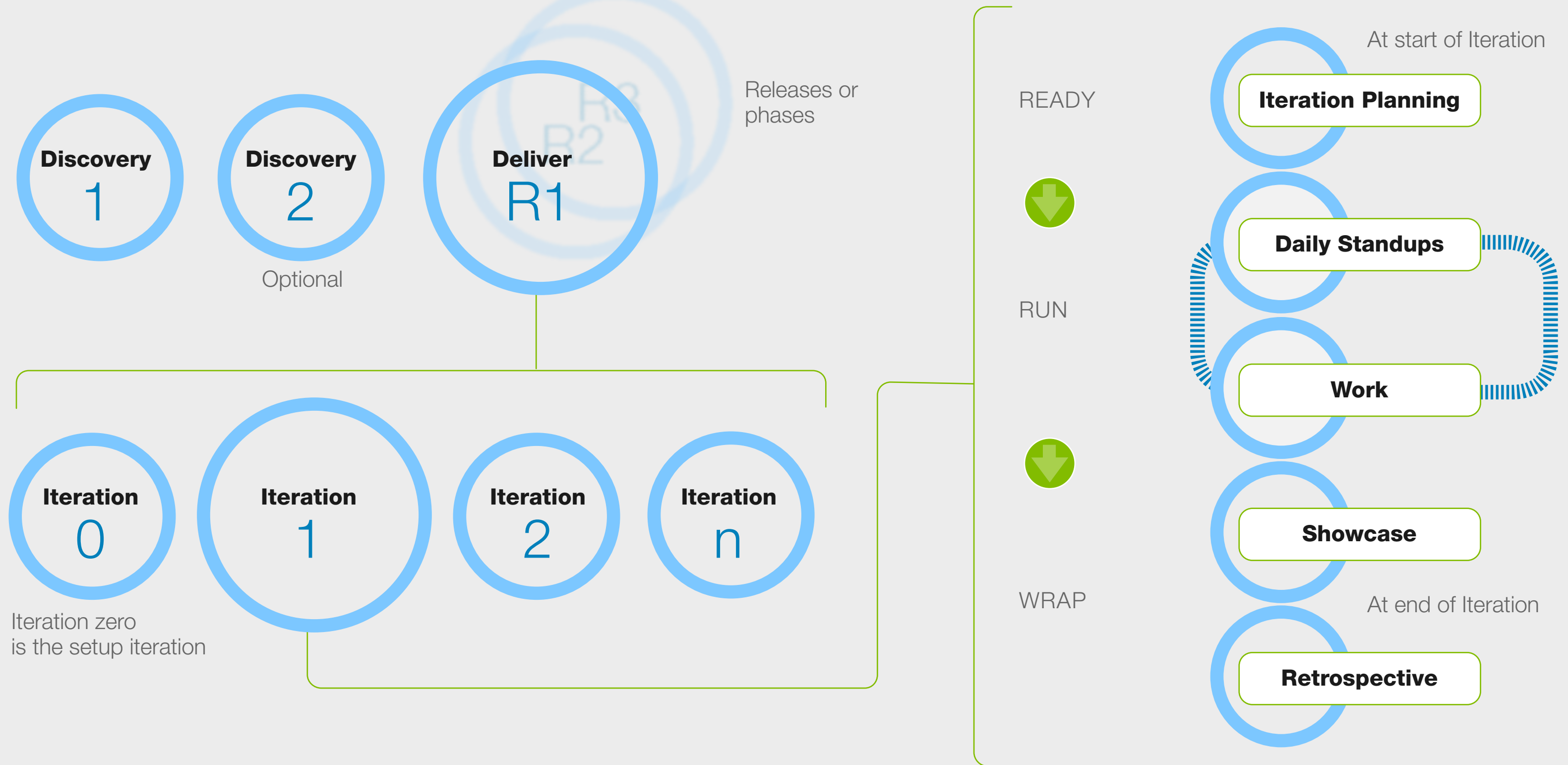
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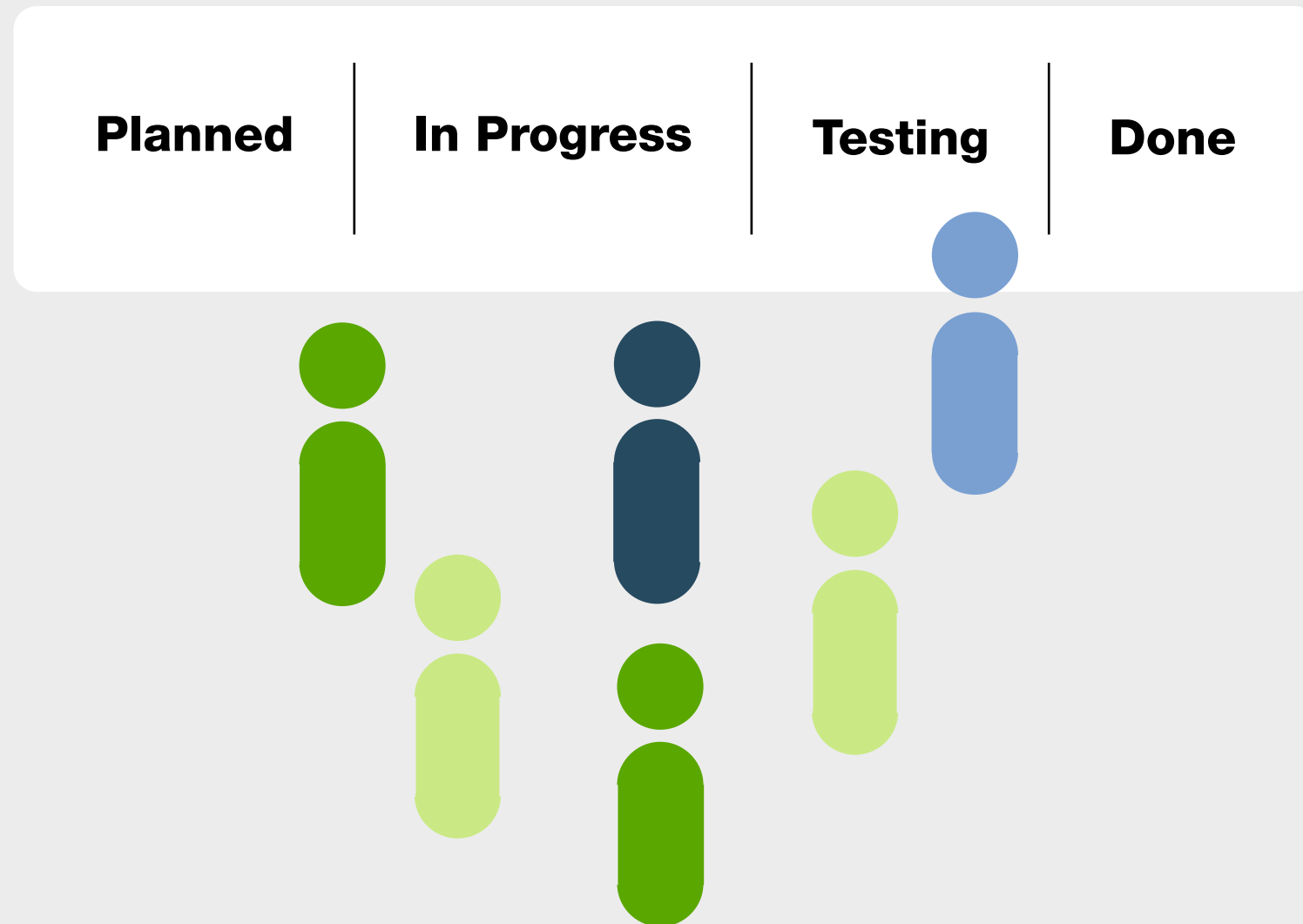
10 Iteration Execution

- 11 BVCs
- 12 Distributed Teams
- 13 Tips & Tricks

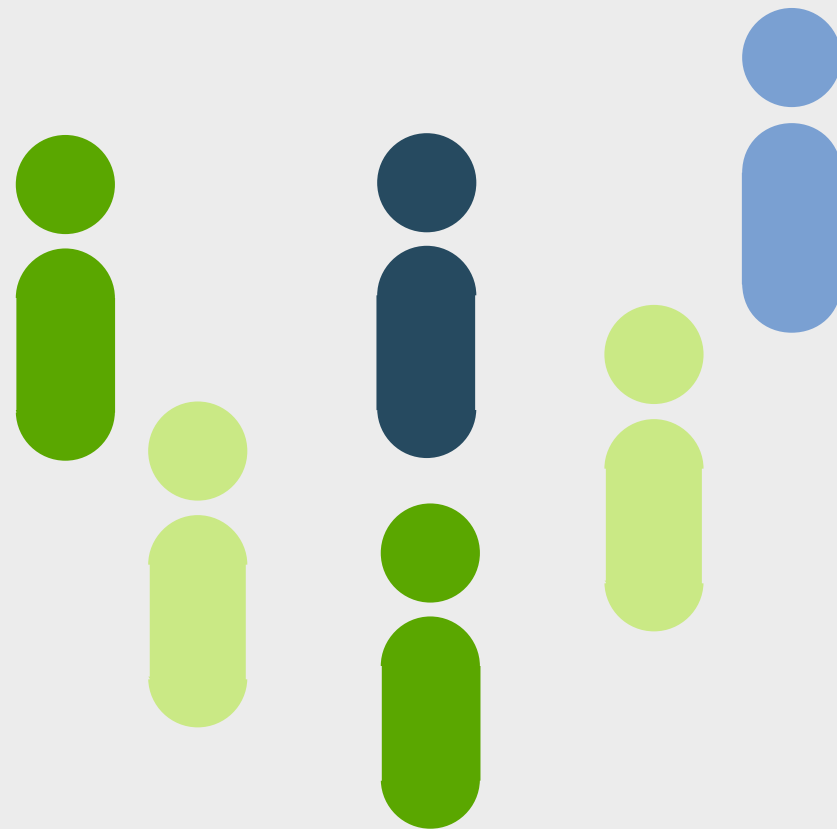


JULY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10	11	12	13 Iteration Planning = 3.5 hrs (5%) Work = 3.5 hrs (5%)	14 Work = 7 hrs (10%)	15 Work = 7 hrs (10%)	16
17	18 Work = 7 hrs (10%)	19 Work = 7 hrs (10%)	20 Pre- planning = 7 hrs (10%)	21 Work = 7 hrs (10%)	22 Work = 7 hrs (10%)	23
24	25 Work = 7 hrs (10%)	26 Work = 3.5 hrs (5%) Showcase + Retrospective = 3.5 hrs (5%)	27	28	29	30

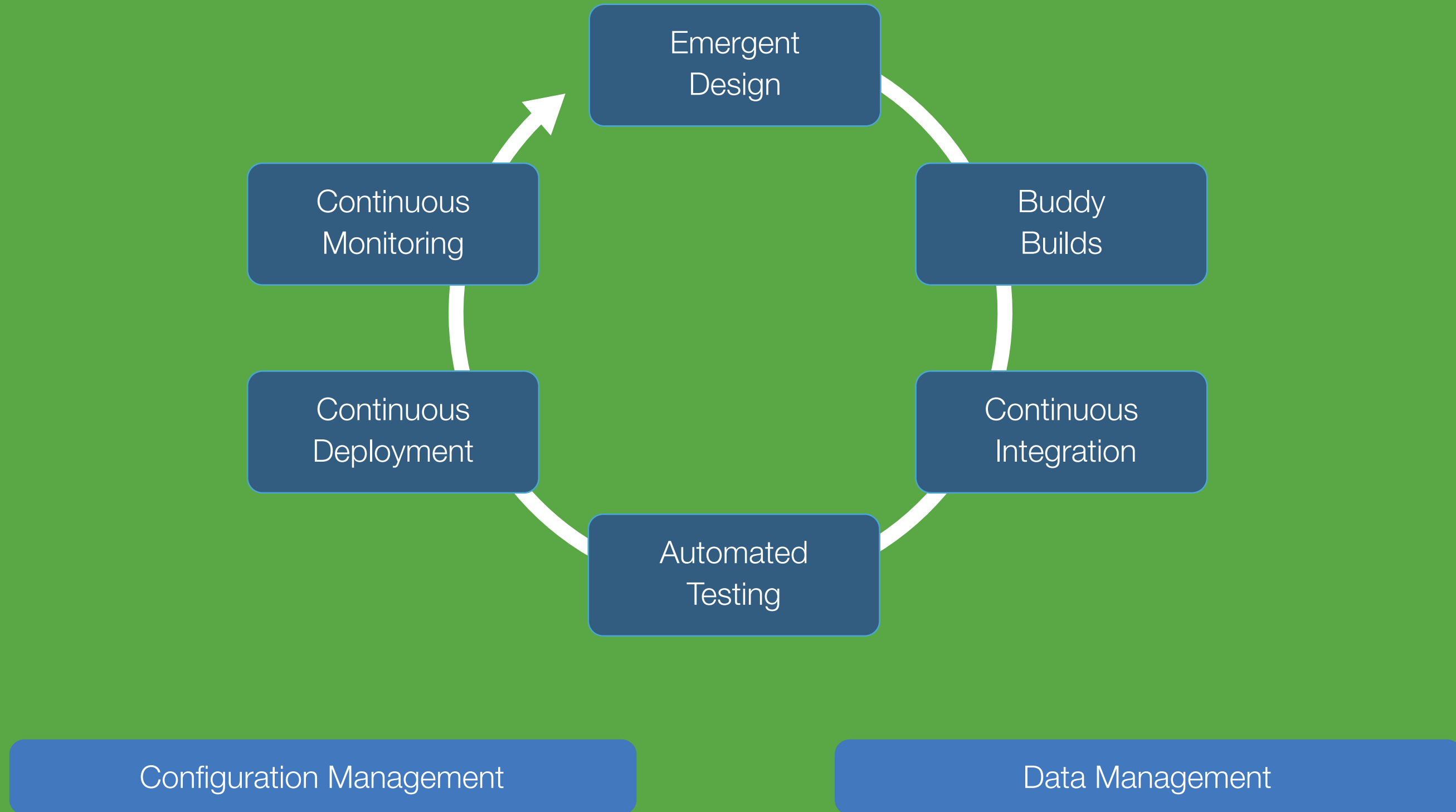
ITERATION WALL

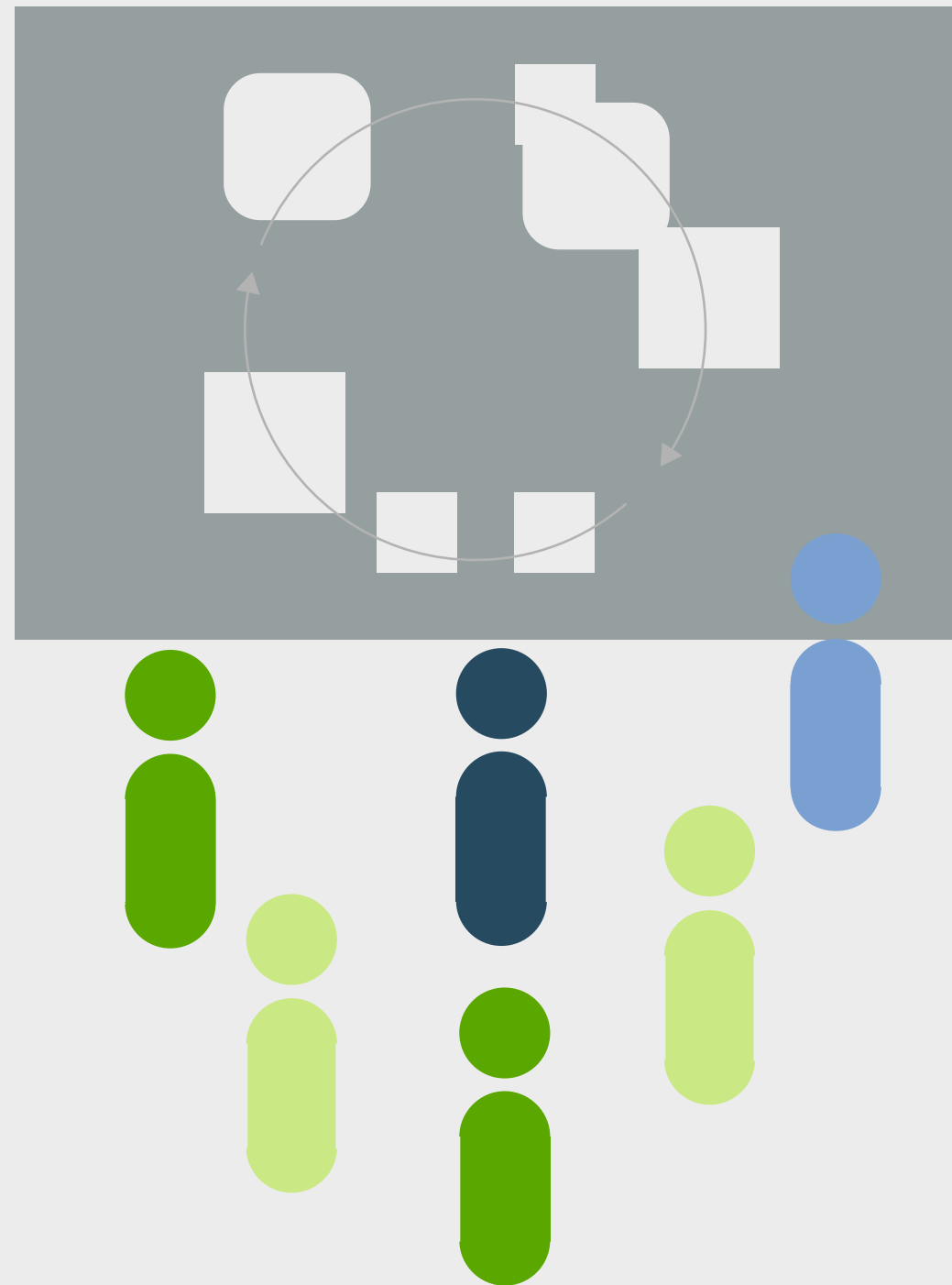


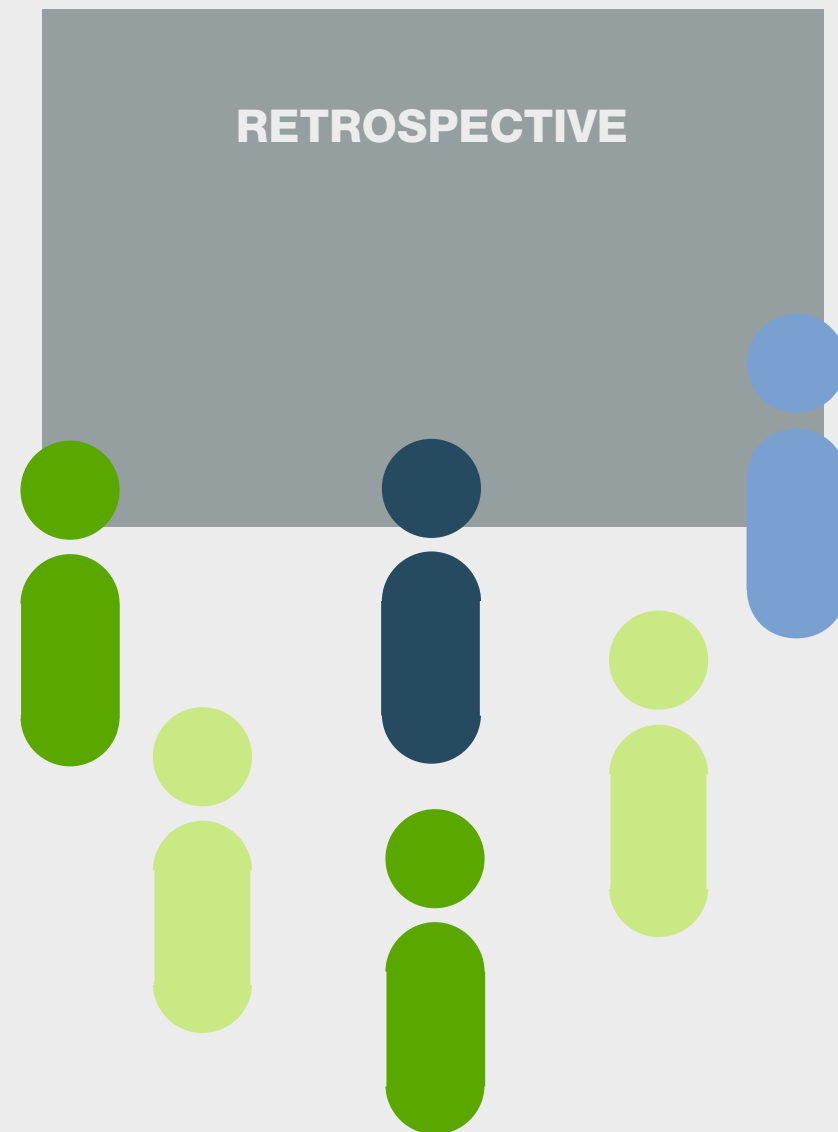
- Be punctual
 - Talk to the card
 - What did they do yesterday
 - What's planned and left to-do
 - Blockers in reaching deadline
 - Make notes to discuss offline
 - Keep it short and to the point
 - Take longer discussions offline
 - Make a note of who does not have work
 - Move the card only after talking to it
 - Pull a new card if needed
-
- Never embarrass anyone up in public
 - Have the hard conversation in private
-
- Update the virtual wall later



- 1:1
- Deep dives
- Take time to understand the real issues
- Listen
- Socialise
- Praise
- Talk to stakeholders
- Get more than one opinion
- Move boulders
- Carry water
- Work closely with the PM and PO







- Working / not working / puzzles
- Group and summarise
- Vote for top 3
- Root cause analysis
 - 5 why's
- Pick top 2 – 3 actions for next iteration
- Write up cards for it and add to Release wall

“A retrospective is a gathering of a community at regular intervals throughout a delivery to review the events and learn from the experience.”

Esther Derby, Agile Retrospectives

**“When the speed of failure slows,
so does the speed of invention.”**

– Mike Steep,

SVP of global business operations at PARC



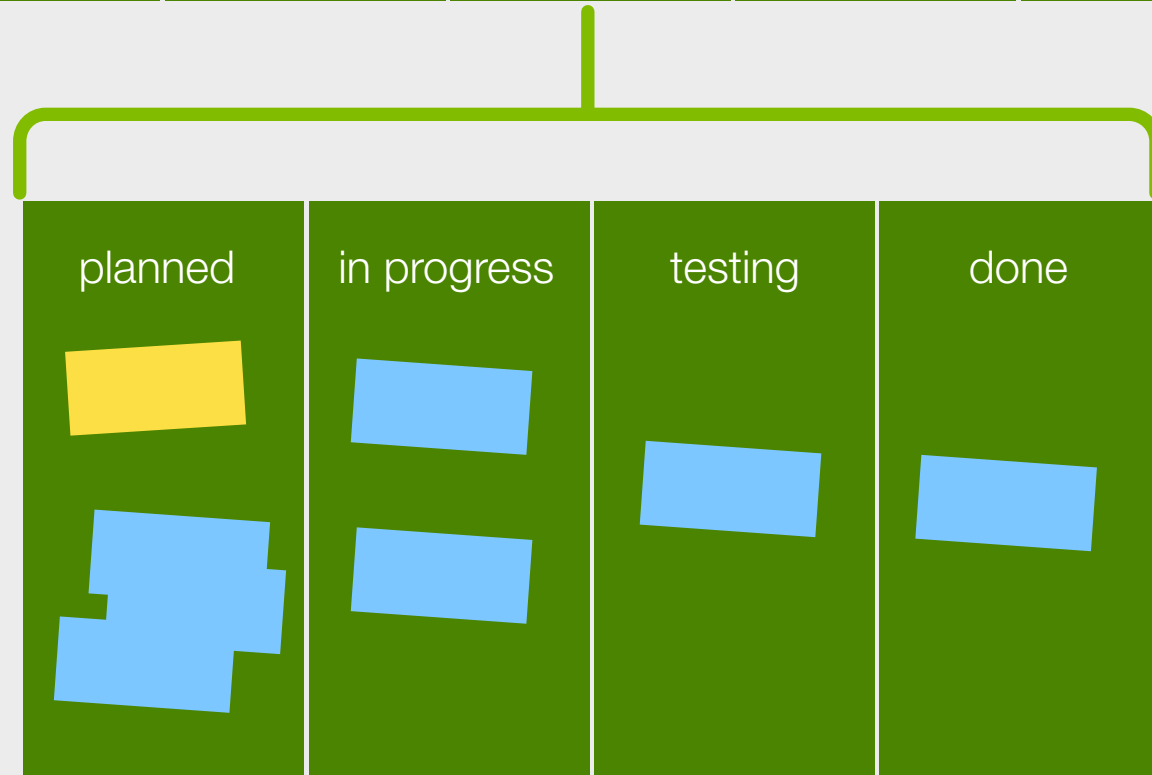
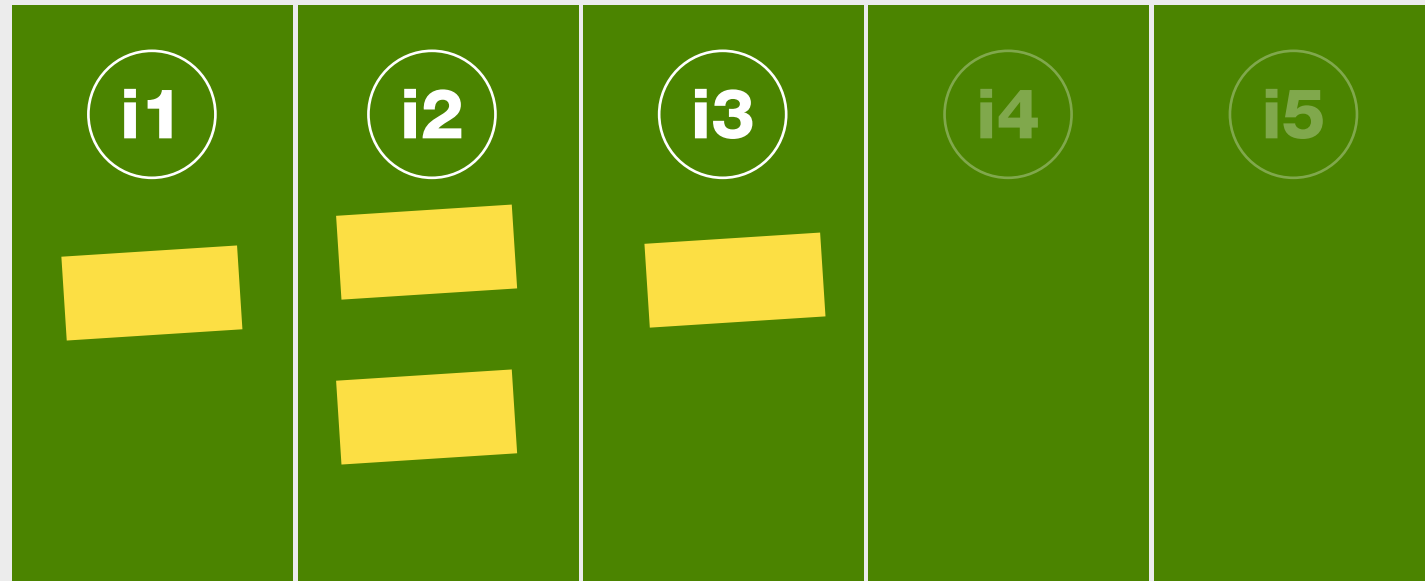
Agile Program Fundamentals

Course IAA2

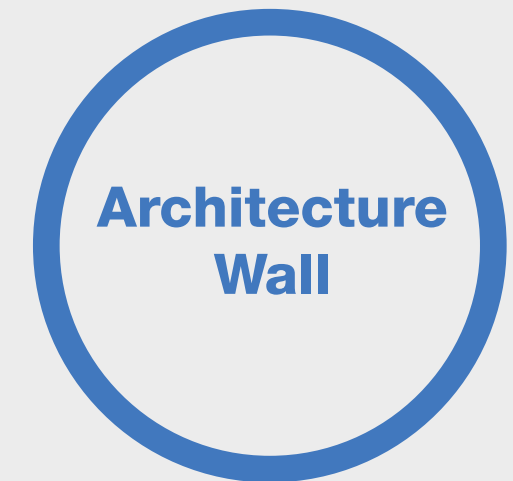
Course Topics

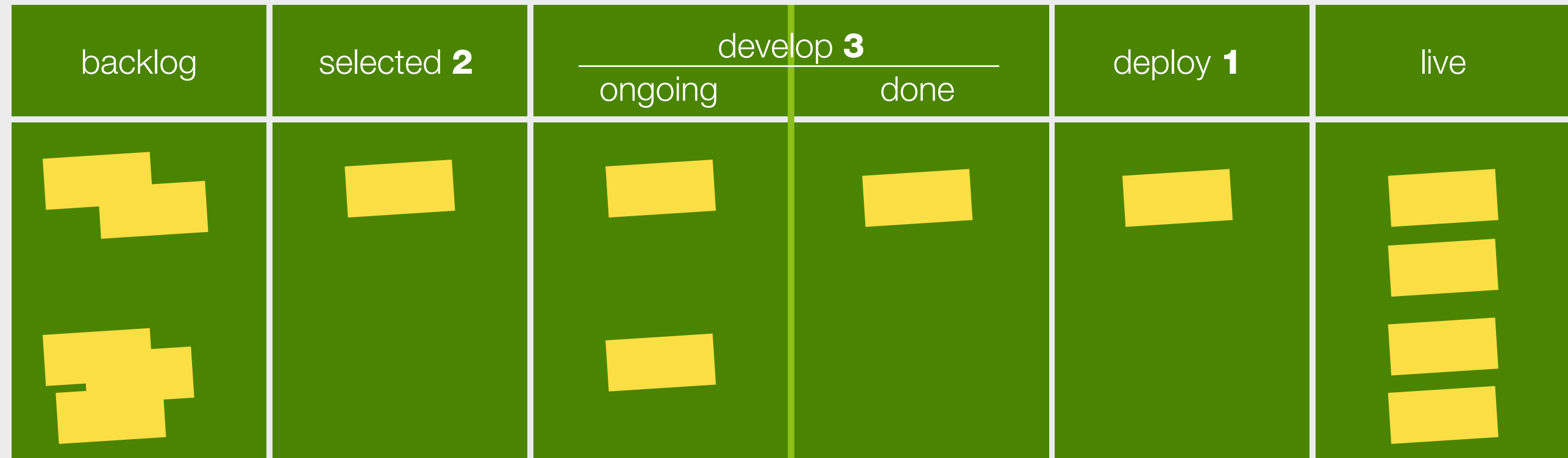
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Release Wall



Iteration Wall

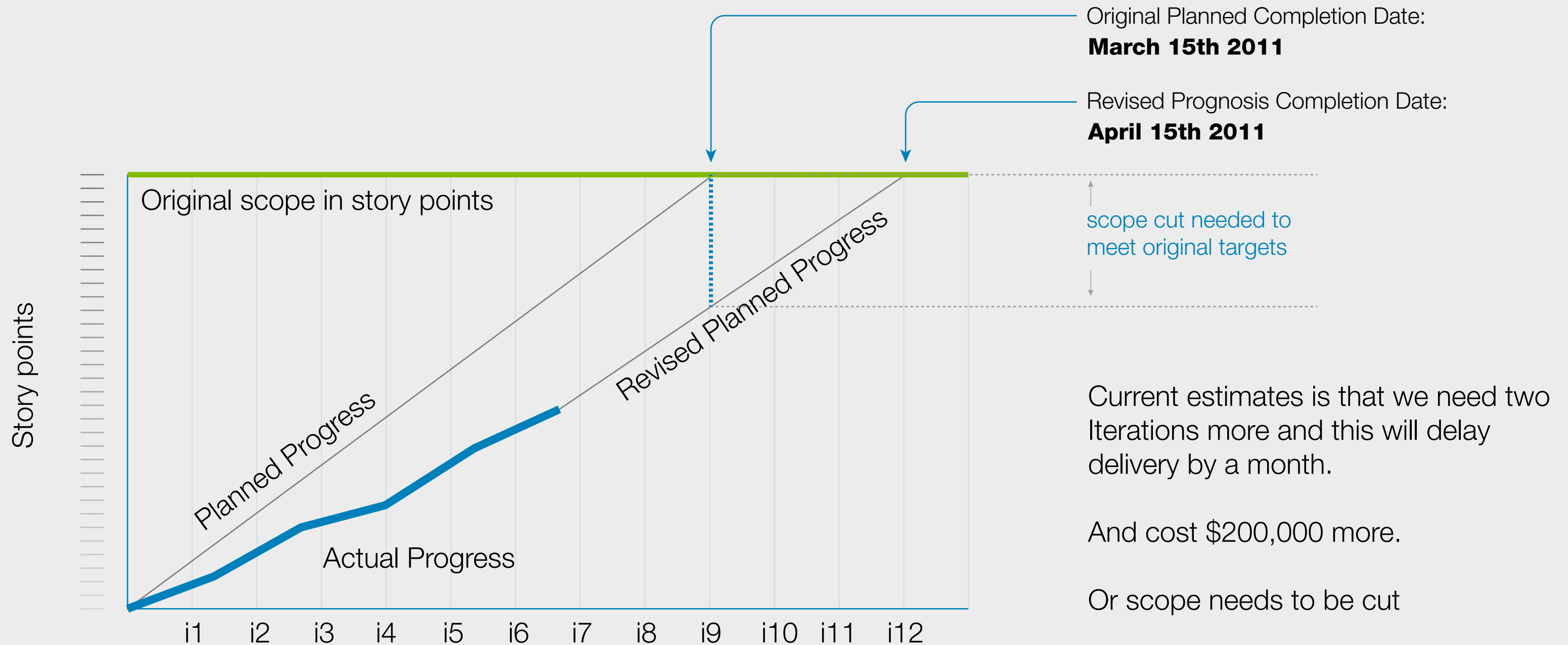


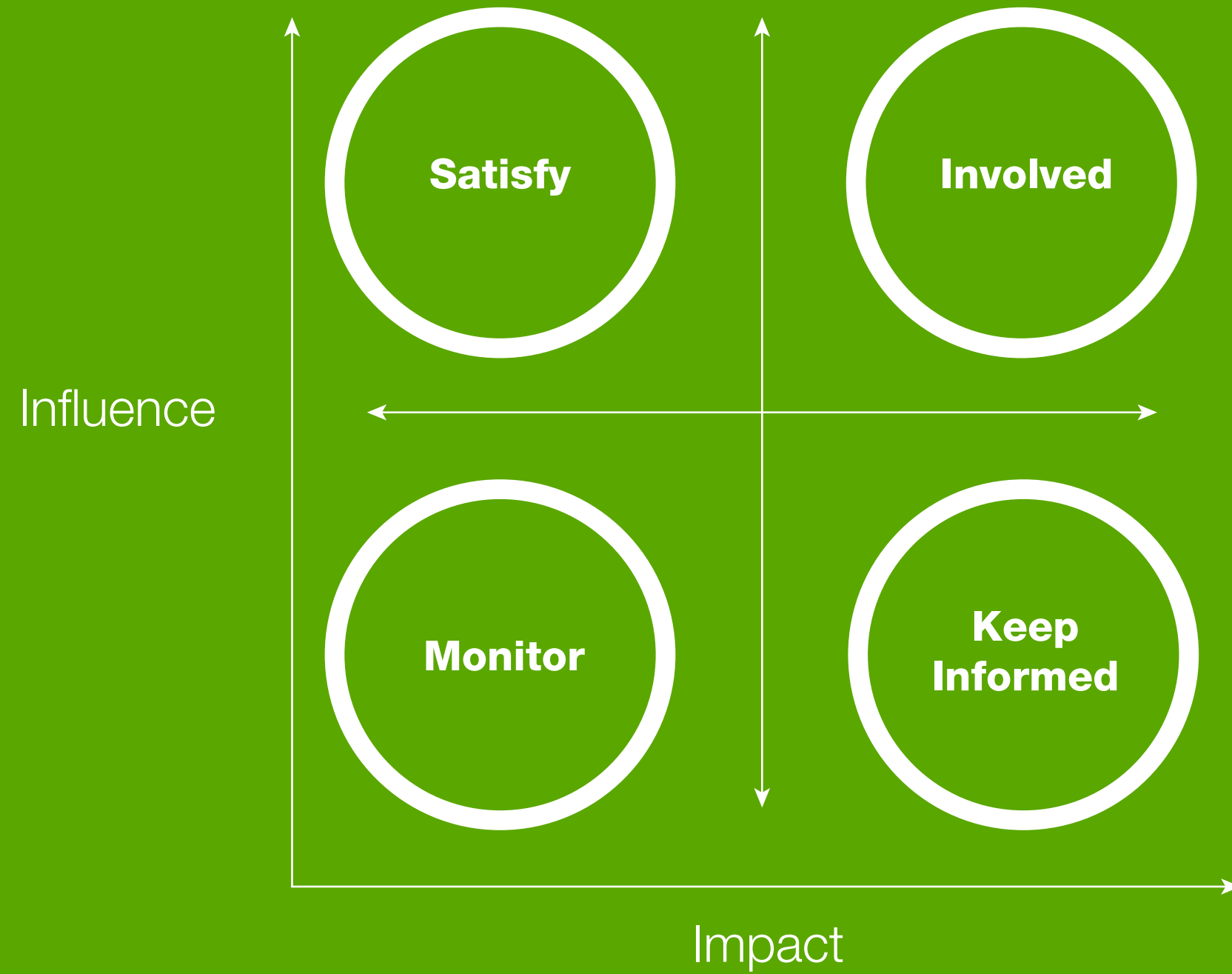


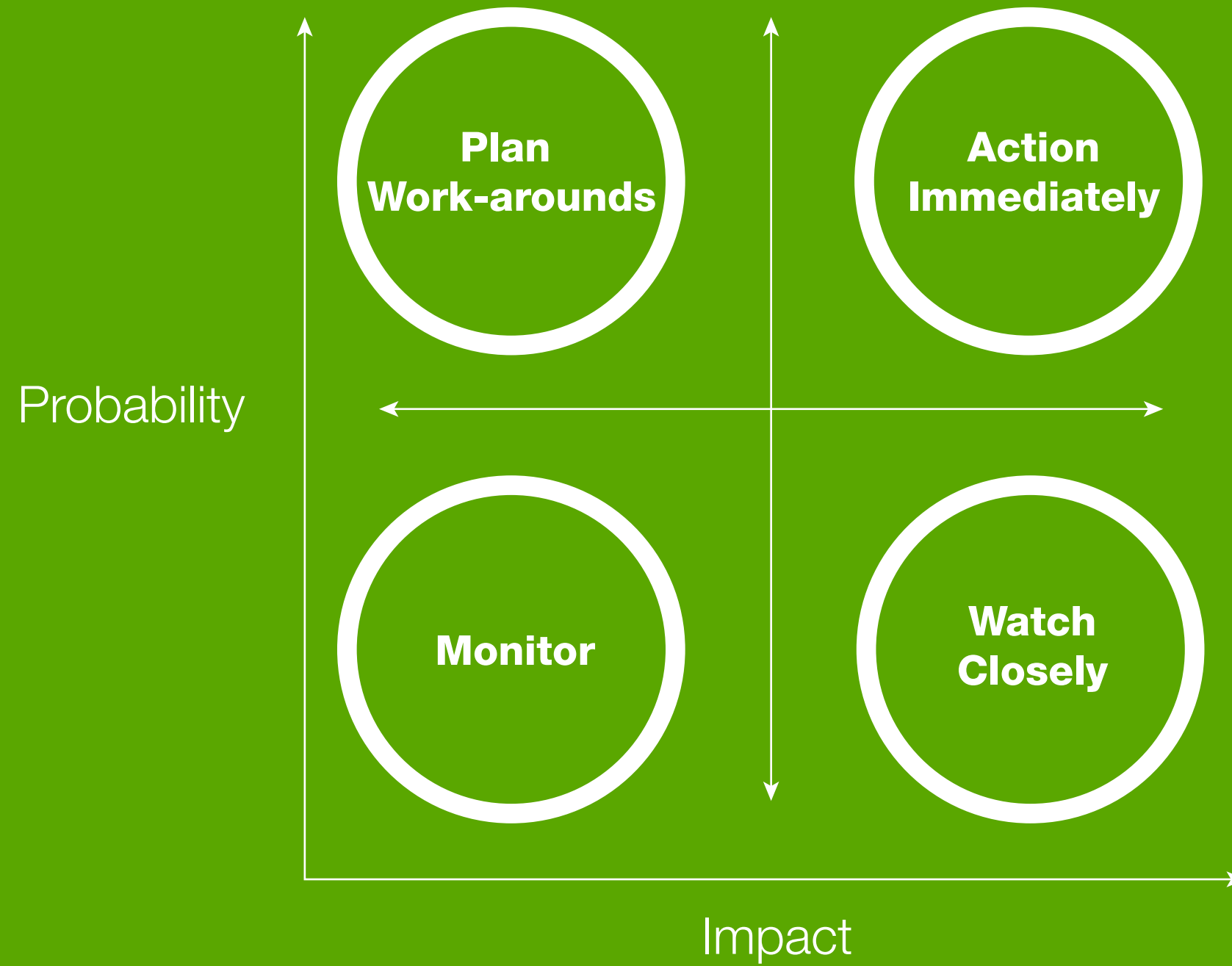
No iterations.... no velocity. Just continuous

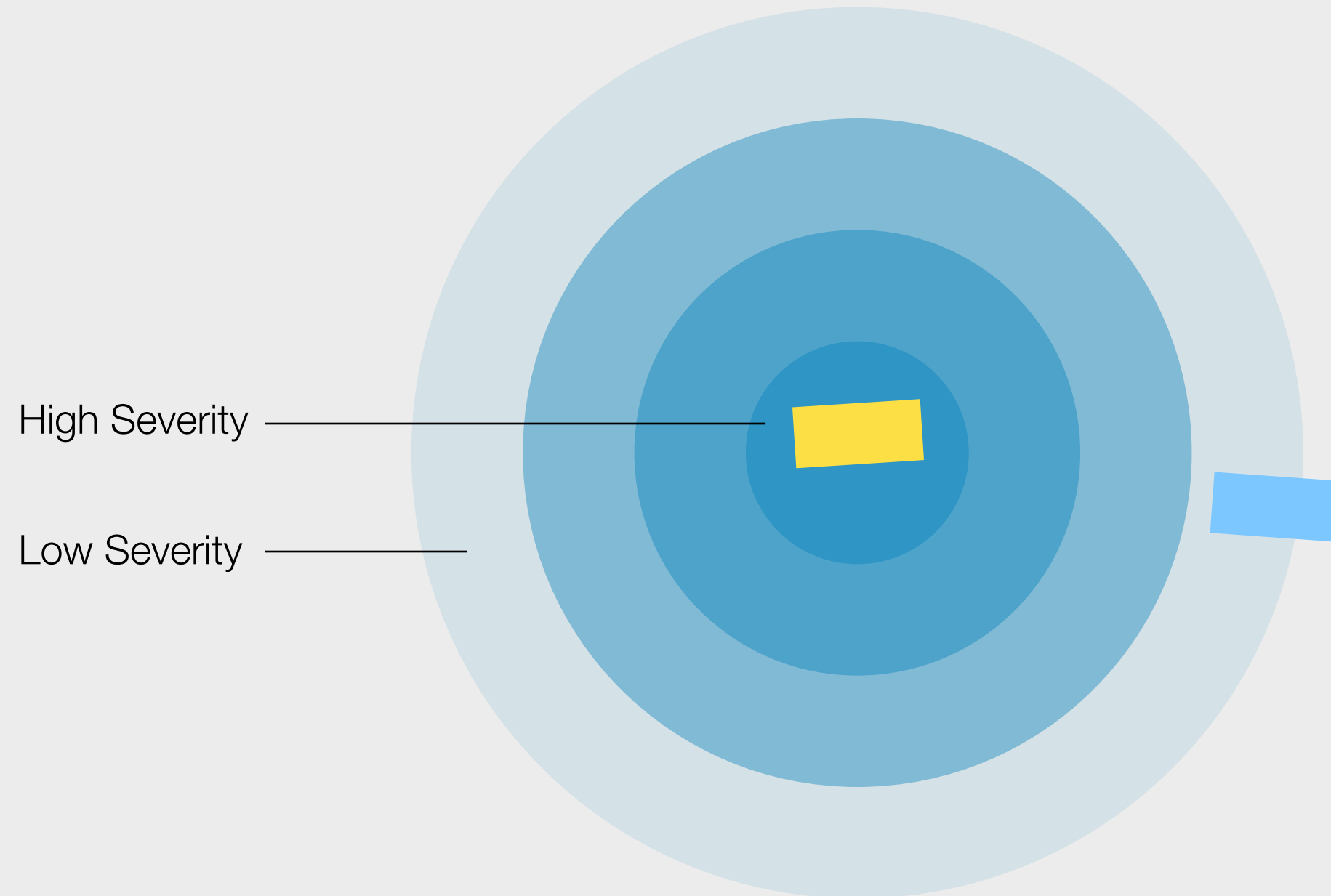


FLOW











Agile Program Fundamentals

Course IAA2

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- 1.** Don't
- 2.** Don't treat remotes as if they were locals
- 3.** Don't treat locals as if they were remote
- 4.** Latitude hurts, longitude kills
- 5.** Don't always be remote
- 6.** Invest in the appropriate tools and environments
- 7.** Establish standards and agreements



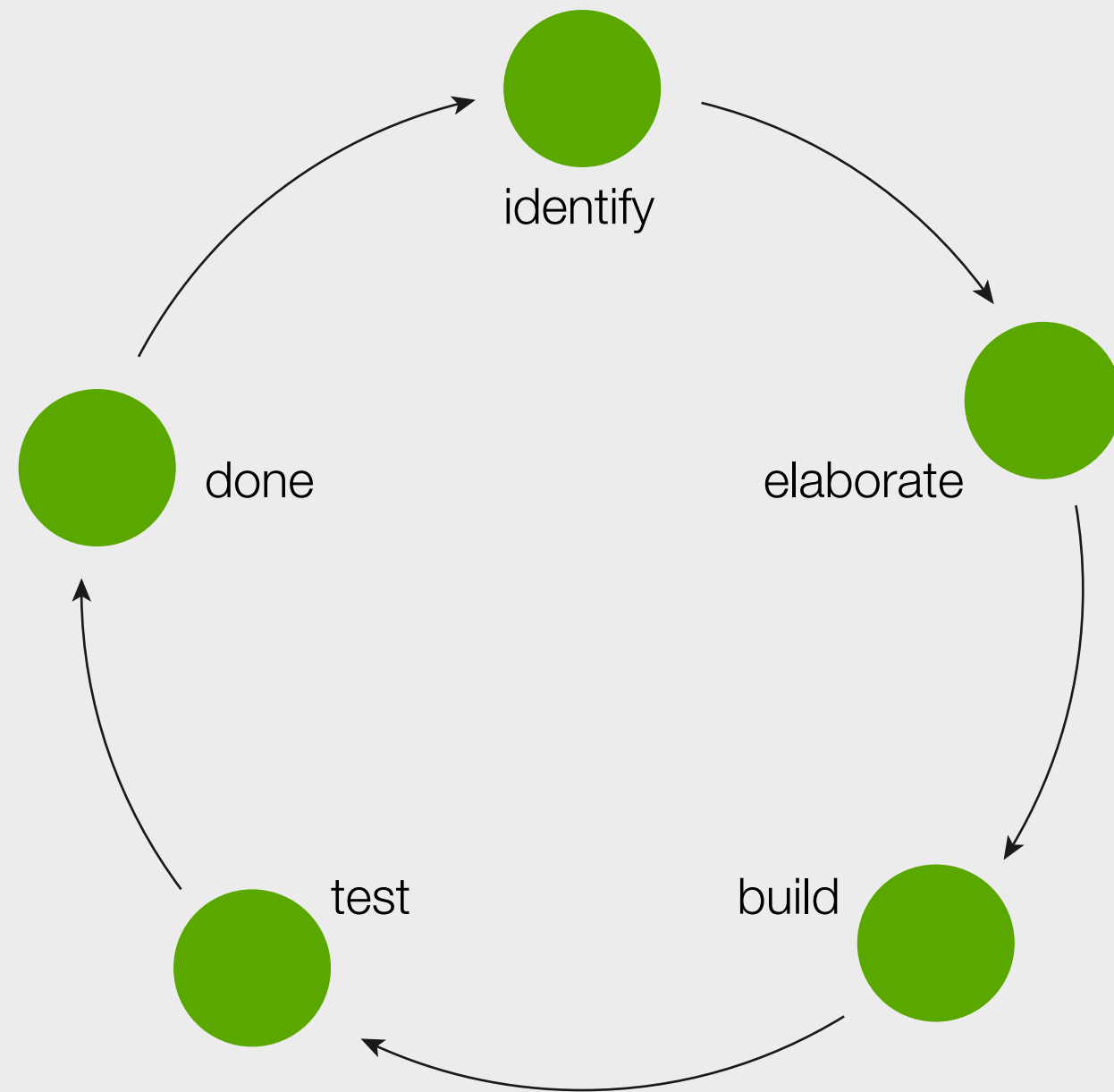
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Scope creep

Hangover stories

Changes during the iteration

Bugs found

Change in requirement

Wrong estimates

Epics not stories

Unavailable SME

BAU

Missing team members

Repeating tasks

No impediments raised/same impediments raised
day after day

‘Directive’ IM or PM

Specialized job roles/not acting like a team and
doing whatever it takes