**Instructions for Badge Approvers**

In reviewing the badge applications, we want managers to confirm that required hours are met. We do not expect managers and reviewers to scrutinize the quality of Agile experience or giveback hours.

1.  Confirm if applicant uploaded proof that they completed the educational requirements from their YourLearning.

2. Confirm if applicant provided a description of how they completed their giveback or experience hours. Ensure that applicant provides specific examples of how they completed their hours and an estimated number of hours for each example. Below are some examples of acceptable and non-acceptable descriptions.

**Acceptable Giveback Criteria Examples:**

"8 sessions in preparation for Agile24 (12 hours); Team preparation (15 hours); Agile24 (24hours); Showcase (1hour); A taste of Agile and Agile Practice training sessions with my team (10 hours); Member of community, comments and participation in events (6 hours); Wrote and initiated three blogs and led squad "A Day in the life of...." (30 hours); Other Agile activities with the team such as Stand-ups, retrospectives elaborating Social contract, etc. (30 hours)".

"1) 2016: Training & Mentoring agile practices to Inter-company Squads (40+ hrs and counting) 2) 2q/3q-2016: Training & mentoring agile practices to teams & interns (40+ hrs) 3)4Q/2016: Consult/advise on Agile practices (2 hrs) 4) June-July/2016: Prepped/Led/Facilitated 2-week Discovery workshop. This included use of Agile, Design Thinking & Lean methods (80+hrs) 5) Participant in Agile Champion Guild & Agile Guild".

"Facilitate Agile awareness and Agile leadership workshops. (Six instances ~144 hours); Present and Blog about Agile use (~24 hours)".

**Not Acceptable Giveback Criteria Examples:**

 "I have been meeting my team (8 people, not working all together but in different projects); advocating for the practice of stand-ups, of retrospectives, of measuring in terms of iterations, of managing measurable deliverables.".

"Lunch and learn to train team in Agile Practices, posted questions & worked on team redesign based on Agile principles, mentoring/coaching sessions with Agile Coach".

"Agile Maintenance and Agile workshops. Participating in Agile foundation workshops. Joining scrum master workshops, Agile Focal Point for Unit".

**Acceptable Experience Criteria Example:**

"Worked on an Agile team full time working on the following:

Stand-ups: Participated in daily stand-ups with my team.

Creating a wall of work: Used Agile tools to display our wall of work such as on Mural and ZenHub. My team and I conducted our iteration planning and backlog grooming using our walls of work.

Learning and getting better on story writing: My team has a story card template that defines user value, tasks, and acceptance criteria.

Conducting retrospectives: After every iteration my team conducts a retrospective to discuss what went well, what didn’t go well, and what puzzles us.

Full time 6 months = 1000 hours".

**Not Acceptable Experience Criteria Example:**

"Worked on an Agile team full time for 6 months".