

# Agile Course -2

# Key concepts

## User Stories

As a <user> (who) I want... <what> so that... <why>  
+ story points + acceptance criteria. Should be independent, negotiable,  
valuable, estimable, sized appropriately, testable (INVEST).

## Story points

Story points are a relative unit of measure to assess whether a user story is big or small. You can use different scales for story points (e.g. 1, 3 or 5 ; t-shirt sizes s, m, l, xl, xxl).

## Product Backlog

An ordered list of everything that might be needed in the product (also known as Master Story List).

## Sprint Backlog

The set of Backlog items selected to be delivered over a period of time.

# Key concepts

## Velocity

The number of story points delivered over a sprint.

## Swimlanes

A visual representation of stories (y axis) vs. status on the kanban/agile board: To Do; Doing; Done (x axis). Swimlanes let the team see progress on individual stories, while highlighting specific areas that need attention.

## Minimum Viable Product (MVP)

The bare minimum product that meets the client's expectations. Includes all must haves and excludes all nice to haves (no bells and whistles).

## Release

Comprised of several iterations or sprints.

## Sprint

A Period Of Time in which the team will work on a defined set of user stories.

# The Agile Team

## Product Owner

Represents the or is the end customer. Defines what is valuable and priorities (owns the backlog).

## Scrum Master

Facilitates team meetings, removes team impediments, liaises with the product owner and ensures the team remains on track.

## Delivery Team

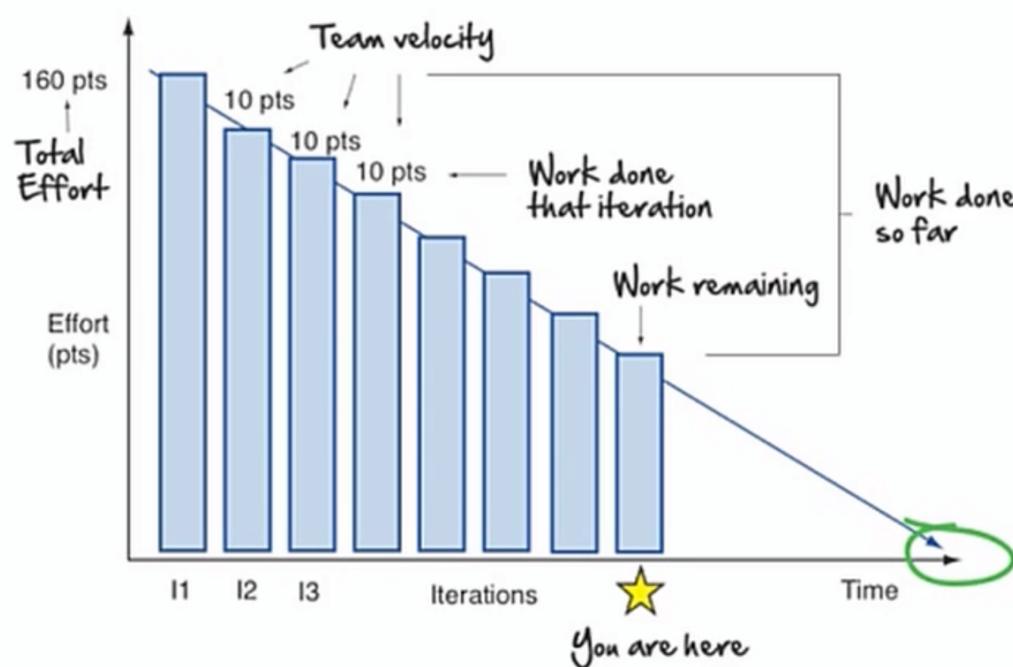
The people in charge of execution or that are also part of the project's implementation (e.g. developers, testers, business analysts, etc.).

Defines what user stories are part of a sprint.

# Tools

## Burn down chart

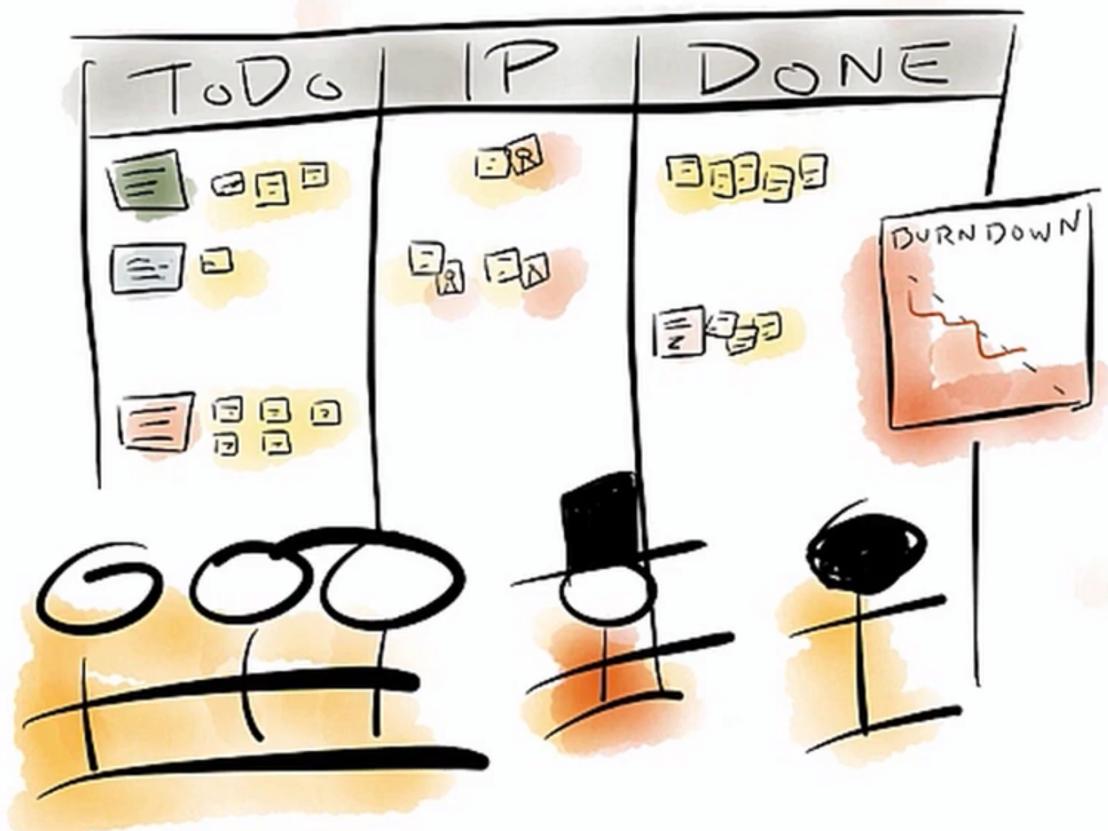
A chart that shows the remaining work to be done, progress over time and the team's velocity (points delivered in a sprint). On the X axis you have time (sprints) and on the Y axis effort (story points).



# Tools

## Kanban/Agile board

A visual / pull system to track work and progress in a logical / basic flow (from left to right): To Do > In Progress > In Review or In QA (optional) > Done



# Rituals

## Sprint planning

Meeting where the team defines which user stories they will work on in an upcoming sprint. -*Delivery Team and Scrum Master.*

## Daily stand-ups

15 min daily meeting where people stand up near the Kanban board and share what they did yesterday, what they are doing today and impediments (if any) -*Delivery Team and Scrum Master.*

## Sprint Review (Demo / Showcase)

Meeting where the team presents what they have delivered over a sprint to the product owner –*Product Owner, Delivery Team and Scrum Master.*

## Retrospectives

Meetings done after sprints to review, revise and adjust (similar to a lessons learned, but in real time, not just at the end of the project) -*Delivery Team And Scrum Master.*

# Agile Myths

- Agile is anti-documentation.
- Agile is anti-planning.
- Agile is undisciplined.
- Agile requires a lot of rework.
- Agile is anti-architecture.
- Agile doesn't scale.
- Agile solves everything.
- Agile is only for IT projects.

# [UPDATED] Great tools you can use on your Agile Projects

Here is a list of great tools which you can use for your Agile projects. Many of them are completely free! Click on the image and you will be taken to each tool.

## Jira



## Trello



## Work with perspective

Trello helps teams of all sizes work collaboratively to get more done.

## Freedcamp



## Asana



## Basecamp



## Active Collab

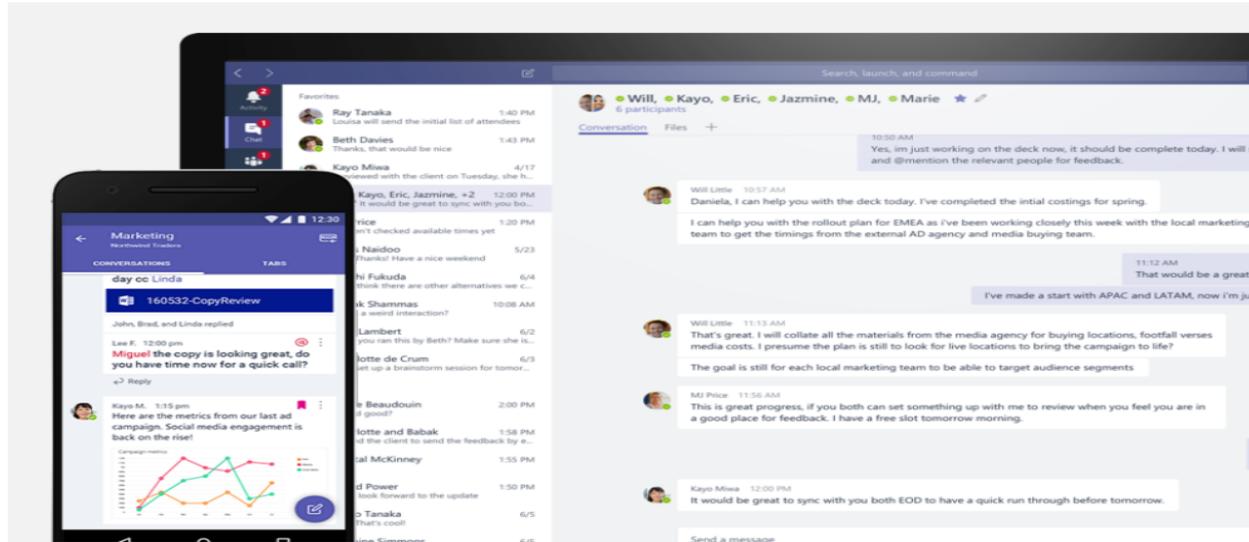
Powerful, yet simple project management

## Workamajig

# The #1 Project Management Software for the Creative Industry

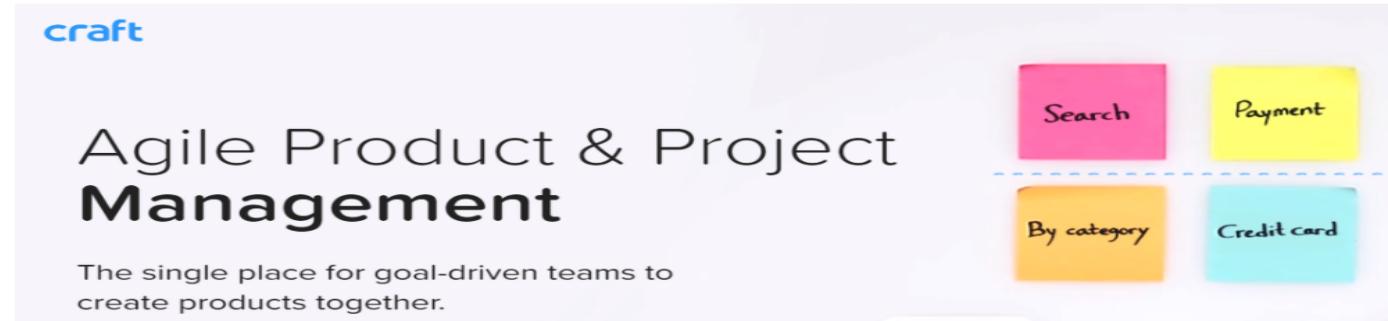
Introducing Workamajig Platinum, one fully integrated project management system that does it all for you.

## Teams



## Planner

## Craft



The Craft interface features a top navigation bar with the word "craft" in blue. Below it is a large title area with the text "Agile Product & Project Management". A subtext below the title reads "The single place for goal-driven teams to create products together." To the right of the title is a grid of four sticky notes: a pink one labeled "Search", a yellow one labeled "Payment", an orange one labeled "By category", and a teal one labeled "Credit card".

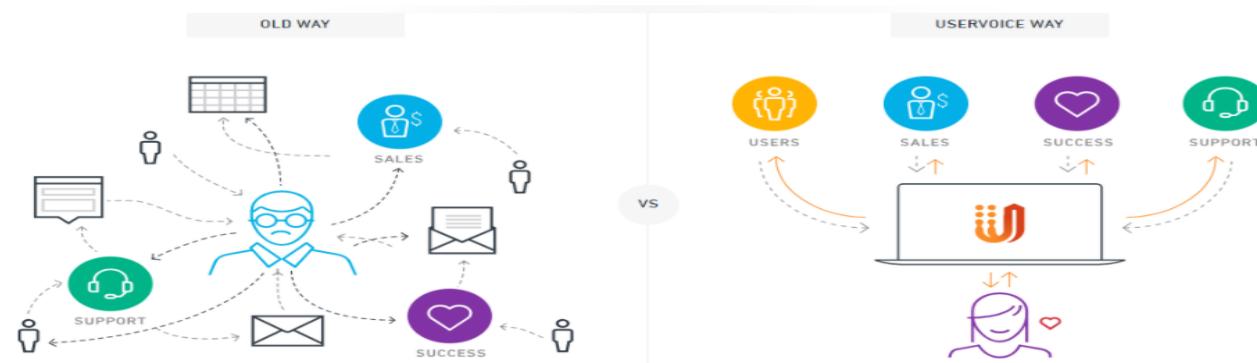
## YouGile

YOUR TEAM AND YOUR PROJECT AT THEIR BEST

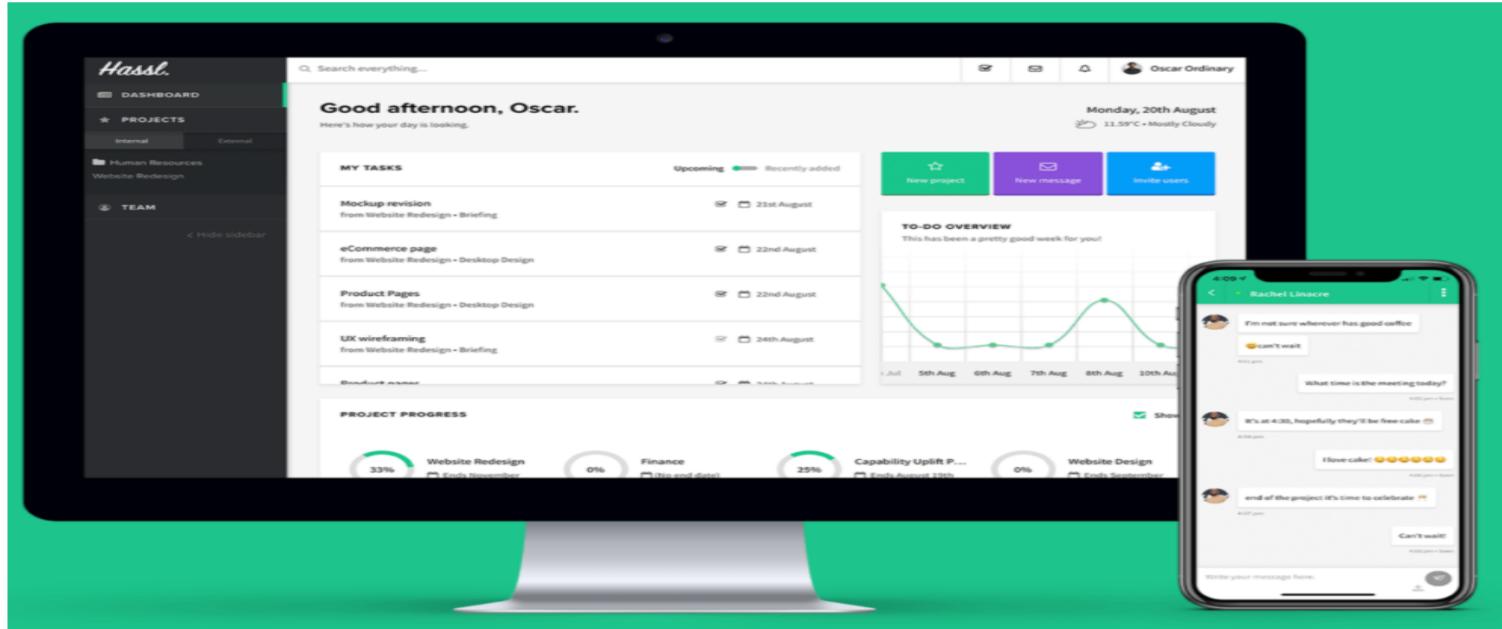
Agile project management tool



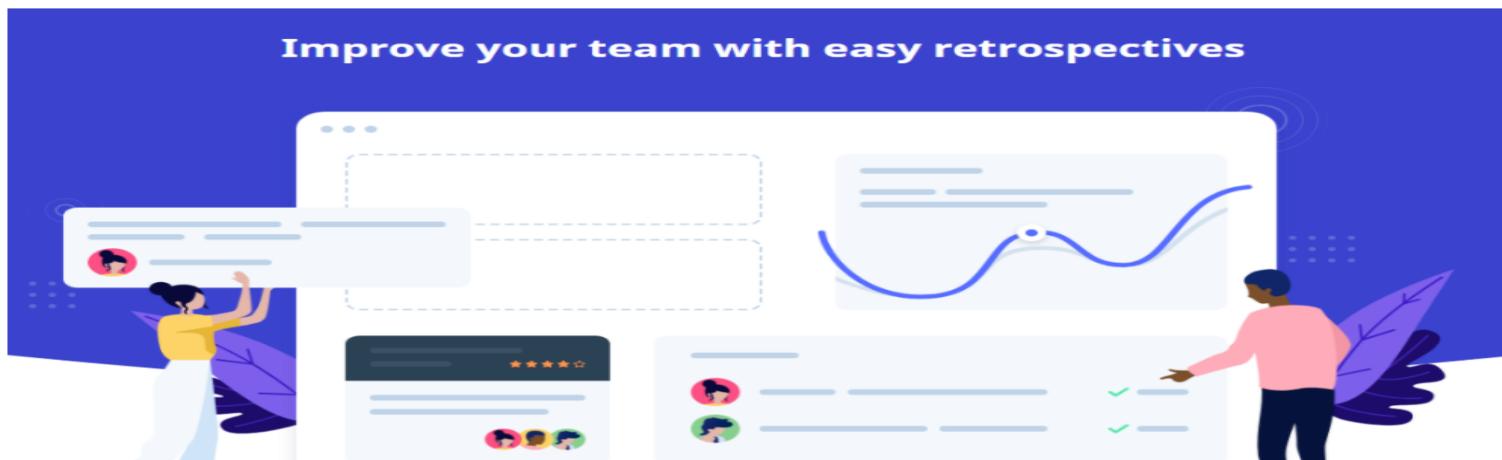
## UserVoice

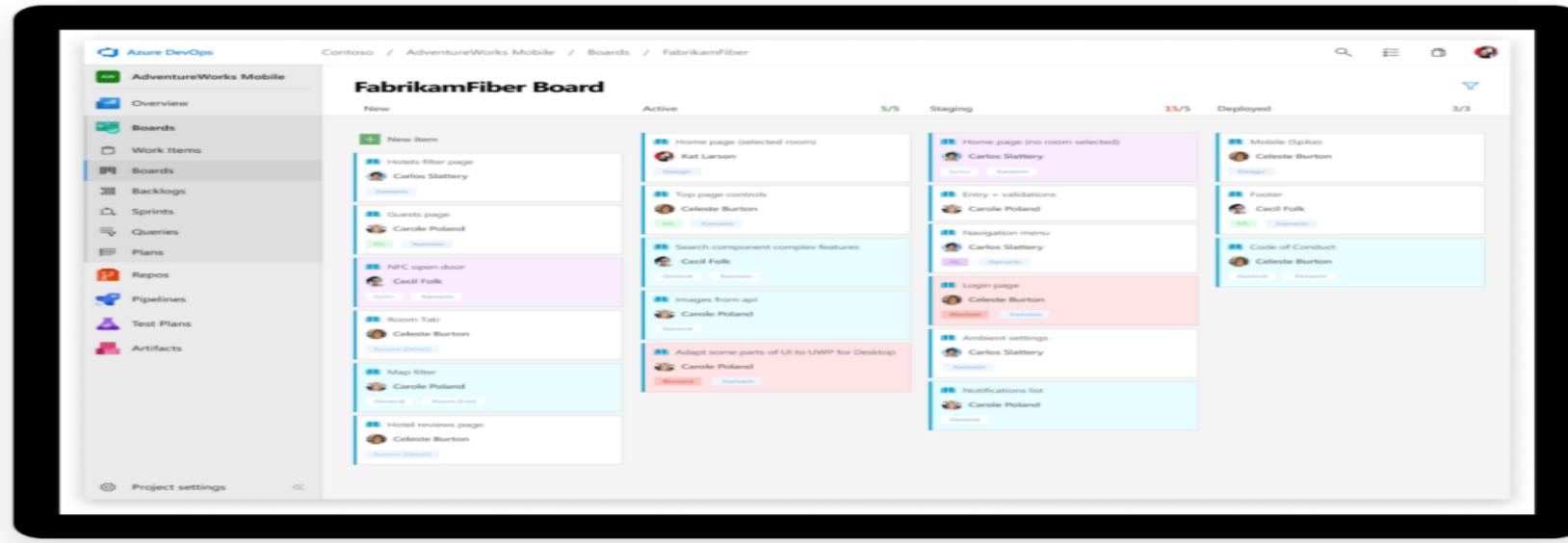


## Hassl



## Neatro





# Taiga

