**Uniworld Company Policies – Agile Projects**

[Absenteeism](javascript:__doPostBack('ctl00$MainContent$Absenteeism',''))

Uniworld typically experiences a 2% to 3% absenteeism rate due to illnesses or other causes. You will need to pay attention to team member absenteeism and should it become chronic take appropriate action.

Absenteeism also covers the missing of regularly scheduled meetings, whether they are team meetings or individual conferences.

[Individual Conferences](javascript:__doPostBack('ctl00$MainContent$Individual_Conferences',''))

Individual conferences provide a mechanism for communicating privately with specific team members. Conferences can be scheduled for any day for a selected team member and cover any topic and associated feedback, and can range in duration of between 1 and 3 hours. The kind of topics that are typically scheduled for individual conferences are:

* Attendance
* Quality
* Productivity
* Teamwork

In addition to the topic selection, specific performance feedback must be selected from the possible choices of either praise, coach, counsel, or warn. The performance feedback choices represent a continuum ranging from "Praise" on one end, and "Warning" on the other end of the continuum. "Counseling" and "Warning" are generally associated with problematic behavior. Any number of conferences may be scheduled for any day of the week. However, the combination of team meetings, stakeholder meetings, and individual conferences for any day of the week cannot exceed 8 hours in combined duration. Conferences are always scheduled to occur immediately after any team meeting scheduled on the same day.

Hours spent in conferences are **not** reflected in "Hours Worked", which are reported on a weekly basis.

[Recognition](javascript:__doPostBack('ctl00$MainContent$Recognition',''))

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| Uniworld offers many options for recognizing project personnel for their contributions. Project managers can choose to recognize the entire team as a whole, or specific individuals on the team. Each recognition option has an associated cost to the project and team recognition costs are incurred on an accumulated individual basis. Individual recognition must be associated with a specific individual on the project team. Project managers can choose from any of the following team and individual recognition actions on a weekly basis:  Team Recognition:   * Company Box Seats * Team Family Picnic * $50 gift card * Party/Happy Hour * Afternoon Surprise Treats * Company Logo Item * Pizza Lunch   Individual Recognition:   * $500 gift card * $250 gift card * VIP parking spot * $100 gift card * Restaurant gift card * Coffee gift card * Company Logo Item |

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| Company Box Seats |
| Each individual on the team is given two Uniworld box seats to an upcoming event at the local arena or concert hall. The team decides where and when to go. The cost to the project is $100 per team member. |
| Team Family Picnic |
| The team is provided with a family outing and picnic lunch at the local family fun park and picnic facilities. The team decides when to go (weekend day) and makes all of the necessary reservations. The park includes amusement rides, swimming, tennis, and other fun activities. Team member families are invited. The cost to the project is $75 per team member. |
| $50 Gift Card |
| Each individual on the team is given a $50 gift card. The team decides whether to use them individually or together as a team. The cost to the project is $50 per team member. |
| Party/Happy Hour |
| The team decides where and when to hold an after work hours party or happy hour. They make the necessary reservations and if necessary, arrange for the food and drink. Spouses and significant others are invited. The cost to the project is $35 per team member. |
| Afternoon Surprise Treats |
| A team member selects from a list of afternoon treats (ice cream, pop corn, cookies, brownies, soft pretzels, nuts, fruit, vegetables) provided by the Uniworld cafeteria. The team will take their afternoon break together in the team conference room where the treats will be setup. This recognition activity is for team members only. The cost to the project is $15 per team member. |
| Company Logo Trinkets |
| The team decides what trinket item to order. This includes any special designs and engraving. Example trinkets are: mugs, water bottles, mouse pads, bags, umbrellas, hats, and shirts. The cost to the project is $20 per team member. |
| Pizza Lunch |
| The team is treated to pizza for lunch in the Uniworld cafeteria party room. The cost to the project is $15 per team member. |
| $500 Gift Card |
| The recognized individual will receive a $500 gift card that can be used anywhere and for anything. The cost to the project is $500. |
| $250 cash bonus |
| The recognized individual will receive a $250 gift card that can be used anywhere and for anything. The cost to the project is $250. |
| VIP parking spot |
| Recognized individuals are permitted to park in a reserved spot close to the building entrance for a period of two weeks. The cost to the project is $150. |
| $100 cash bonus |
| The recognized individual will receive a $100 gift card that can be used anywhere and for anything. The cost to the project is $100. |
| Restaurant Gift Card |
| The recognized individual will receive a $150 restaurant gift card that can be used at a limited number of local restaurants. The cost to the project is $150. |
| Coffee Gift Card |
| The recognized individual will receive a $50 coffee gift card that can be used at the local coffee shop. The cost to the project is $50. |
| Company Logo Item |
| The recognized individual decides what item to order. This includes any special designs and engraving. Example trinkets are: mugs, water bottles, mouse pads, bags, umbrellas, hats, and shirts. The cost to the project is $25. |

[Staff Resignation](javascript:__doPostBack('ctl00$MainContent$Staff_Resignation',''))

Uniworld typically experiences a 4 % to 5 % attrition rate in any given year and project staff may resign at any time for any reason. To ensure that members of your team do not leave the project unexpectedly you will need to communicate with them often and address their individual and team needs.

A two week standard notice is expected from all personnel announcing their resignation from the company.

[Staffing Projects](javascript:__doPostBack('ctl00$MainContent$Staffing_Projects',''))

All project team members must be assigned to a user story to start a week. Team members should be assigned starting with the user stories at the top of the sprint backlog (highest priority) and moving down the backlog as each user story reaches its recommended staffing level for each skill until all team members are assigned. If you try to run the week and any team members are not assigned to a user story you will be given a notice of such and will need to go back and make sure all team members are assigned to a user story. Once the execution of the week begins team members will work on their user story until it is accepted by the Product Owner and then they will automatically move to the next available (highest priority) user story (with an opening for that person’s particular skill) in the sprint backlog. If there are no available user stories in the sprint backlog as the week is running, a list of user stories from the top of the product backlog will be presented and the Scrum Master will manually assign the team member(s) to one of those user stories.

[Team Meetings](javascript:__doPostBack('ctl00$MainContent$Team_Meetings',''))

Successful projects will need to schedule and conduct team meetings. Meetings are used to communicate information and provide a forum for team decision-making. The kind of topics that are typically scheduled for team meetings are:

* Backlog Grooming
* Sprint Planning
* Retrospective
* Review

In establishing a meeting agenda, you may select which day of the week to meet and whether the meeting is recurring, or not. You may also select the topics to discuss, the amount of time to spend discussing each topic, and optionally you may indicate performance feedback you intend to provide on specific topics. The performance feedback choices represent a continuum ranging from "Praise" on one end, and "Warning" on the other end of the continuum. "Counseling" and "Warning" are generally associated with problematic behavior.

You may discuss any number of topics, however, meetings cannot exceed 8 hours in total duration. The 8 hour maximum meeting time includes individual conferences and team meetings. Meetings can be scheduled at any time and any day of the week. When team meetings are scheduled, every member of the team is invited to attend. Activities, such as training and other possible work related activities can take priority over attendance at team meetings.

Hours spent in team meetings are **not** reflected in "Hours Worked", which are reported on a weekly basis.

Setting Up Recurring Meetings

Team Meetings may be selected to be a weekly "recurring" meeting. When you set up a recurring meeting, the same Team Meeting will be held each week at the same time, and default to the same topic(s), with the same duration and same feedback. The timing, agenda and feedback can be changed at any time without impacting the recurring designation. The recurring designation can be cleared at anytime.

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| [Training](javascript:__doPostBack('ctl00$MainContent$Training',''))  The training department at Uniworld offers several workshops designed to increase a participant's knowledge in the areas of teamwork, leadership, and technical competency. The workshops are offered in either a 2 day or 3 day format. The cost of the 2 day workshops is $750 and the cost of the 3 day workshops is $1050. The training department also offers a 2 day teambuilding workshop intended to promote better teamwork and requires the entire project team to attend.  Project managers may choose any of the following workshops for team members to attend:   * Communication and Interpersonal Skills * Leadership * Teambuilding * [Agile](http://admin.simproject.com/CompanyWebsite/HomePages/Simple.aspx?runid=1861#quality) Project Management/Scrum Master * Effective Agile Requirements Gathering * Agile Engineering Best Practices * Agile Testing * Continuous Integration and Deployment |
| Communication and Interpersonal Skills |
| This workshop is intended for improving a participant's communication and interpersonal skills through practical exercises and tool use. Specific topics, skills and tools include: active listening, communication styles, conflict management, diversity, negotiation, Myers-Briggs Type Indicator (MBTI), and creativity.  This is a 2 day workshop that meets on Monday and Tuesday. The cost of this workshop is $750 per attendee. |
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| Leadership |
| This workshop is intended for individuals desiring to enhance their leadership skills. Specific topics, skills and tools include: identifying the key leadership skills, positive focus, effective questions (Enlightened Leadership), building a high performance team, the five Key Leadership Practices (Kouzes & Posner), and the Leadership Practices Inventory.  This is a 2 day workshop that meets on Monday and Tuesday. The cost of this workshop is $750 per attendee. |
| Teambuilding |
| This workshop requires the entire team to attend and is designed to promote better teamwork. Specific topics, skills, and tools include: identifying and understanding behavior typing such as the Myers-Briggs Type Indicator (MBTI), dealing with conflict, learning effective listening, and building team consensus.  This is a 2 day workshop that meets on Wednesday and Thursday. The cost of this workshop is $750 per attendee. |
| [Agile](http://admin.simproject.com/CompanyWebsite/HomePages/Simple.aspx?runid=1861" \l "quality) Project Management/Scrum Master |
| This workshop is for helping new and seasoned Scrum Masters who are transitioning to a ScrumMaster, Agile Coach or Agile Project Manager/Release Manager role learn how to successfully apply Agile methods and lead high performing self-organizing teams. Specific topics, skills, and tools include: the Agile lifecycle end to end, what an effective Scrum Master looks like, effective tracking and reporting, and running effective retrospectives.  This is a 2 day workshop that meets on Monday and Tuesday. The cost of this workshop is $750 per attendee. |
| Effective Agile Requirements Gathering |
| This workshop is intended for individuals desiring to develop their skills in how to effectively and efficiently gather user requirements using creative visual modeling and powerful engaging techniques. Specific topics, skills, and tools include: how to differentiate the levels of requirements, how to gather the user requirements up front, how to **break down big requirements (epics) into small manageable ones and write appropriate level user stories.**  This is a 3 day workshop that meets on Wednesday, Thursday, and Friday. The cost of this workshop is $1050 per attendee |
| Agile Engineering Best Practices |
| This workshop is intended for individuals desiring to develop their Agile Engineering Practices skills. These best practices are founded from methods such as XP, DAD and pure common sense architectural patterns. Specific topics, skills, and tools include: user centric design, agile architecture, agile database design, daily builds and code check-ins, and using mock data.  This is a 3 day workshop that meets on Wednesday, Thursday, and Friday. The cost of this workshop is $1050 per attendee. |
| Agile Testing |
| This workshop is intended for individuals desiring to develop their skills in how to strategize, plan, design and execute tests in an Agile environment. Specific topics, skills, and tools include: writing test cases as upfront requirements, Test Driven Development, usability testing, non-functional and performance testing, and continuous builds and inspections.  This is a 3 day workshop that meets on Wednesday, Thursday, and Friday. The cost of this workshop is $1050 per attendee. |
| [Continuous](http://admin.simproject.com/CompanyWebsite/HomePages/Simple.aspx?runid=1861#teambuilding) Integration and Deployment |
| This workshop is intended for individuals desiring to develop their skills in continuously building and deploying software using an automated process. Specific topics, skills, and tools include: revision control, how to build and maintain a source repository, code branching strategies, and how to automate deployment between environments.  This is a 3 day workshop that meets on Wednesday, Thursday, and Friday. The cost of this workshop is $1050 per attendee. |

[Work Assignments](javascript:__doPostBack('ctl00$MainContent$Work_Assignments',''))

Work assignments are assigned on an individual basis by user story according by the priority in the sprint backlog. Unless scheduled otherwise, team members will work on their assigned user story. Certain scheduled activities do take precedence over normal user story work assignments, in which case no work is performed on the user story until the higher priority activity is completed. The following is a list of activities assignable to a team member given in the order of highest to lowest precedence:

* Training
* Individual Conferences
* Team meetings
* User story assignment