AGILE PROJECT MANAGEMENT

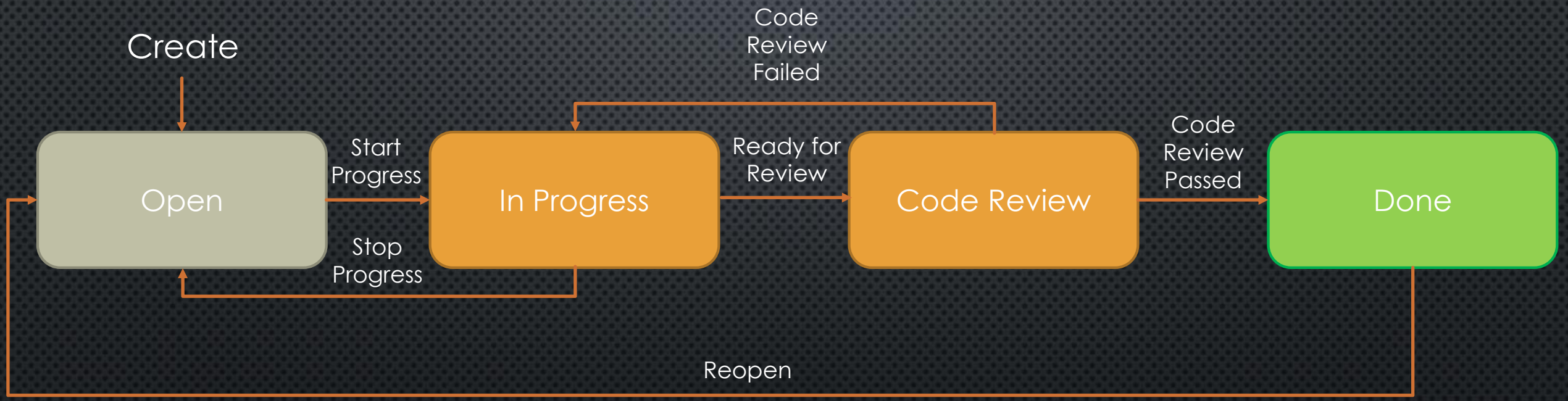
WORKFLOW

During the execution of a project, every phase or task has a process to follow in order to get it done
A process is organized or structured according to a workflow
A workflow is the procedure or routine to execute a process and make it repeatable and scalable
Agile project management requires quick changes and rapid releases
As a consequence workflows have to be very simple

In general for agile software teams the recommendation is to have the following basic workflow states:

To Do	Work that has not been started
In Progress	Work that is actively being looked at by the team
Code Review	Work that is completed, but awaiting review
Done	Work that is completely finished and meets the team's definition of done

These statuses flow from one to the next using transitions which structure the workflow



This workflow is usually used in an issue tracker tool

Each state in the workflow can also be handle by the same developer in the team
Acquiring experience developers in an agile team can handle more and more tasks and workflow steps
Moreover it is the goal of any agile team to be autonomous and handle heterogeneous work

If there is any issue in the workflow this has to be discussed in the team's retrospective
Each team will have slightly different values based on their project, technology stack, and method in which they like to work
That's why it's important to choose an issue tracker that has a flexible workflow configuration

To work efficiently you need to optimize your workflow
To do so you should define statues that still clearly communicate what phase a piece of work is in
Project statuses can also be shared with the rest of the organization
When building a workflow, think about which metrics are important to report on and what non-team members might be interested in learning

A well designed workflow answers the following questions:

- What work has the team completed?
- Is the backlog of work increasing or keeping pace with the team?
- How many items are in each status?
- Are there any bottlenecks that are slowing the team down?
- How long does it take to complete an average task?
- How many work items didn't pass our quality standards the first time around?

To optimize a workflow you should ensure a steady stream of work through the workflow
A minimum and maximum number of issues in a particular state of the workflow should be defined
This is done through Work-in-progress (WIP) limits

In this way we make sure each state in the workflow has enough work to keep the team fully utilized, keeping also an eye that the team does not lose focus
Enforcing work-in-progress limits will quickly show which processes in the team are slowing down the overall work through the pipeline