

# Best practices (distilled) for team projects

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#### Best practices

- 0. Validate,
- 1. Design docs,
- 2. UX/UI design,
- 3. Customer feedback,
- 4. Inital Planning and ETA,
- 5. Do the work,

#### Best practices

- 6. Working as a (sport) team,
- 7. Track progress + update every 1-2 weeks the plan,
- 8. Release checklists,
- 9. Alpha/Beta/RC/Release.

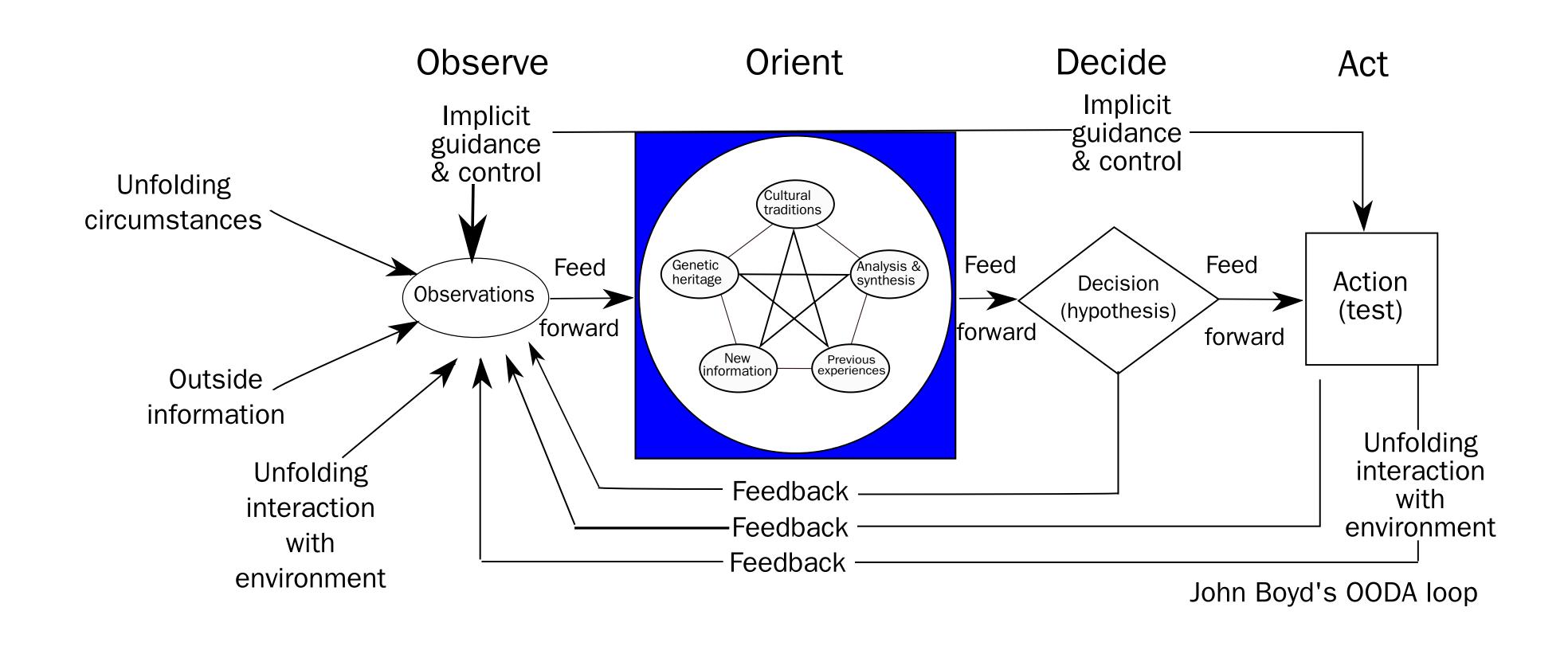
# Everything is an experiment & everything is an iteration

- Do-and-learn,
- Driven by the team\*.

#### Everything is an experiment and iteration

- 1. Retrospective per project (+ team retros),
- 2. Keep and update project how-to / internal wiki,
- 3. Pre-mortem,
- 4. Post-mortem,
- 5. Communication with the user / data.

# Everything is an experiment and iteration OODA:



## Engineering Culture

#### Strong foundation:

- 1. Safe environment (see 1 and 2),
- 2. Ownership,
- 3. Drum beat by the people who do the most of the work,
- 4. Pragmatism,
- 5. Product teams!

#### Engineering Culture

Quality of communication:

- 2x yes, and...;
- Strong opinion, weak held (see the original post and not-a-silver-bullet);
- number of f-given;
- trust, goal: you do not need to be involved in all the discussions.

#### Consider

- Size of the team and the company,
- Experience of the engineers,
- Product maturity,
- etc.

#### 0. Validate idea

Test/Validate the idea before writing code:

- 1. Mockups,
- 2. Code examples / API,
- 3. Share design.

You might also want to check Lean UX.

# 1. Design (engineering) docs

- With DRI,
- Thinking on paper,
- Opportunity to discuss and give feedback,
- Examples: 1 and 2,
- My favorite format: Google Docs and slack,
- A good place to track design decions later.

# 2. UX/UI design

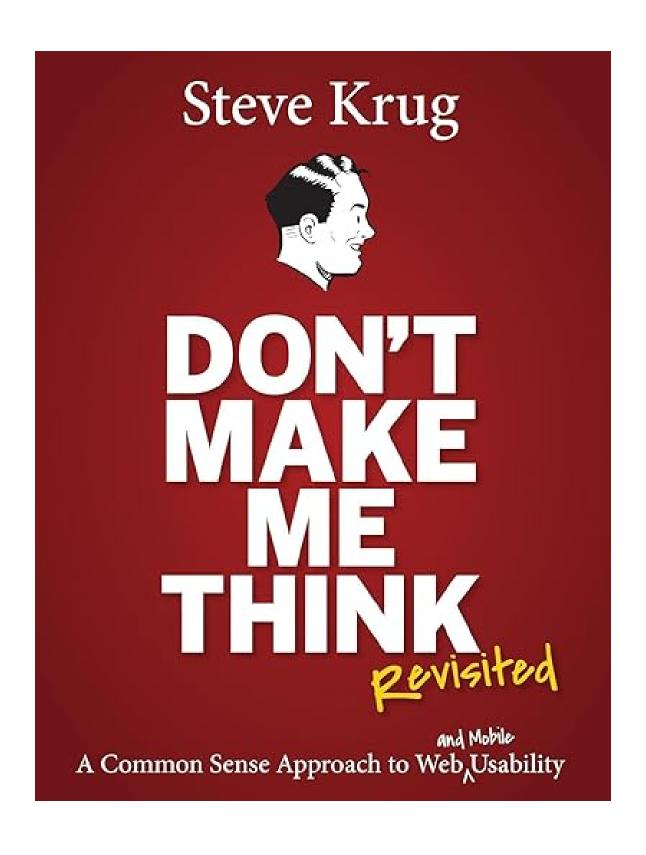
- High(er) quality mockups;
- Good to agree what good UX feedback is;
- Recommendation: Figma.

#### 3. Customer feedback

- Not only in the beginning, continuously reach out for feedback;
- Does not need to be a complex process (see book);
- Design Doc, code example, ...;
- Qualitative and Quantitative;
- Check tips from YC.

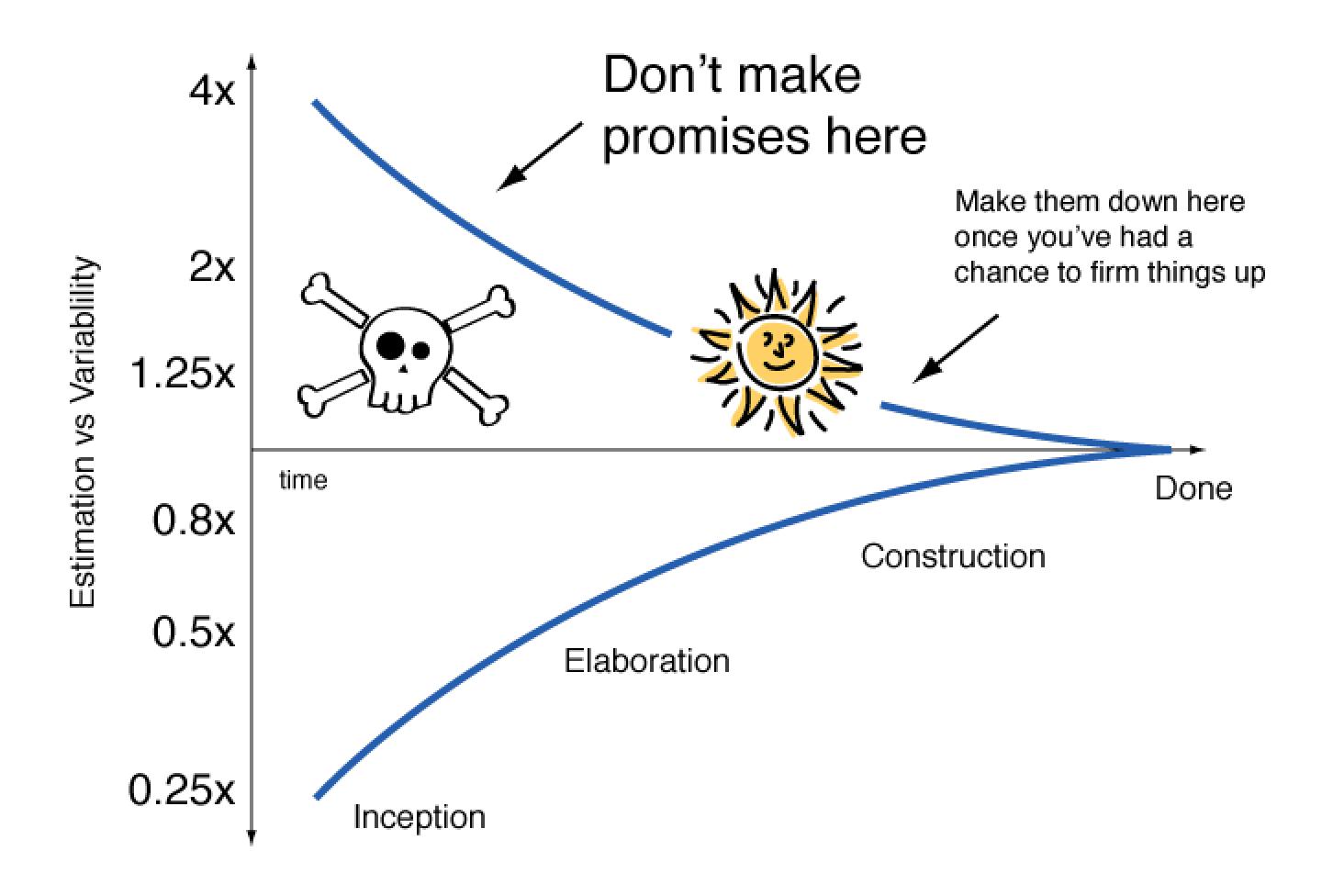
## 3. Customer feedback

Good start:



- Planning is everything;
- The first iteration is a sketch;
- ETA;
- The further into the future, the larger the unit of measurement.

Be aware / communicate:



- Lay few alternatives scenarios out completeness/quality/speed;
- Break up the project in many iterations, each iteration should be deliverable;
- Deliver -> patch/patch / Tracer Bullet Development;
- v1/v2.

Tracer-Bullet Development and Deliver -> patch/patch.

- what we need to learn first, risk to address, key value to deliver;
- MVP?
- Uncharted territory? Spike or PoC.

#### 5. Do work

- 1 week cycles / perspective,
- Focus and cutting Work-In-Progress,
- Important project or functionality:
  - → focus time + take the best engineers;
- Kanban or Scrum.

# 6. Work as a (sport) team

- 1. Daily syncs (driven by the team);
- 2. Working in pairs\* (also pair programming sometimes);
- 3. Swarming;
- 4. Do-ocracy / owning inputs.

#### 6. Work as a team

- Blocked or struggle → let the team know;
- Lower the being-stuck pain point for reaching your mates!

Every 2 weeks:

- 1. Demo session: every project presents what they've done,
- 2. After, update the plan.

#### Demo:

- the best way to present the progress x10;
- Sync and yes-it-is-happening;
- Drum-beat;
- Everything is demoable!

Every 2 weeks;

- Add new tickets/task;
- Update plan and the ETA for v1, v2...;
- Be honest with yourself.

- Live demo!
- Everything is demoable.

#### 8. Release checklist

- Getting the business on the same page;
- Testing;
- Pre-mortem if the rollout is complex;
- Release details;
- Metrics.

#### 8. Release checklists



- Recording know-how;
- Keep quality;
- Do not make unnecessary mistakes..
- •

## 9. Release

Recommended:

- Feature flags,
- Every day shipped to prod.

#### 9. Release

Remember, you have many options to release your software to manage customers' expectations:

• Alpha, (Closed) Beta, RC.

## 10. Metrics

- Start with DORA;
- Deployment frequency and lead time.

## High delivery performace

- Lead Time
- Deployment frequency
- Mean time to Recovery
- Change Fail Percent



## Methology?

- Kanban with weekly cycles following prokanban.org
  my preference,
- SCRUM with 1-week or max 2-weeks cycles.

For larger companies, the concept of flight levels is worth exploring.

## Transparency and communication

Critical for remote teams:

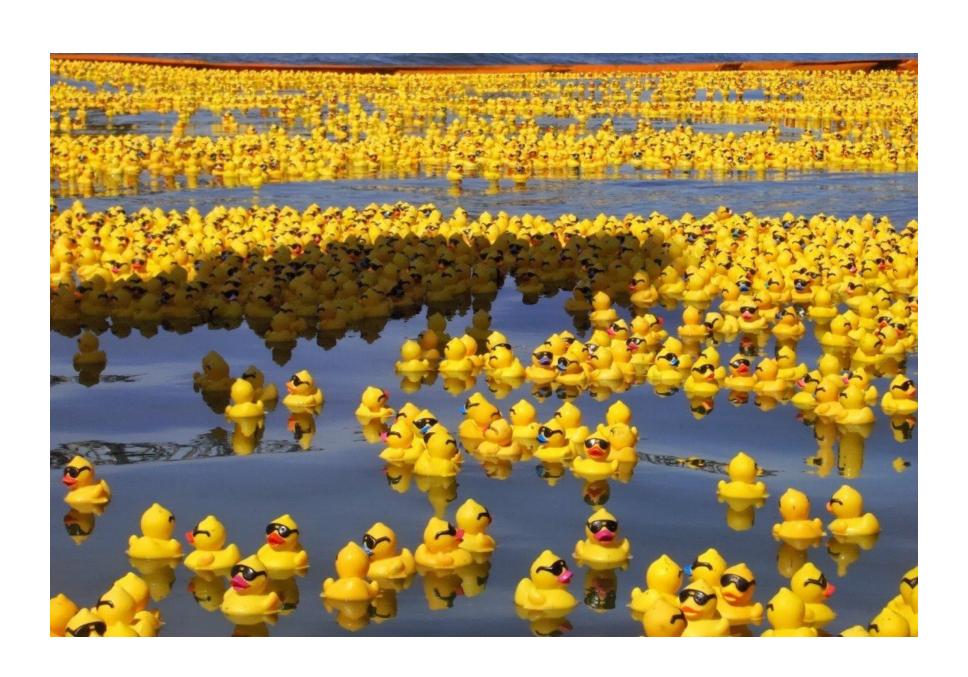
- communicate only on public channels (slack),
- documents only on shared GDrives,
- starting work? Open a PR in draft.

#### Conclusions

- Everything is an iteration
- Everything is an experiment
- Work as a team
- Drum-beat given by the team

#### Conclusions

- We just scratched the surface here:)
- Explore the practices, discuss wih your team;
- Ask your more experienced peers.

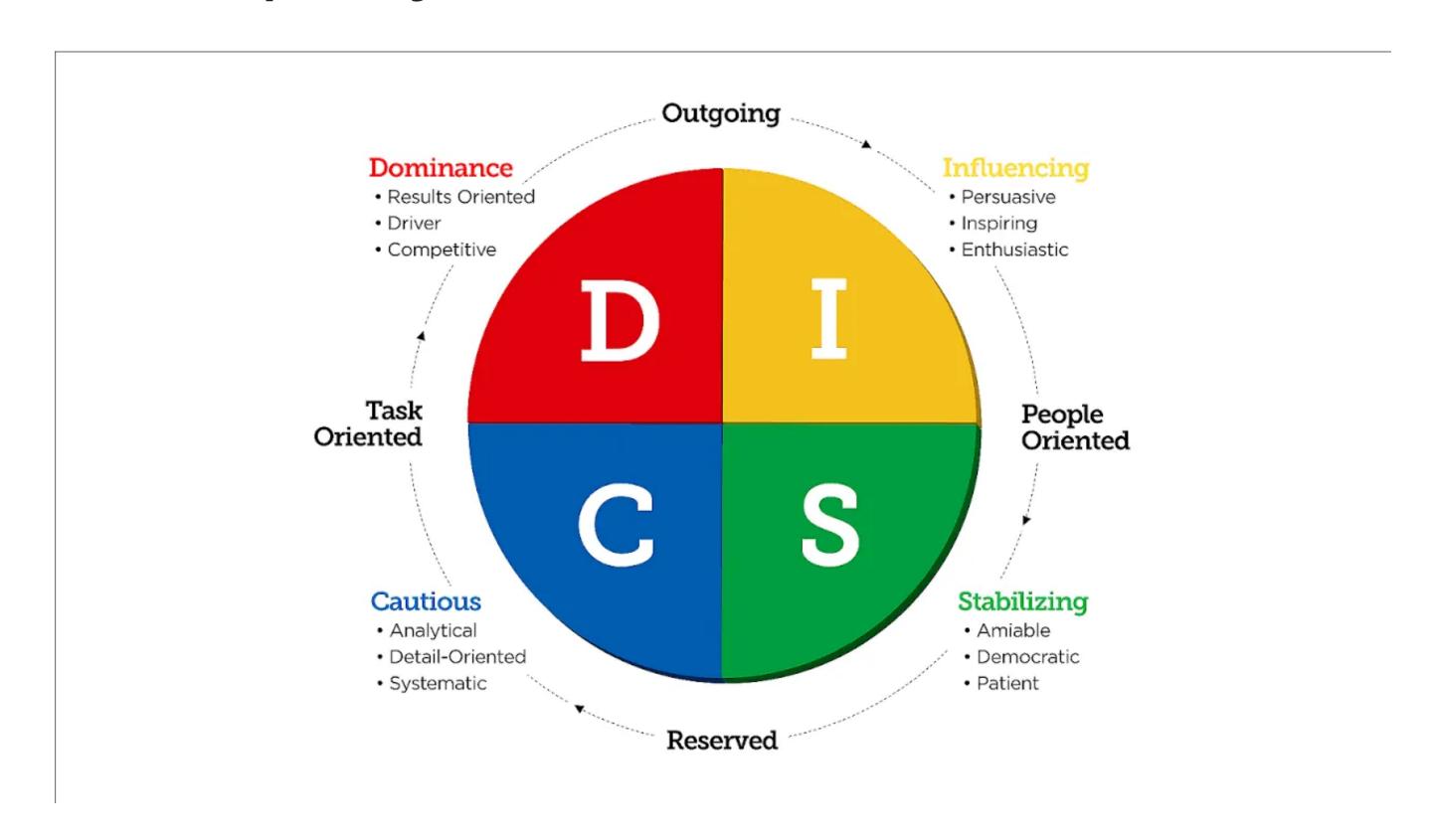


# Questions?



#### Bonus

#### Sharpen your communication skills:



To learn more: manager-tools podcast

#### Misc

Facilitate growth (together):

- Ed Batista the art of self coaching,
- yes, and...,
- masterclass,
- or your own initiatives (guide).

## Time for your project

