Agile Prep and Planning Guide

Business Prep | Staffing | Technical Preparedness

Turning Point
Coaching

Release Prep Checklist

Business Prep
❏ Business understand the value of Scrum
❏ Business identified a Product Owner/SME's who will be available to the Dev team at least 50% of their time
❏ Business people engaged on the project attend Scrum Training
❏ Consensus amongst stakeholders on the proposed release and sequence / priority of Product Backlog (PBL)
❏ Agile tracking tool set up for team and Business team has been trained
❏ PO has created PBL, a proposed Minimal Viable Product (MVP) / Minimal Marketable Feature (MMF) drafted and user stories written for the first Sprint
❏ PO has prioritized the most valuable features / functionality required
❏ Scope / Roadmap understood by the PO, & PO can represent this to the Scrum Team
❏ Vision Statement / Release Goal is drafted (i.e. draft MVP / MMF is identified)
❏ PO is willing to empower the proxies/SME to make critical decisions during the Sprints

Staffing & Prep

- ❏ Vendor contract(s) in place for required project labor or one has been initiated
- ❏ Skill sets and composition of team identified and provided to vendor
    - ❏ Consider new vs. existing application and impact to team composition
- ❏ People have been interviewed, selected and dedicated for Dev Team
- ❏ Deliver Scrum training to Dev Team once selected
- ❏ Provide necessary technical training to Dev Team (e.g. TDD, CI, CD, DevOps, tools, agile practices / patterns, etc.)
- ❏ Dev Team has been on-boarded (e.g. security, laptops configured, tools loaded, etc.)
- ❏ Agile Coach identified for on-shore and/or off-shore
- ❏ Appropriately experienced SM has been identified and allocated for on-shore and/or off-shore with appropriate support for inexperienced SM
- ❏ Identify shared resources required to support the team
- ❏ Provide training to shared resources
- ❏ Agile tracking tool set up for team, access provided and Dev Team has been trained

Release Prep Checklist

Technical Preparedness

- ❏ Agile tool selected and set up for the team
- ❏ Sprint length identified (for programs with multiple teams)
- ❏ Architecture goals / approach defined and reviewed with Dev Team
- ❏ Dev environments (e.g. Dev, Integration, QA, UAT, Staging) ready for use with all required permissions / access granted
- ❏ All Dev Team laptops have required technology stack loaded and tested
- ❏ All Dev Team laptops have appropriate access to Dev environments
- ❏ All related development / testing tools loaded and ready for use on laptops
    - ❏ Vendor laptops have been verified, loaded and tested with technology stack and tools; and network connectivity verified (e.g. Citrix)
- ❏ Coding standards established and presented to the Dev Team
- ❏ Definition of Done (DoD) and Definition of Ready (DoR) have been drafted for review by Dev Team
- ❏ Logistics are established for all related ceremonies (e.g. dates, times, locations, call-in information, etc.)
- ❏ Communication protocols established for team (i.e. overlap times, video conferences, collaboration tools [e.g. Skype, Zoom Slack, Confluence], group email accounts, etc.)
- ❏ Task board is ready for the Dev Team (either electronic or physical)

Release Prep Checklist

Release Planning Agenda - Tailor to the needs of the team / organization

- ❏ Review product roadmap (if applicable)
- ❏ Review scope of project / release & benefits
- ❏ Team forming / team building
    - ❏ Create shared Team vision & Team name
    - ❏ Complete a Team roster with names, emails, cell phone #'s, IM, Skype, etc.
    - ❏ Determine logistics – work times, call-in #'s, URL's, Sprint length, etc.
    - ❏ Learn skills & talents of each person
    - ❏ Discover values
    - ❏ Rules for working together
    - ❏ Discover how to best handle conflict
- ❏ Review architecture / high level design with Dev Team (or existing code base)
- ❏ Review development toolset
- ❏ Review coding standards
- ❏ Create team definition of "ready" (DoR)
- ❏ Create team definition of "done" (DoD)
- ❏ Identify technical dependencies (i.e. environments, architecture, enterprise resources, other teams, etc.)
- ❏ Identify risks & determine if they are Resolved, Owned, Accepted, Mitigated
- ❏ Decompose part of the Release Backlog (RBL)
- ❏ Size entire RBL
- ❏ Determine approach to front running analysis
- ❏ Determine swarming approach by limiting WIP
- ❏ Create Release Sprint Plan (if needed)
- ❏ Create Release Burnup Chart

Need help getting started with Agile or improving output?

We help clients learn and implement Agile strategies that transform outcomes and improve performance. If you're ready to leverage the power of Agile for your company, contact us for a complimentary consultation.

Get in Touch

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