

Agile Get the basics working ignore the big picture for now

Onto getting Epic – the big picture....

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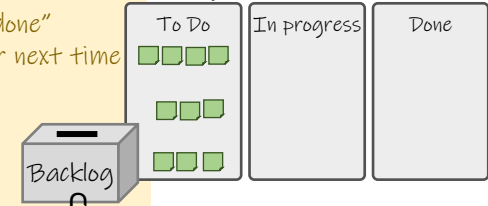
Team iteration retrospective: 15 minutes

- Record the % of post-its (start calling them stories) "done"
- List what went well, what didn't and what to do better next time
- Write 1-2 stories with small incremental improvements

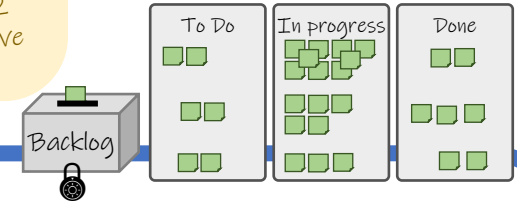
Team plan next iteration: 45 minutes

- Open the box! Chuck the ones that don't make sense
- Pick what you realistically can do in the next 2 weeks
- Explore them, agree owners and 'definition of done'
- Put them up on the "to do" sheet and commit to run the next 2 weeks better than the last 2 weeks; celebrate how far you have already come!

Planning next 2 week iteration



Re-size, clarify and focus



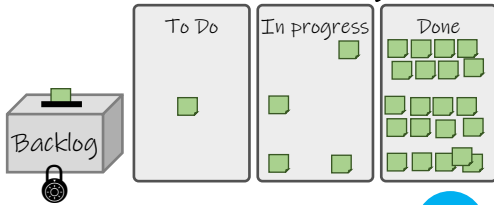
The very next day...

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3

2 weeks later...

2 week surge



The surge (or iteration to give it its proper name)

- EVERY DAY AT THE SAME TIME THE WHOLE TEAM stands round the Kanban and for each "in progress" the owner says what is blocking them. After a few days you'll get this to 10 minutes a go and see progress being made. And people will want to attend. **This is the behaviour you want to build.** Don't let people off the hook & hold your nerve!
- Have a different person lead each daily stand-up.
- Keep adding to the backlog; don't open it (yet...)

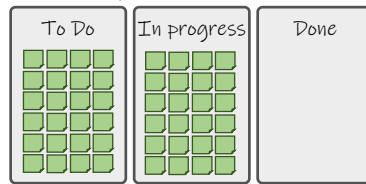
1 hour team workshop

- Stand round Kanban – what can you move into "done". Why have you not "done" more? Some tasks too big? – break them down into manageable chunks. Don't know what 'done' means? – add a "definition of done" statement to each post-it. Too ambitious? – remember for next time!
- Add new ideas into the backlog but **DO NOT OPEN THE BOX** yet.
- And maybe do another cull of post-its into the backlog
- All agree to a 'clear the board in 2 weeks surge'

1 week later...

OMG! So much to do!

My first Kanban!

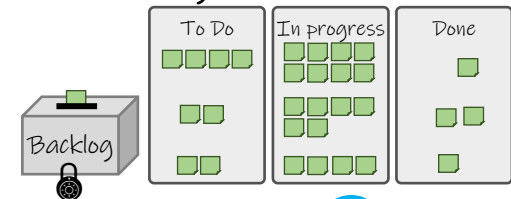


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1 hour team workshop

- Brainstorm all the current & planned activities onto posits and stick on "in progress" or "to do" sheets. Does not need to be comprehensive list.
- Stand round the Kanban: what do you learn from this? Too many post-its?

Seeing the wood from the trees



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1 week later...

1 hour team workshop

- Stand round Kanban – what can you move into "done".
- Go through "to do" and hide the long term, difficult to describe, can do in a few weeks time post-its in the "backlog". Do not open the backlog until I say so!
- You might want to group remaining post-its into 3-4 horizontal swim-lanes; don't over think it – you will change them a few times over coming weeks
- Make sure all post-its have owners so everyone understands their responsibilities

START

You will need

- 3 flipchart pages
- Post-its
- Colourful pens
- Ability to stick to wall
- Ability to lock away – but stick back on the wall every day