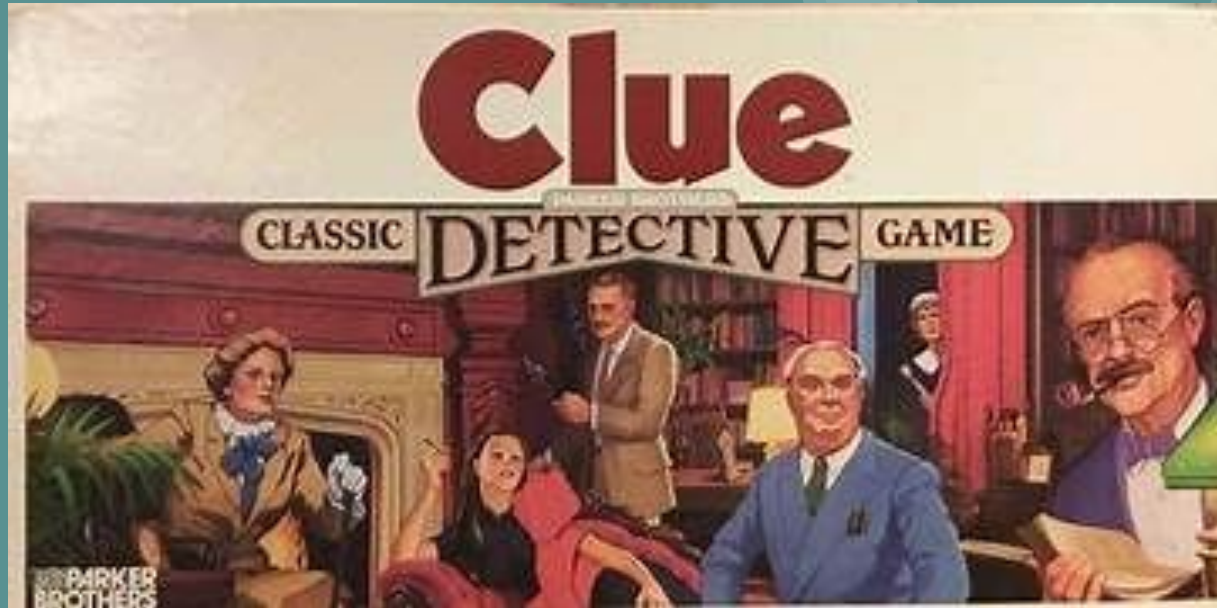
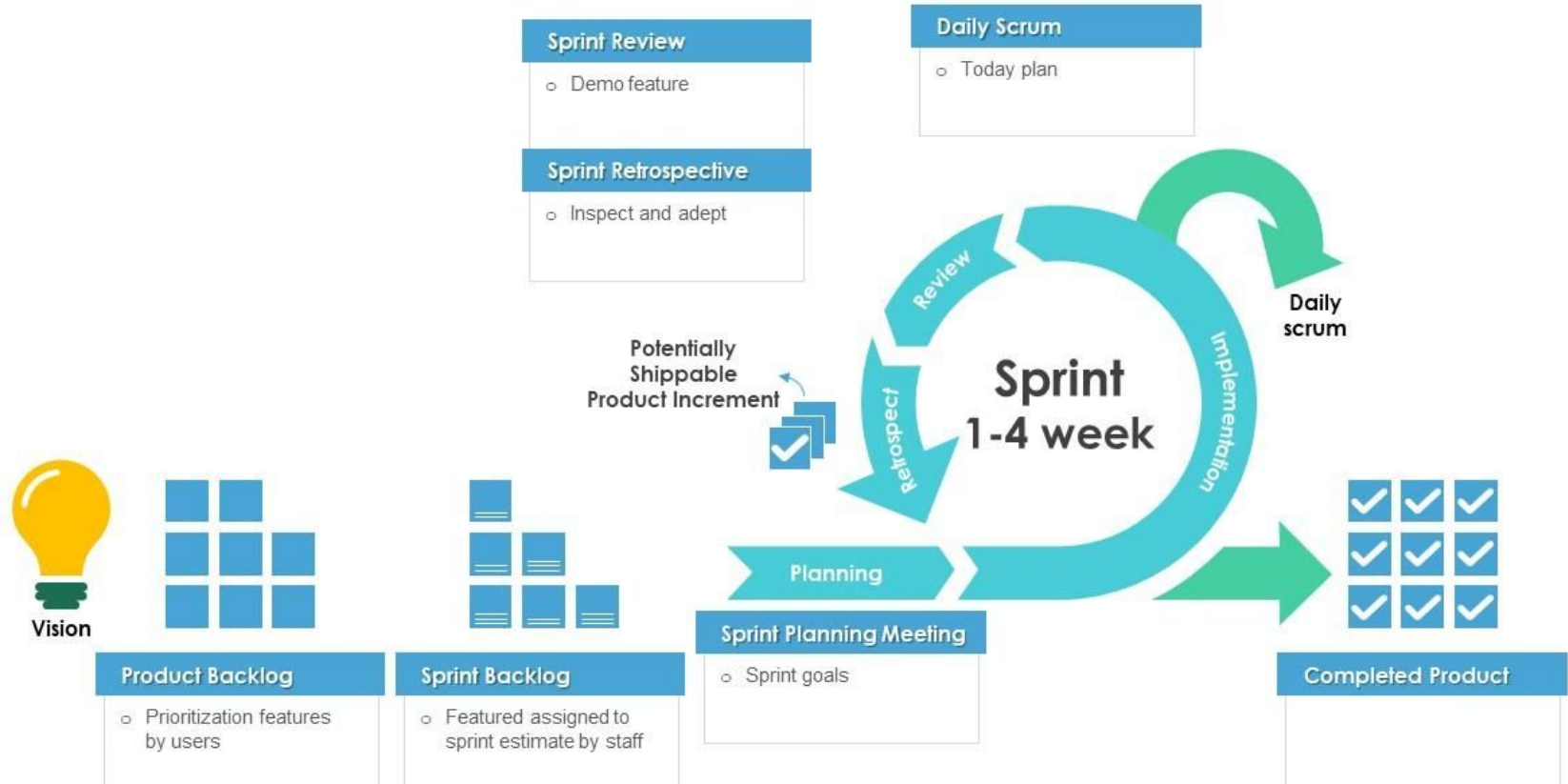


Agile Workshop



Agile Backlog with Sprint Process Management



This slide is 100% editable. Adapt it to your needs and capture your audience's attention.





Gather requirements (**team** + **client**)

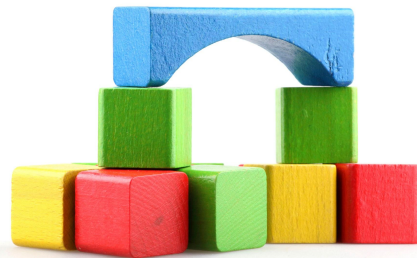
- Meet with client to get the **Product Vision**
- Official requirements doc: [Clue Rules](#)
- Create a **requirements document**
- Send it back to the client to ensure you are starting on the same page
 - “This is what we heard in our meeting, does this sound right?”
- Set expectations
 - “We will demo progress bi-weekly/monthly and have weekly touch points on scope”
 - “Fall break is on the following days so we will be unreachable”





Build backlog (**team**)

- Link to [product backlog](#)
- Write **use cases**
- Maybe come up with some **initial estimates** of effort (S, M, L, XL)
 - **Larger stories** are tasks you know you need to do but not right now. They have the lowest amount of detail. (ex. Make backend, GUI Touch Ups, Develop API)
 - **Smaller stories** have the most detail because they are specific and curated by the team.
- <https://clickup.com/blog/sprint-planning-in-excel/>





Sprint 1 Planning Part 1 (**team** + **client**)

2-week sprint

- Meet with **client**
- Focus on the **what** for this sprint
 - Draw it on paper for quick mockups and fast feedback.
- Come up with use cases, ask client to approve
- Prioritize!
 - What will everyone work on first? Look into `git flow`.



Sprint 1 Planning Part 2 (**team**)

2-week sprint

- Meet with **team**
- Focus on the **how** for this sprint
- Build a sprint backlog
- Crack open each task and spend time
 - Create estimate
 - Who is working on it
 - What are the specific tasks related to it
 - What is the definition of done (tests, code review, client approval, etc.)
- ScrumMaster of team manages backlog



Daily Standup (**team**)



- What did you do **yesterday**?
 - Be brief and focus on the outcomes not tasks. We all have access to the storyboard.
- What are you going to do **today**?
 - How will you impact the codebase or general project direction?
- Do you have any **blockers**?
 - Early detection can be the difference between success and wasted effort
- ScrumMaster of team updates backlog
- ***Any further discussion goes into the parking lot for a follow-up meeting (NO Hijacking standup!)***
- ***Watch out for AMBULANCES!***



Sprint 1 Review / Sprint 2 Planning (**team** + **client**)

- **Inspect** and adapt the product
- Meeting with team **and** client
- Includes a **demo** of Sprint 1 work
- Look at Sprint **Burndown**
- **Sprint 2** Planning (Part 1)
- ***Rinse and Repeat!***





Sprint Retrospective (**team**)

Establish an Environment of Trust

- What went **well**?
 - For each person in the room, what is one thing someone did on the team that benefited the project.
- What went **ok**?
- What **didn't** go so well?
 - For each person in the room, what is one thing someone did on the team that was a detriment to the project. (small or big)
- What is **working** and what is **not**?