

AGILE TEAMS

HOW TO WORK IN AN OPEN TEAM

WHAT IS AGILE?

Agile: The Agile methodology is a substitute to traditional project management, typically used in software development.

- It helps teams react better to the unpredictability of working on a project by having a team work in short burst of time, known as sprints, typically 1 to 2 weeks only.
- Agile is an alternative to Waterfall, or traditional workflow methods.
- Example: RedHat's corporate structure for software development is done entirely in the Agile method

WHY AGILE WORKS

- **Each team members works on a different task independently based on ability**
- **Gives the team freedom to succeed or fail**
- **Allows a team member to present a problem to the team to help solve it**
- **Allows a team to manage themselves**
- **Team holds each member accountable**
- **Team only agrees to do the work that they can manage in the time frame**

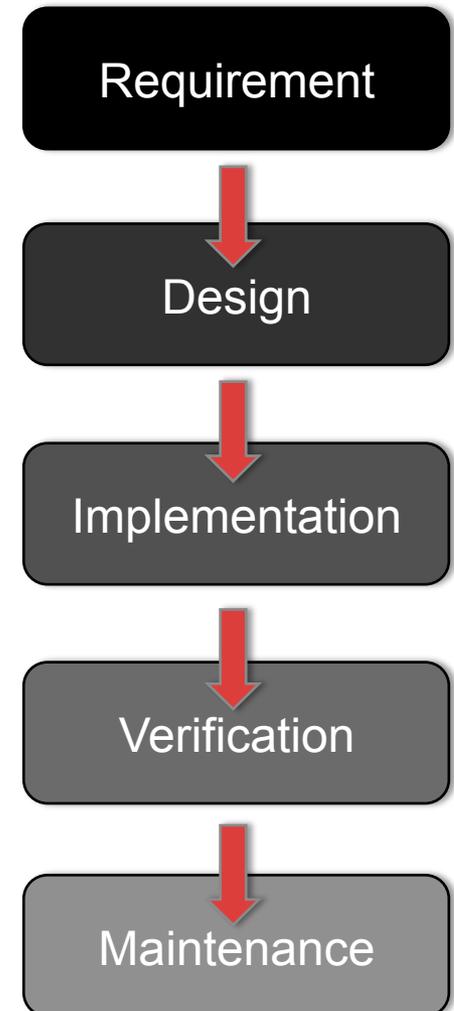
WATERFALL METHOD

The old method of working in a team was the **Waterfall Model**

The **Waterfall Model** is a sequential design process (used in software development processes) in which progress is seen as flowing steadily downwards (like a waterfall) through the phases of conception, initiation, analysis, design, construction, testing, production/implementation and maintenance.

The problem?

- Not as effective for long term projects
- Team gets overwhelmed by work load
- If a project component fails, you may not know until the Verification stage



STEPS TO WORK IN AN AGILE TEAM

- 1. Divide into teams based on personalities types**
- 2. Assign roles**
- 3. Set Sprint time line**
- 4. Set a Goal**
- 5. Brainstorm**
- 6. Set Tasks**
- 7. Assign Tasks to team members**
- 8. Establish times for tasks on Burndown chart**
- 9. Demo**
- 10. Retrospect**

THE TEAM

Product Owner: Responsible for the success of the product. They set the vision for the project by defining the “what”

Agile Coach: Project manager, this person is responsible for ensure that work stays on task in the team and keeps the team on focus. Will also ensure that the team has everything they need to be successful.

Agile/Scrum Team: The workers in the team responsible for completing the assign tasks independently. Each person works on an independent task assigned that is a part of the goal.

AGILE

Sprint: Timetable the team is working in, typically 1 to 2 weeks. Established by the team

Goal: The overall target of the team, what they want to get done

Task: The smaller pieces that allow you to reach your team's goal. Each is assigned to a team member

Swarm: When an issue/problem needs attention, the team will "swarm." Team members will brainstorm and collaborate to decide on the best idea. The idea decided on is not based on leadership, but the idea only

BURNDOWN CHART

Burndown Chart: During a project, after the team established the goal for their sprint, they must figure out how much time each task will need in the sprint before moving on to the next one.

- **The predicted hours needed for each task must equal the total number of hours in the sprint.**
 - If you exceed the time table, then a task must be eliminated.
 - If there is time remaining, a task will need to be added.
- **The team will have to reevaluate the Burndown chart after task is completed.**
- **If it takes longer or shorter than originally predicted, then the other tasks for your team must be reevaluated before continuing. Either reduced or new tasks added to the sprint.**

DAILY STAND UP MEETING

Each day, the team gets together and stands in a circle to answer 3 questions:

- 1. What did I do yesterday?**
- 2. What will I do today?**
- 3. What is blocking me from succeeding?**

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Demo Day: At the end of the Sprint, the team will demonstrate what they achieved/created/accomplished. This allows for feedback as a team and once again to hold team members accountable for their tasks.

Retrospective: at the end of each Sprint, teams complete a retrospective. Team discusses the Sprint.

- What went well?
- What didn't go well?
- What should we change for the next sprint?