

# BA07 - Implementing an Agile Project

## Course Overview

Many of today's Project Management and Business Analyst Professionals are finding themselves leading, managing and analyzing on Agile development teams - only to find that many of the tools and techniques applied when using a traditional project management approach no longer work as effectively or at all. In order to do more than survive in this iterative development environment, today's Project Manager and Business Analyst must employ additional project management and business analysis tools and techniques to effectively lead their teams and deliver their projects.

The course will explore how your projects can easily and successfully make the transition to an effective Agile environment.

Agile Scrum is an incremental, iterative framework for project management and software development - where requirements and solutions evolve through collaboration between self-organizing cross-functional teams. NOTE: This course will earn you 14 PDUs.

## Who Should Attend

Executives, Project Managers, Business Analysts, Business and IT stakeholders working with analysts, Quality and process engineers, technicians, managers; supervisors, team leaders, and process operators; anyone who wants to improve their Business Analysis skills.

## Course Objectives

- Plan, manage and close requirements for software development project in reduced time using Agile Scrum practices
- Minimize project uncertainty and risk by applying Agile principles through the Scrum method
- Ensure your project delivers required functionality and adds value to the business
- Create an environment of self-management for your software development team that will be able to continuously align the delivered software with desired business needs, easily adapting to changing requirements throughout the process.
- Learn how to apply Agile Scrum by measuring and evaluating status based on the undeniable truth of working, testing software, creating a more accurate visibility into the actual progress of projects.

## Course Outline

This is a 2-day class

## Upcoming Dates

Date	Time	Where
12/03/2020	8:00AM - 4:00PM	Online LIVE

[View All Course Dates & Register Today](#)



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## 1 Introduction – Fundamentals of Agile

Why Agile?

Exercise 1a: Waterfall-Lean-Agile Simulation

History & Mindset: Understand how the agile approach arose.

The Agile Lifecycle

Introducing Agile to the organization

Roles and Responsibilities on an Agile project team.

Understand the purpose, the concepts, the theory, and some applications around the importance of people as individuals providing value through working in teams.

Establishing core hours - How will the team work during a day?

How to build end-to-end systems in early iterations

Exercise 1b: How to build end-to-end systems in early iterations

Planning and Managing Business Analysis Communication and Performance

Agile and CMMI

Exercise 1c: Case Study Project

## 2 Assembling the team – Scrum Roles

Value-Driven Development: Understand why agile development focuses so heavily on working products, its more general casting as "value-driven" development, with incremental, iterative and risk-driven approaches. Themes, theory and applications.

Exercise 2a: Identify the "Product Owner"

Identify Project Success Criteria

Exercise 2b: Review the Scrum Cheat Sheet

Establish your Agile team using RACI

Exercise 2c: Build the Scrum Team

## 3 Define the Product and Project Vision

Envision the Product and Project outcomes

Exercise 3a: Review Agile Checklist

Project Chartering (Project Planning)

Assemble the Agile project team – what are their responsibilities?

Compile the Product Backlog (Coarse-Grain Requirements)

Discuss how to Plan Sprints and Releases

Exercise 3b: Product Vision – Goals and Strategies

Establish the Project "time-box"

Exercise 3c: Create a Release Plan

Embrace the High-Level (Coarse-Grain) Plan

Managing different types of Personas on an Agile Project

Identifying and managing "Information Radiators"

Planning in Agile Projects – Common practices that work

Determine how the team will tracking and monitoring activities

Exercise 3c: Establish the Project Time-box

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## 4 Tools and Techniques– Building the Scrum Task board

Communications

Exercise 4a: Discussion – Tools and Techniques for Scrum Planning, Monitoring and Adapting

Scrum Task Board

Exercise 4c: Create a Scrum Task board– Identify work streams

Agile Estimating

Agile Analysis and Design

Burndown Chart

Team Velocity

Soft Skills Negotiation

## 5 Estimating and Prioritizing Effort

Planning Releases. Understand the value, the concepts, the theory and some applications for learning and adapting at all levels and on all topics (the product, the process, the team, and the organization).

Exercise 5a: Brainstorm Business Functionality

Establishing decision and acceptance criteria for user stories

Planning Poker

Exercise 5b: Estimate Effort (Coarse-Grain)

Prioritize themes and releases

Prioritize user stories

Exercise 5c: Confirm the Estimated Effort (Fine Grain)

Estimating team velocity

Preparing for change – Is the organization ready?

Exercise 5d: Hold a daily Scrum and update the Scrum Task Board

Exercise 5e: Conduct a Scrum or Scrums

## 6 Plan the Iteration (Sprint)

Sprint Zero activities

Elements of a successful Sprint Planning meeting

Create a Sprint Backlog

How to create a task board

Exercise 6a: Using the case study – Review Iteration Planning Checklist

Create a Sprint plan – Establishing Sprint success metrics

Exercise 6b: Discussion Sprint “Zero” Activities

Define the vision and Iteration Requirements

Estimating the level of effort (LOE) with the team

Creating user Stories for the Product Backlog – Guidelines to consider

The art of slicing user stories

Exercise 6c: Review the Sprint Plan

Managing the Solution Scope and Requirements using 2-4 week Sprints

Exercise 6d: Adapting a change-driven Project plan that works

Adapting a change-driven (Agile) Project plan that works – what are the key differences from traditional (waterfall) project plans?

Finalize the Iteration Plan and how the team will operate

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## 7 Running the Sprint - from Planning to Review and Retrospective

Managing your Scrums and setting expectations with your team

Exercise 7a: Using the case study – Review the Review

Planning checklist

Using Burndown charts to track progress

Exercise 7b: Using the case study – Review the Review

Retrospective checklist

Manage changes during the Sprint – What questions to ask

Prepare for the Sprint Review

Exercise 7c: Review of roles - Quiz

Obtain Customer Acceptance of the Product Increment

Hold a Sprint Retrospective - What is working and what needs to be improved upon during the Sprints

Update the product backlog - Rework the High-Level (Coarse-Grain) Plan

Plan and Execute the next Sprint

Create an environment for continuous improvement – Product, Process and People

## 8 Additional Information

Useful books and links on Agile