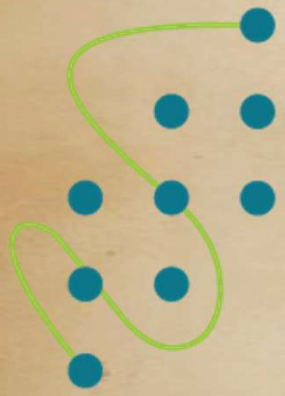
Advanced Certified Scrum Master (A-CSM) Training

via zoom



ROCKET NINE SOLUTIONS

Victor Bonacci
Certified Scrum Trainer
Host of the *Agile Coffee Podcast*
victor@rocketninesolutions.com

V4.1 – Oct 2022

Getting Present

1) Minimize *distractions* in your surroundings

2) Briefly, write down your *intentions* for this session

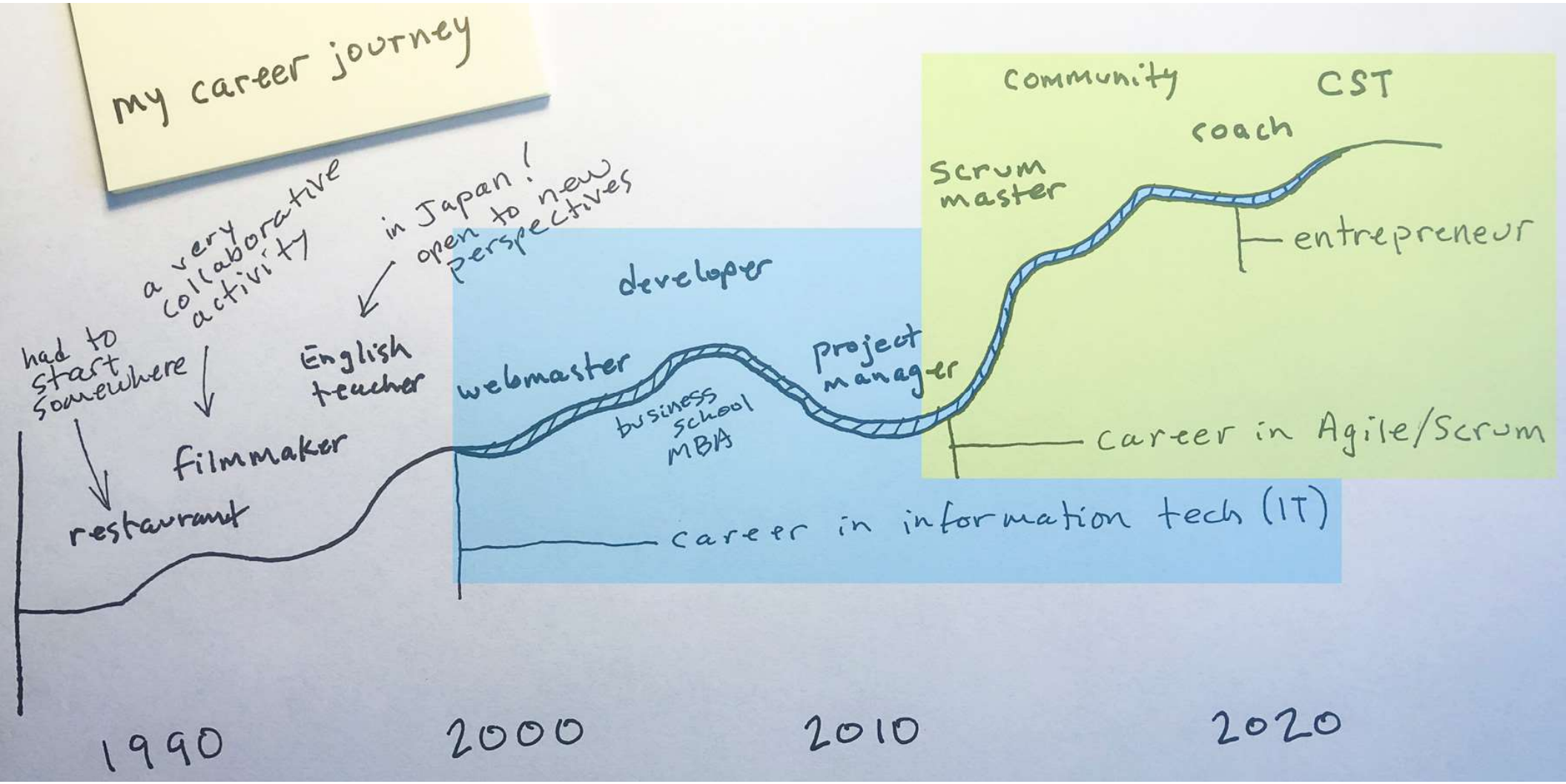
This note will stay private to you only.

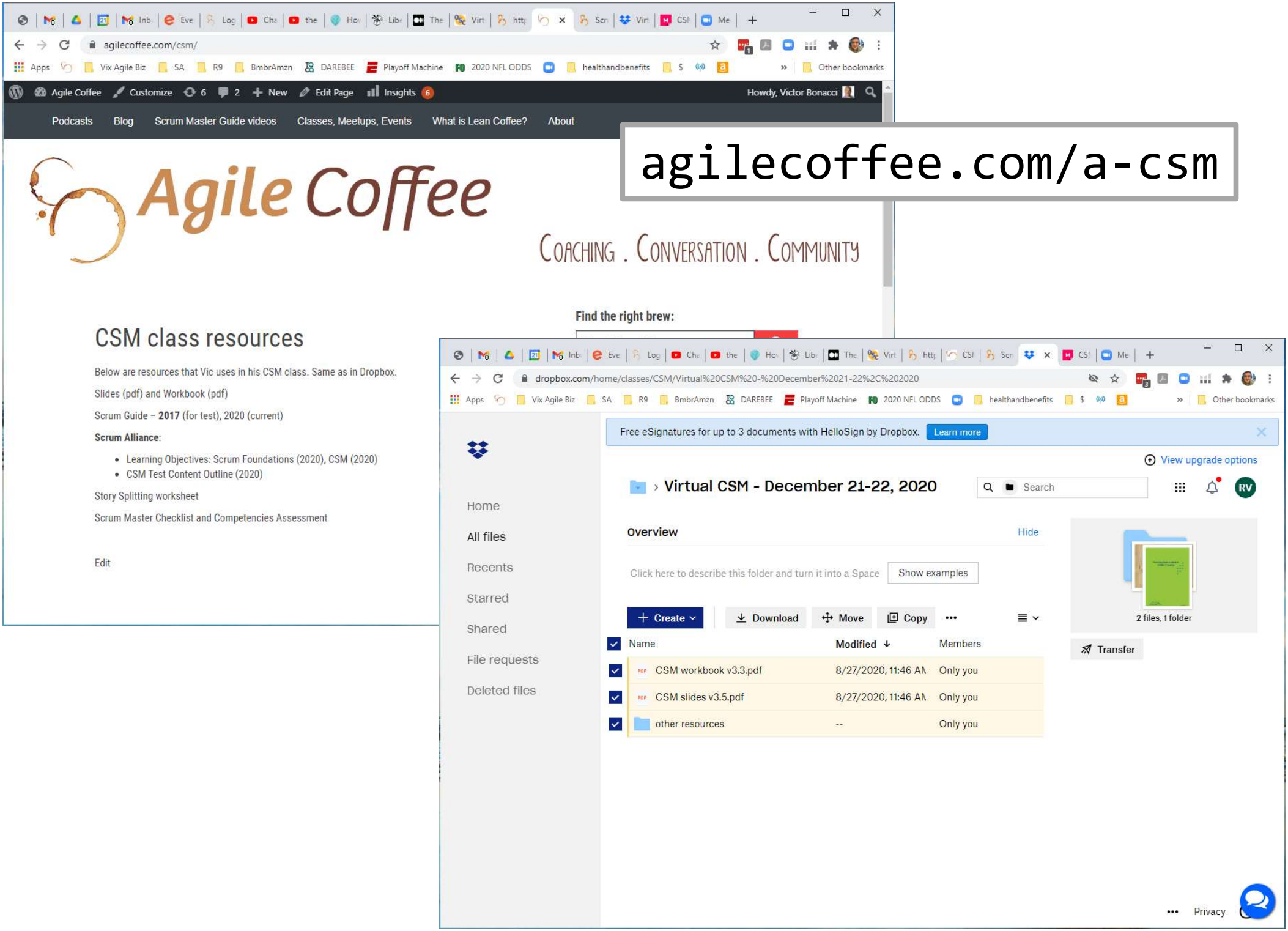
Put in a visible place.

Twitter Check-In

Vic's Journey

Restauranteur, VISTA, Teacher, Filmmaker,
Webmaster, Analyst, Programmer, Tech Lead,
Product Manager, Project Manager, IT Manager,
ScrumMaster, Product Owner, Agile Coach, Scrum Trainer…




agilecoffee.com/csm/
Agile Coffee
Customize
New
Edit Page
Insights
Howdy, Victor Bonacci
Podcasts
Blog
Scrum Master Guide videos
Classes, Meetups, Events
What is Lean Coffee?
About
Agile Coffee
Coaching . Conversation . Community
Find the right brew:
CSM class resources
Below are resources that Vic uses in his CSM class. Same as in Dropbox.
Slides (pdf) and Workbook (pdf)
Scrum Guide – 2017 (for test), 2020 (current)
Scrum Alliance:
Learning Objectives: Scrum Foundations (2020), CSM (2020)
CSM Test Content Outline (2020)
Story Splitting worksheet
Scrum Master Checklist and Competencies Assessment
Edit
agilecoffee.com/a-csm
dropbox.com/home/classes/CSM/Virtual%20CSM%20-%20December%2021-22%2C%202020
Free eSignatures for up to 3 documents with HelloSign by Dropbox.
Learn more
View upgrade options
Virtual CSM - December 21-22, 2020
Search
Home
All files
Recents
Starred
Shared
File requests
Deleted files
Overview
Hide
Click here to describe this folder and turn it into a Space
Show examples
Create
Download
Move
Copy
2 files, 1 folder
Transfer
Name
Modified
Members
CSM workbook v3.3.pdf
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Only you
CSM slides v3.5.pdf
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other resources
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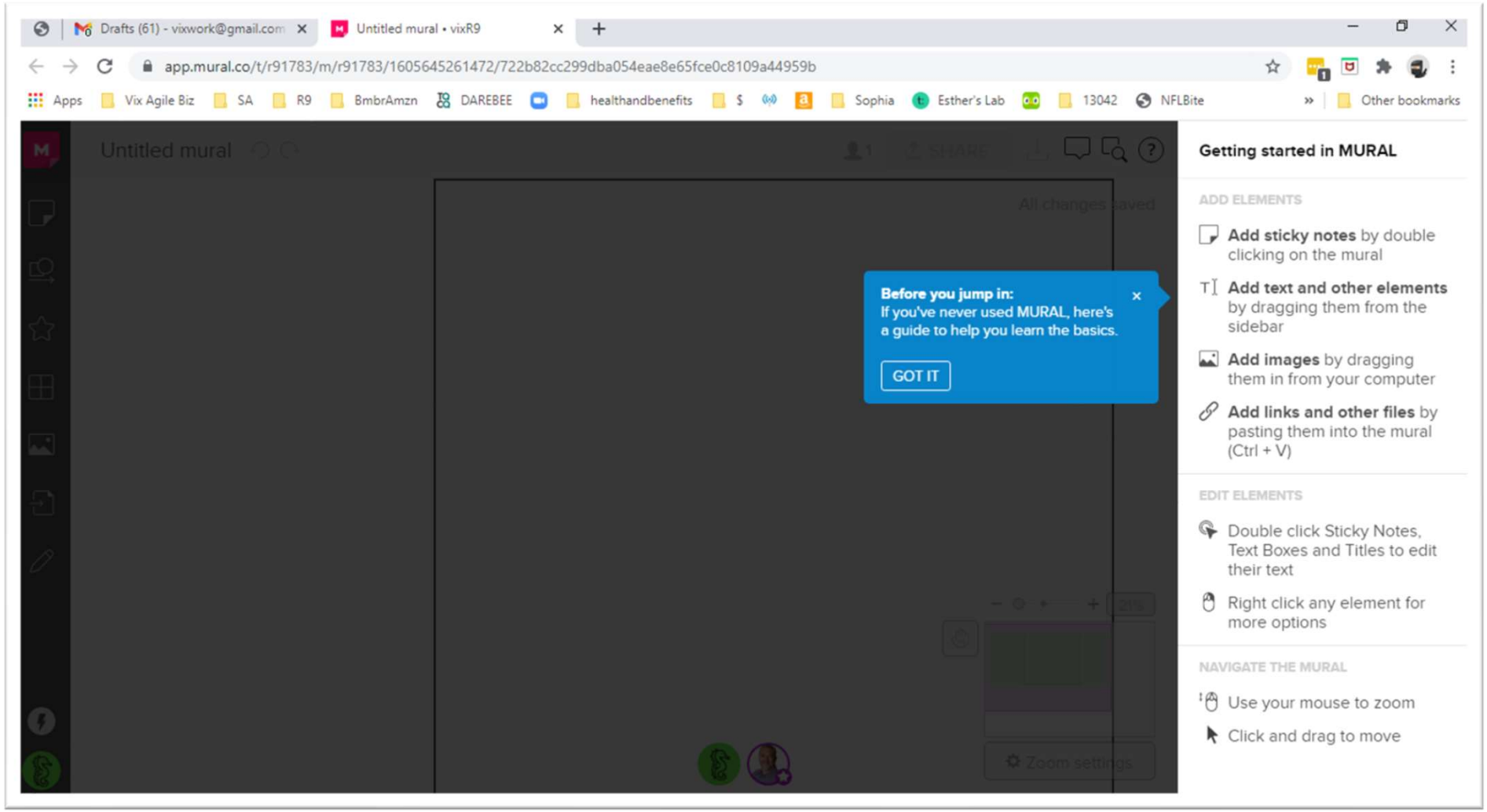
Only you
Privacy

MURAL

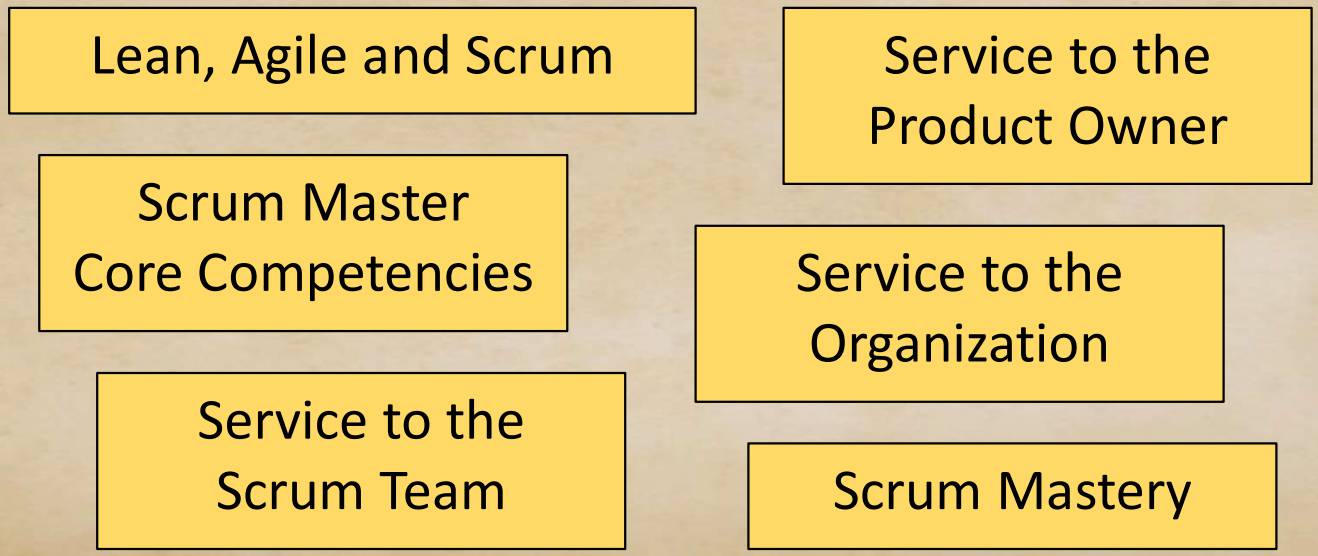

Drafts (61) - vixwork@gmail.com
Untitled mural • vixR9
app.mural.co/t/r91783/m/r91783/1605645261472/722b82cc299dba054eae8e65fce0c8109a44959b
Apps
Vix Agile Biz
SA
R9
BmbrAmzn
DAREBEE
healthandbenefits
$
Sophia
Esther's Lab
13042
NFLBite
Other bookmarks
Untitled mural
SHARE
All changes saved
Before you jump in:
If you've never used MURAL, here's a guide to help you learn the basics.
GOT IT
Zoom settings
Getting started in MURAL
ADD ELEMENTS
Add sticky notes by double clicking on the mural
Add text and other elements by dragging them from the sidebar
Add images by dragging them in from your computer
Add links and other files by pasting them into the mural (Ctrl + V)
EDIT ELEMENTS
Double click Sticky Notes, Text Boxes and Titles to edit their text
Right click any element for more options
NAVIGATE THE MURAL
Use your mouse to zoom
Click and drag to move

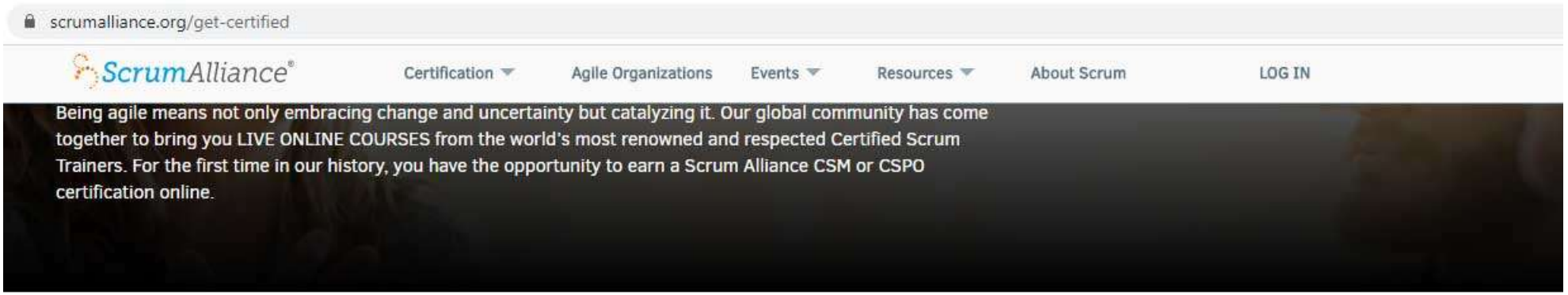
Scrum Alliance Certifications

Source: scrumalliance.org

Course Outline & Learning Objectives

- Visit the Scrum Alliance website for all current details for Advanced Certified ScrumMaster (A-CSM)
- The course Learning Objectives (LOs) are based on:
  - Scrum Guide: http://www.scrumguides.org/
  - Agile Manifesto, 4 values and 12 principles: http://agilemanifesto.org/
  - Scrum Values: https://www.scrumalliance.org/why-scrum/core-scrum-values-roles
- The A-CSM LOs fall into the following categories:





Fast-Track Your Search

WHICH PATH BEST FITS YOUR PROFESSIONAL GOALS?

Scrum Team Member | Agile Leadership | Scrum Coach or Trainer

Certifications by Scrum Team Role

SCRUM MASTER TRACK

Certified ScrumMaster®

Intro course for those wishing to fill the role of Scrum Master or Scrum team member.

Prerequisite: none

Find a course →

Advanced Certified ScrumMaster

Advanced course for Scrum Masters who have one or more years of work experience in that role.

Prerequisite: CSM

PRODUCT OWNER TRACK

Certified Scrum Product Owner®

Intro course for those who are closest to the "business side" of the project.

Prerequisite: none

Find a course →

Advanced Certified Scrum Product Owner

Advanced course for Product Owners who already have one year of experience on a Scrum team.

Prerequisite: CSPO

DEVELOPER TRACK

Certified Scrum Developer®

Intro course for software developers (programmers) who are building software in a Scrum environment.

Prerequisite: none

Find a course →

Read the official Scrum Guide online

Read Online

Download the official Scrum Guide PDF in English

Download (English)

Download the official Scrum Guide in over 30 different languages

Select language & Download

What is Scrum?

Scrum is a framework for developing and sustaining complex products. This Guide contains the definition of Scrum. This definition consists of Scrum's roles, events, artifacts, and the rules that bind them together. Ken Schwaber and Jeff Sutherland developed Scrum; the Scrum Guide is written and provided by them. Together, they stand behind the Scrum Guide.

Share Your Ideas!

If you have ideas for improving the website or the Scrum Guide itself, please share them! You may do so by sending a message to our support e-mail.

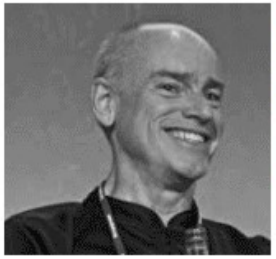
Share an idea

About the creators of Scrum

Meet Jeff Sutherland

Jeff is the co-creator of Scrum and a leading expert on how the framework has evolved to meet the needs of today's business...

Read More



Meet Ken Schwaber

Ken Schwaber co-developed the Scrum process with Jeff Sutherland in the early 1990s to help organizations...

Read More

Even Less Prescriptive

Over the years, the Scrum Guide started getting a bit more prescriptive.

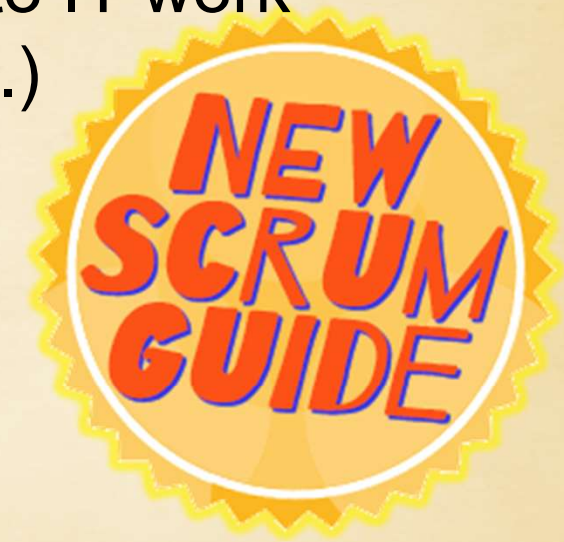
The 2020 version aimed to bring Scrum back to being a minimally sufficient framework by removing or softening prescriptive language.

- removed Daily Scrum questions
- soften language around PBI attributes
- soften language around retro items in Sprint Backlog
- shortened Sprint cancellation section
- and more

Overall Simplification of Language for a Wider Audience

The 2020 Scrum Guide has placed an emphasis on eliminating redundant and complex statements as well as removing any remaining inference to IT work (e.g. testing, system, design, requirement, etc.)

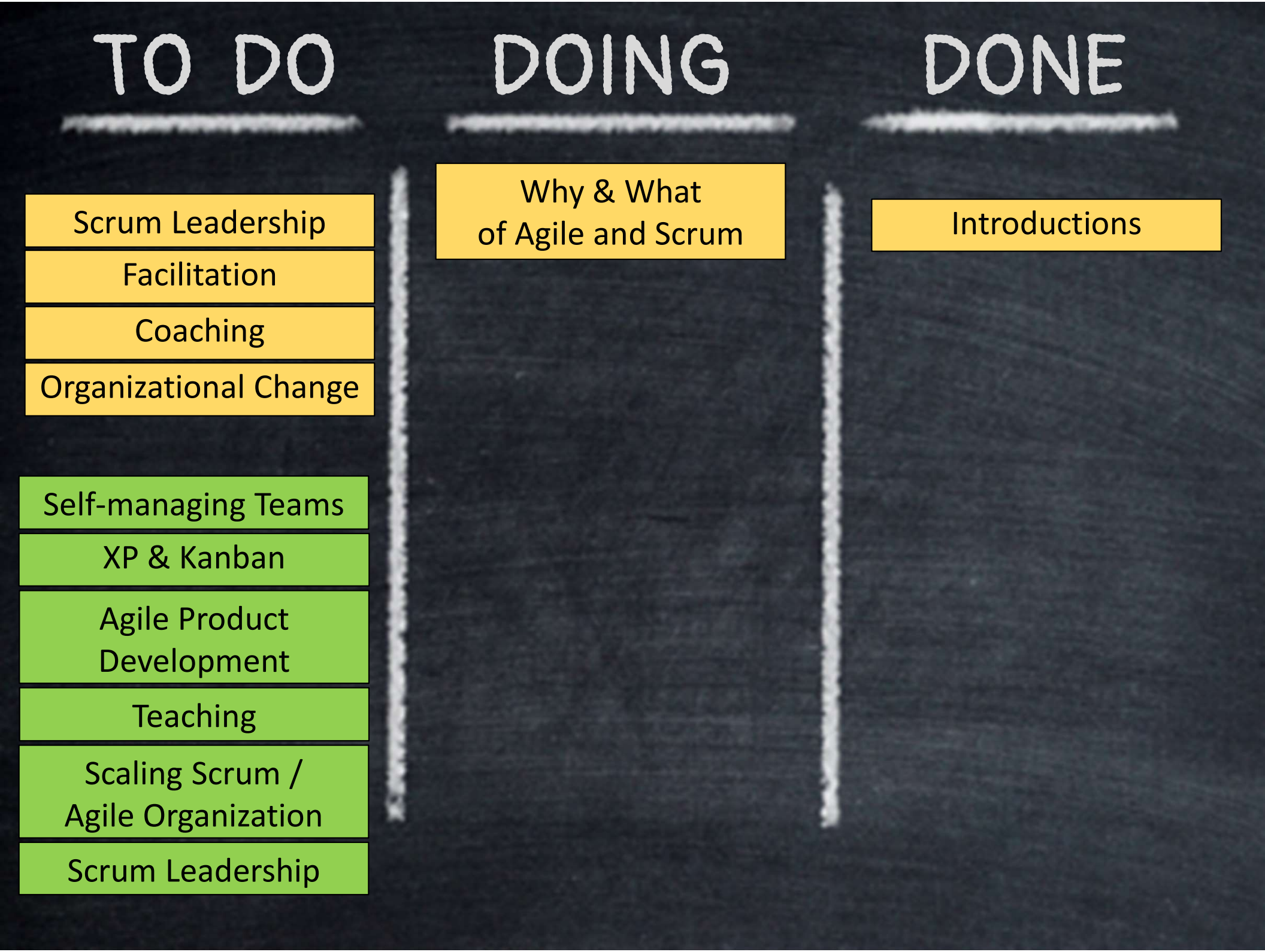
The Scrum Guide is now less than 13 pages.

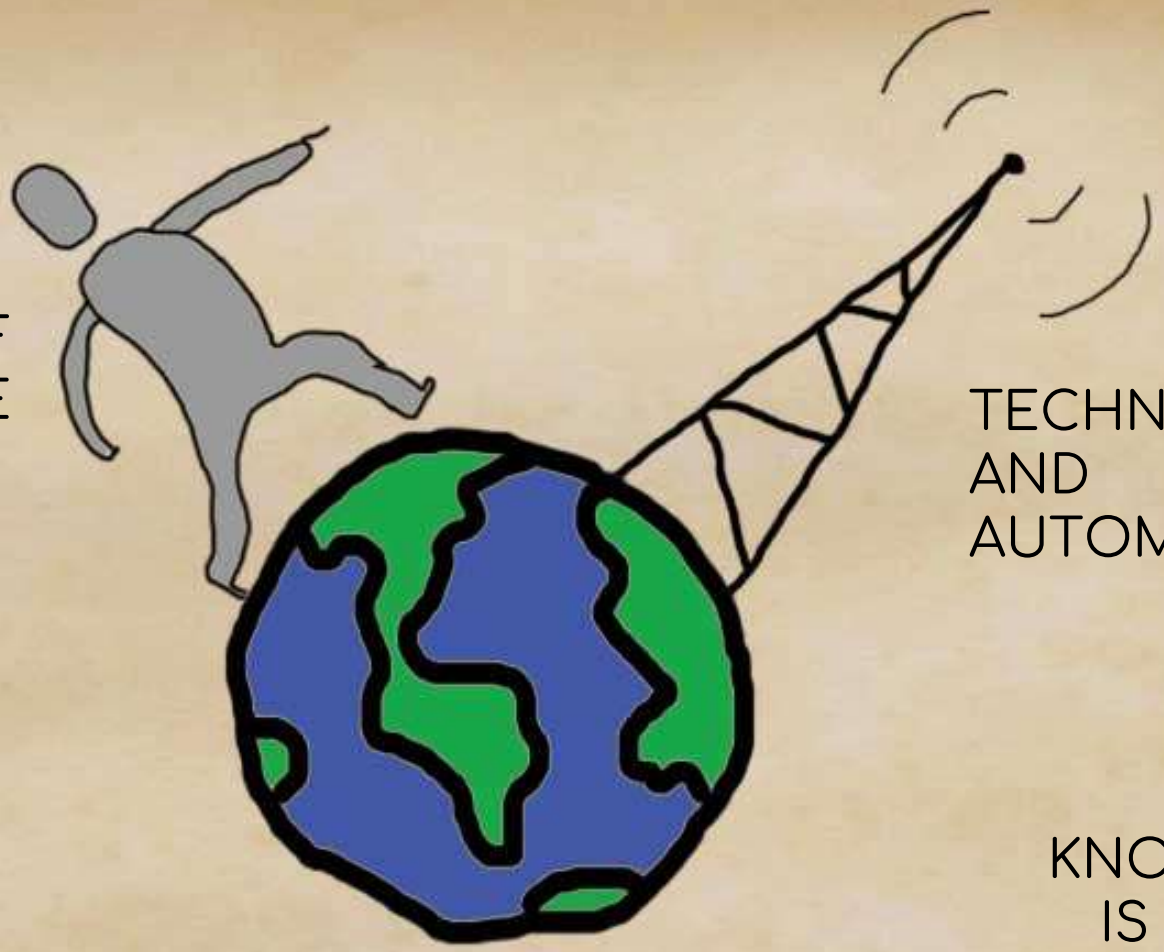


The Breakout Bunch

What are the potential impacts to your team or organization?

As a group, imagine at least three potential impacts due to the adoption of the most recent definition of Scrum.


TO DO
DOING
DONE
Scrum Leadership
Facilitation
Coaching
Organizational Change
Self-managing Teams
XP & Kanban
Agile Product Development
Teaching
Scaling Scrum / Agile Organization
Scrum Leadership
Why & What of Agile and Scrum
Introductions



PACE OF CHANGE

TECHNOLOGY AND AUTOMATION

CUSTOMER EXPECTATIONS

KNOWLEDGE IS NOW A COMMODITY

GLOBALIZATION

PRODUCT COMPLEXITY

HYPER-COMPETITION

INCREASED REGULATIONS

illustration inspired by Pete Behrens, Trail Ridge Consulting

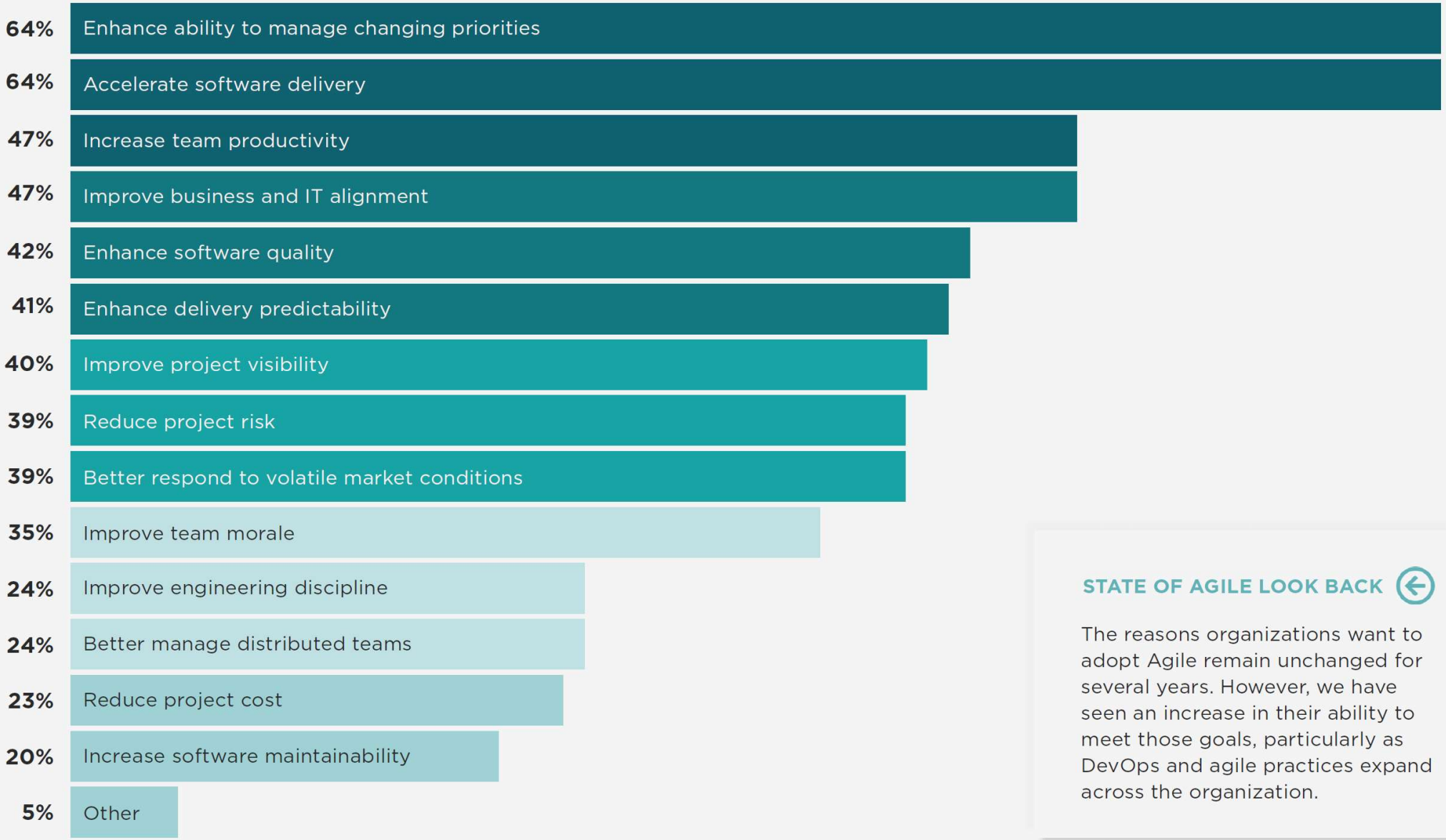
Agile Adoption

15th State of Agile Report (2021)

stateofagile.com

What were the most important reasons for adopting Agile within your team or organization?

**Respondents were able to select multiple responses to this question.*



STATE OF AGILE LOOK BACK

The reasons organizations want to adopt Agile remain unchanged for several years. However, we have seen an increase in their ability to meet those goals, particularly as DevOps and agile practices expand across the organization.

em·pir·i·cism

/əmˈpirəˌsizəm/

the theory that all knowledge is derived from sense-experience. Stimulated by the rise of experimental science, it developed in the 17th and 18th centuries, expounded in particular by John Locke, George Berkeley, and David Hume.

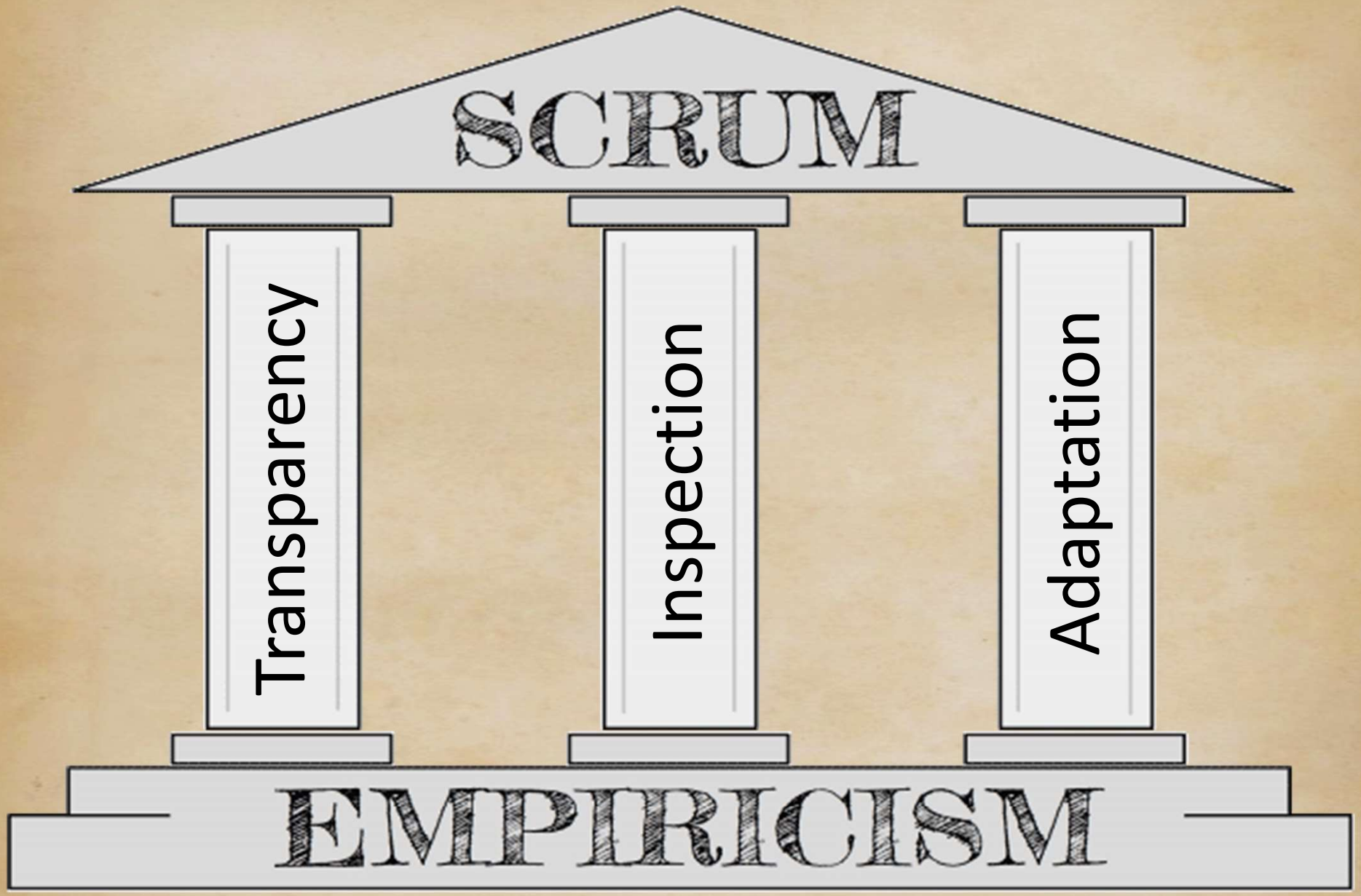
Empirical Process

- Variable Inputs
- Adaptable Process
- Variable Outputs
- Plan-Do-Study-Act

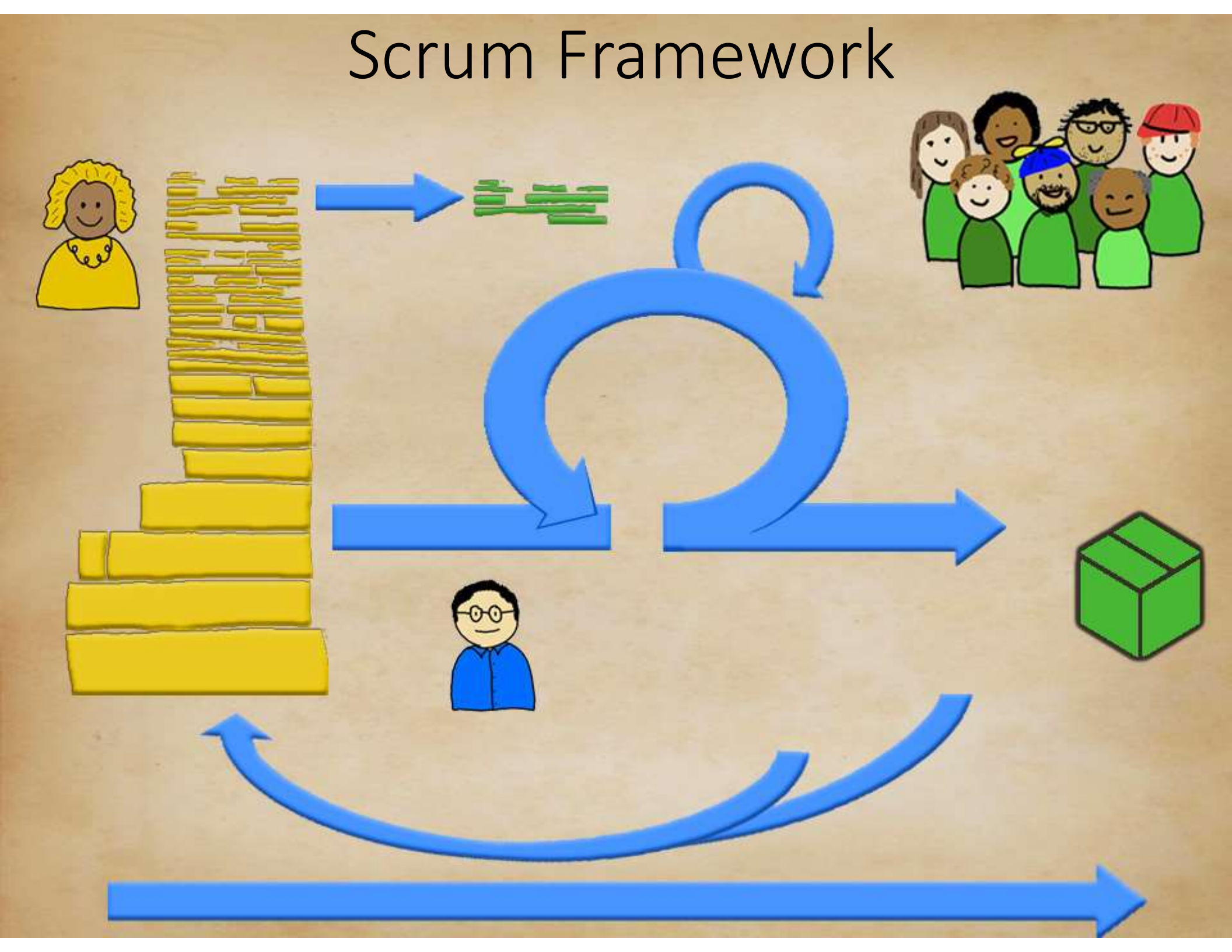
vs

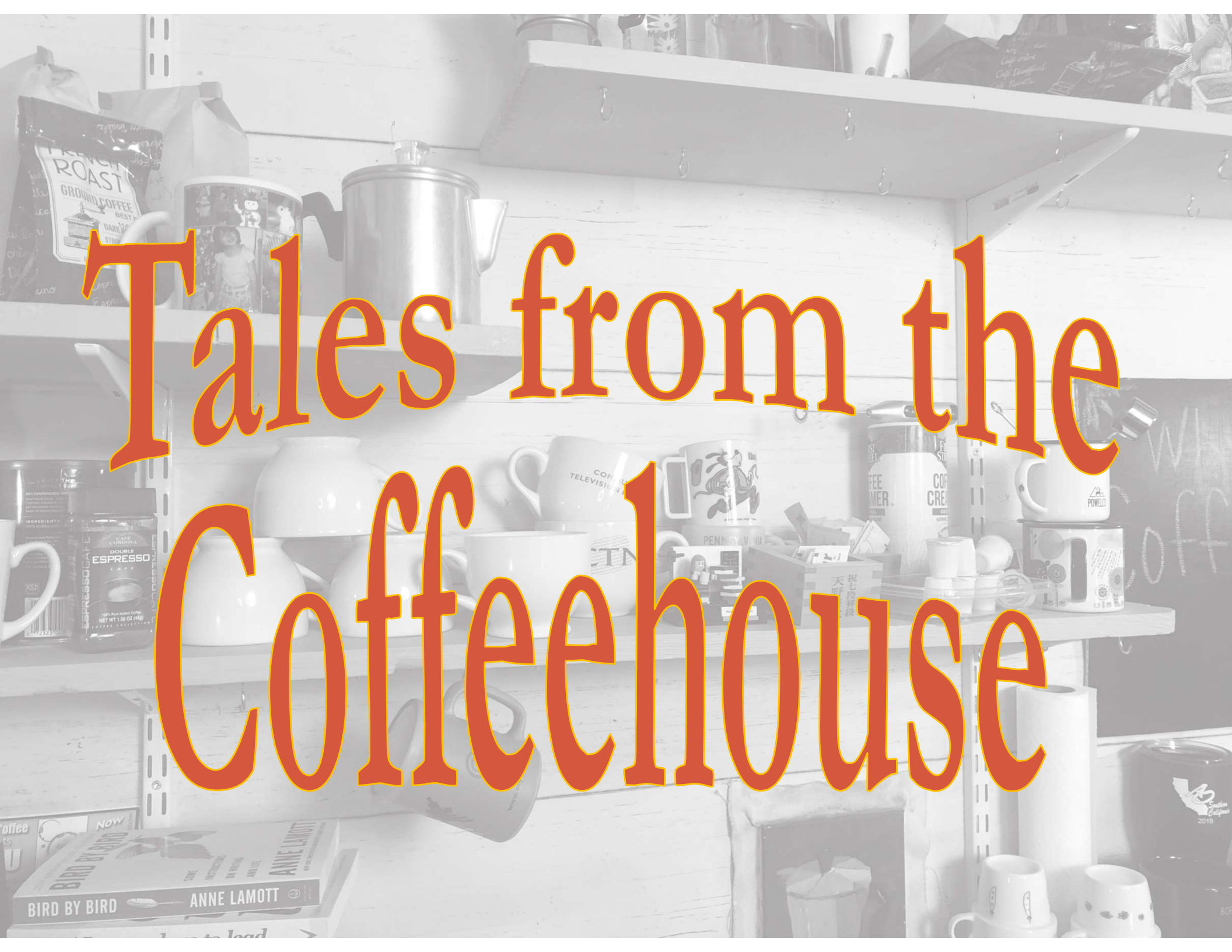
Defined Process

- Known Inputs
- Repeatable Process
- Expected Outputs
- Assumptions


SCRUM
Transparency
Inspection
Adaptation
EMPIRICISM

Scrum Framework





Tales from the Coffeehouse

The Breakout Bunch

Review your Scenario.
As a group, discuss whether Transparency, Inspection and Adaptation are working effectively for the Scrum Team and how they can be improved.

Empiricism: Scrum Events

Sprint:

Sprint Planning:

Daily Scrum:

Sprint Review:

Sprint Retrospective:

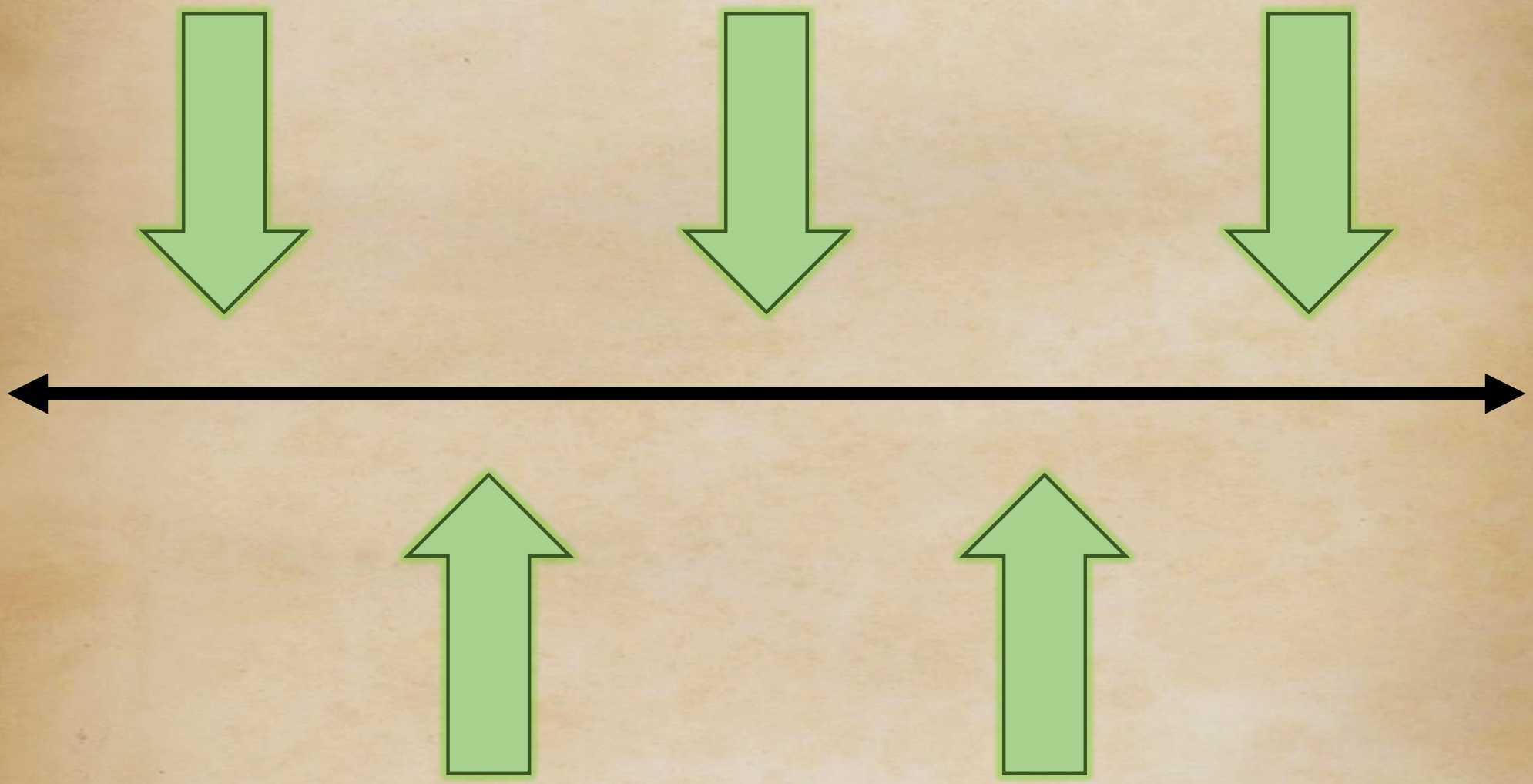
Empiricism: Scrum Artifacts

Product Backlog:

Sprint Backlog:

Increment(s):

Timeline: Agile and Scrum



Increase Quality by Reducing Waste Lean Manufacturing

MANAGING THE DEVELOPMENT OF LARGE SOFTWARE SYSTEMS

Dr. Winston W. Royce

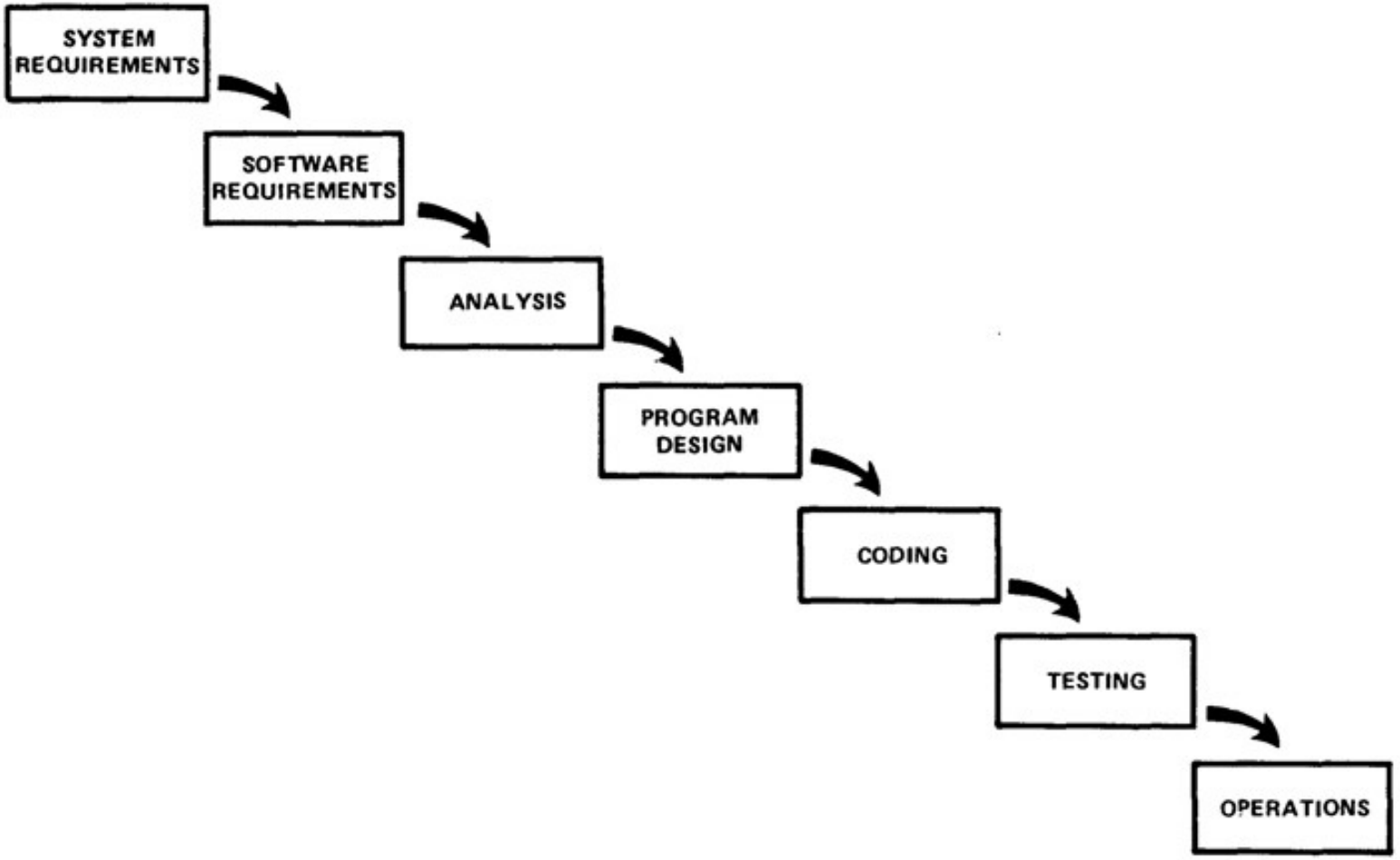


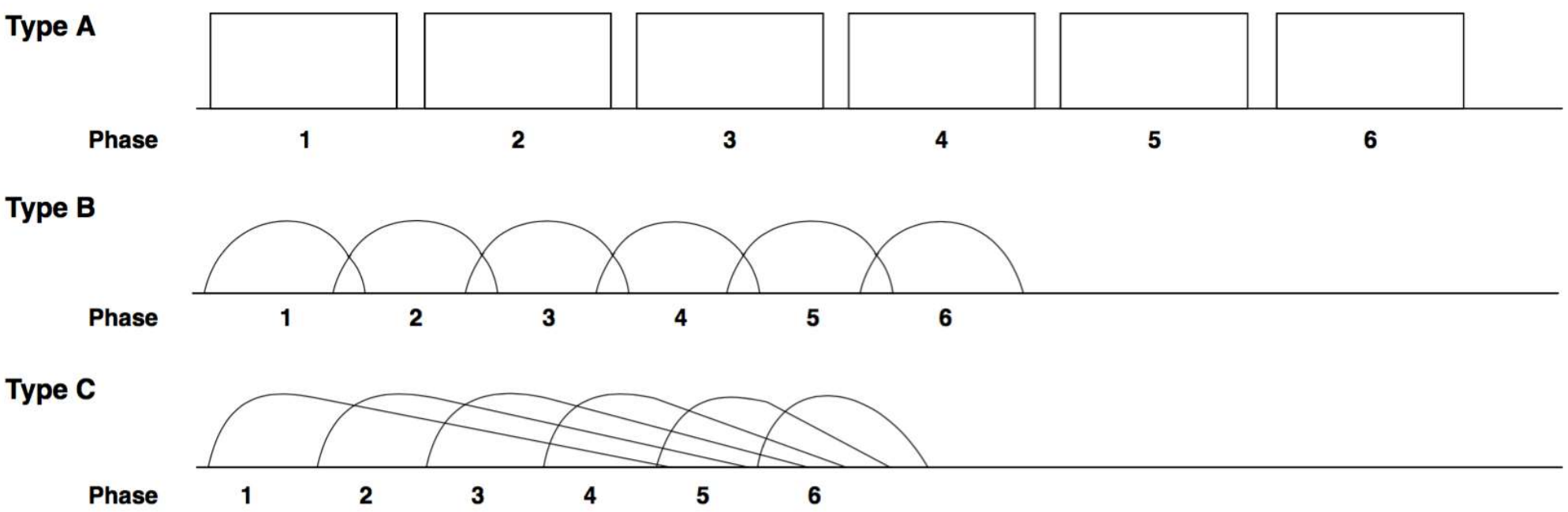
Figure 2. Implementation steps to develop a large computer program for delivery to a customer.

I believe in this concept, but the implementation described above is risky and invites failure. The problem is illustrated in Figure 4. The testing phase which occurs at the end of the development cycle is the first event for which timing, storage, input/output transfers, etc., are experienced as distinguished from

New New Product Development Game (1986)

EXHIBIT 1

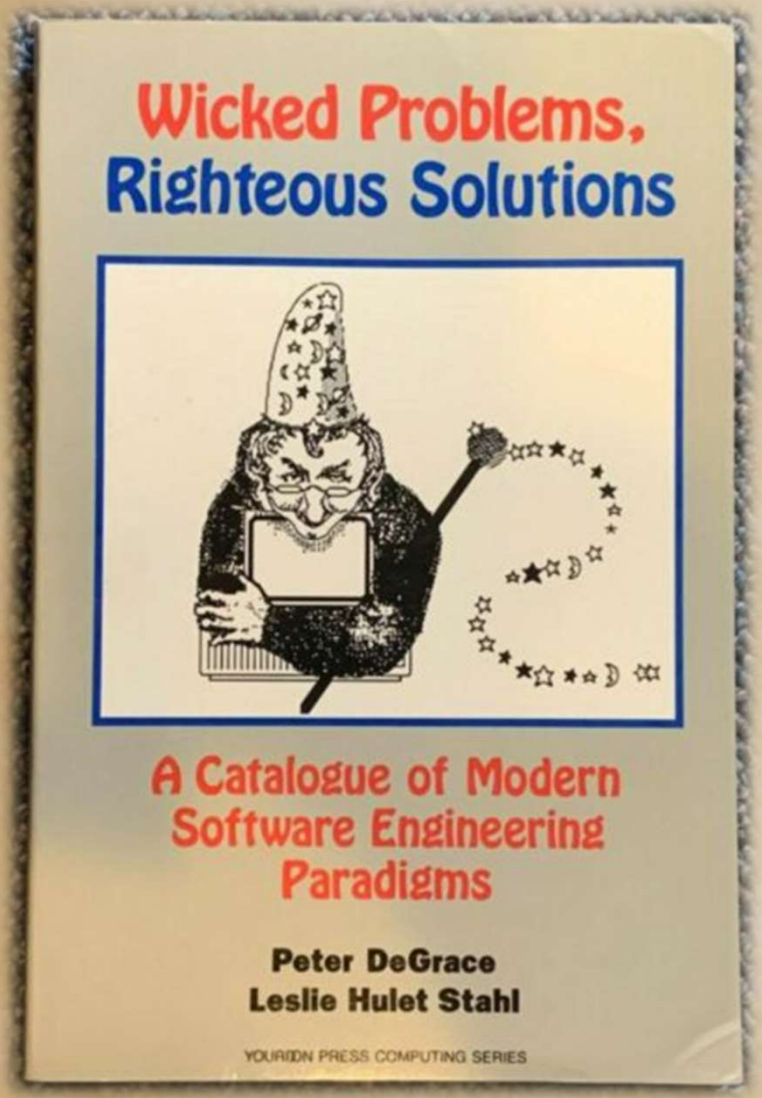
Sequential (A) vs. overlapping (B and C) phases of development



https://hbr.org/1986/01/the-new-new-product-development-game

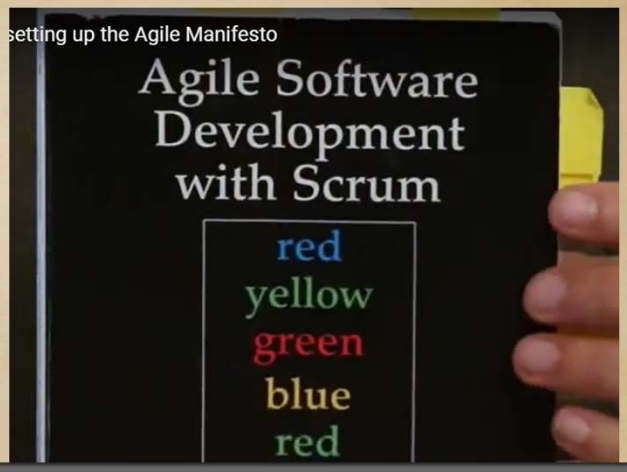

The 1990s
World Cup USA 94
HARRY POTTER
J.K. ROWLING
intel
pentium
eBay
YAHOO!
George
The 19

Wicked Problems, Righteous Solutions (1990)



"This book is a critique of the waterfall model, and a description of a number of alternative models. It has an early description of Sashimi and Scrum applied to software. (Sashimi draws overlapping phases like slices of fish; Scrum gives a team a goal around which it can self-organize.) This book is mostly of historical and background interest."

Review by Bill Wake - https://xp123.com/articles/review-wicked-problems-righteous-solutions/



SCRUM Development Process

Ken Schwaber

Advanced Development Methods
131 Middlesex Turnpike Burlington, MA 01803
email virman@aol.com Fax: (617) 272-0555

ABSTRACT. *The stated, accepted philosophy for systems development is that the development process is a well understood approach that can be planned, estimated, and successfully completed. This has proven incorrect in practice. SCRUM assumes that the systems development process is an unpredictable, complicated process that can only be roughly described as an overall progression. SCRUM defines the systems development process as a loose set of activities that combines known, workable tools and techniques with the best that a development team can devise to build systems. Since these activities are loose, controls to manage the process and inherent risk are used. SCRUM is an enhancement of the commonly used iterative/incremental object-oriented development cycle.*

KEY WORDS: *SCRUM SEI Capability-Maturity-Model Process Empirical*

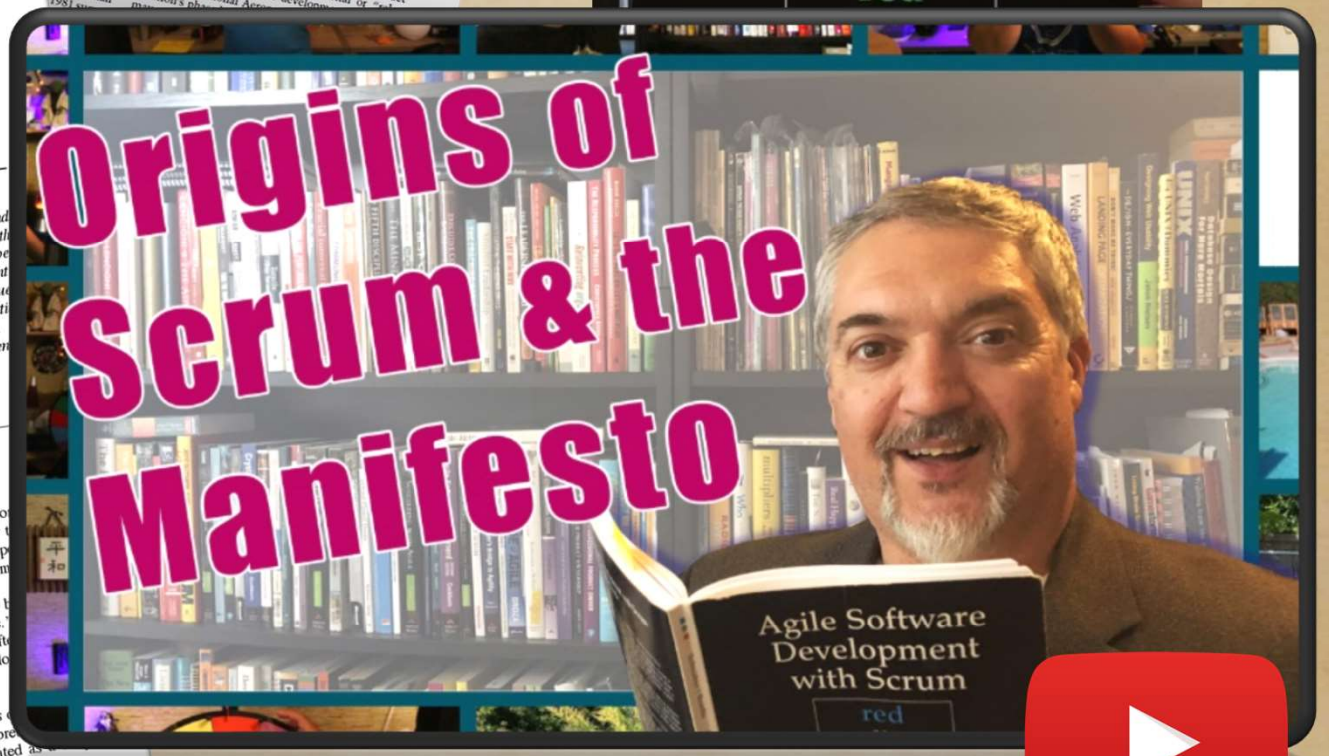
1. Introduction

In this paper we introduce a development process, SCRUM, that treats major po
systems development as a controlled black box. We relate this to complexity t
show why this approach increases flexibility and produces a system that is resp
both initial and additional requirements discovered during the ongoing developm

Numerous approaches to improving the systems development process have b
Each has been touted as providing "significant productivity improvements."
failed to produce dramatic improvements.[1] As Grady Booch noted, "We ofte
condition the software crisis, but frankly, a malady that has carried on this lo
called normal."[2]

Concepts from industrial process control are applied to the field of systems
in this paper. Industrial process control defines processes as either "theore
defined) or "empirical" (black box). When a black box process is treated as

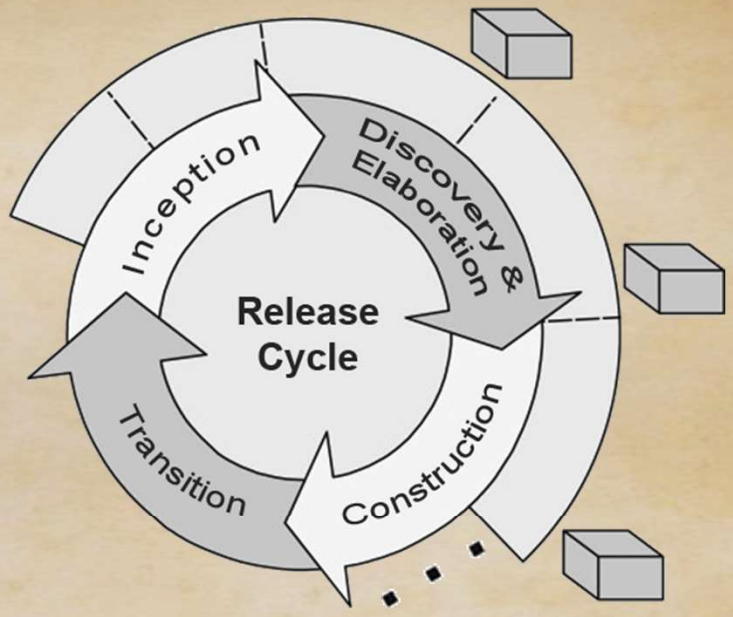
[1] Brooks, F.P. "No silver bullet—essence and accidents of software engineering." Computer 20:4:10-19, April 1987.
[2] Object Oriented Analysis and Design with Applications, p. 8, Grady Booch, The Benjamin/Cummings Publishing Company, Inc., 1994

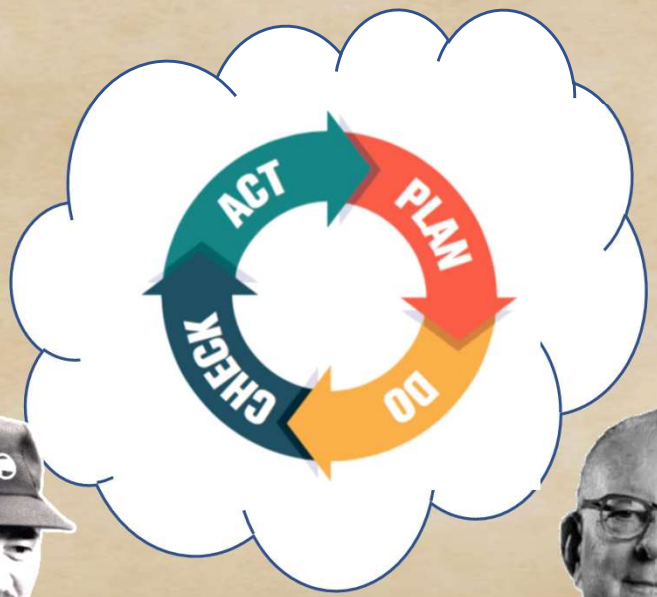


Story of Scrum ~22:00


extreme Programming explained
EMBRACE CHANGE
Robert C. Martin Series
PRENTICE HALL
Clean Code
A Handbook of Agile Software Craftsmanship
Robert C. Martin
20th Anniversary Edition
The Pragmatic Programmer
your journey to mastery
David Thomas
Andrew Hunt
Foreword by Saron Yitbarek
DSDM
Business Focused Development
Second Edition
Cockburn • Highsmith
Series Editors
DSDM Consortium
Jennifer Stapleton
DSDM consortium
Framework for Business Centred Solutions Handbook
DSDM consortium
Adaptive Software Development
A Collaborative Approach to Managing Complex Systems
James A. Highsmith III
Foreword by Ken Orr


Speculate
Learn
Collaborate


Inception
Discovery & Elaboration
Release Cycle
Construction
Transition


ACT
PLAN
CHECK
DO

Snowbird, Utah
February 2001

Manifesto for Agile Software Development

Individuals and Interactions	over	Processes and tools
Working software	over	Comprehensive documentation
Customer collaboration	over	Contract negotiation
Responding to change	over	Following a plan

We are uncovering better ways of developing software by doing it and helping others do it. Through this work we have come to value:

Individuals and interactions *over* processes and tools
Working software *over* comprehensive documentation
Customer collaboration *over* contract negotiation
Responding to change *over* following a plan

That is, while there is value in the items on the right, we value the items on the left more.

Manifesto for Agile Software Development, www.agilemanifesto.org

Principles of the Agile Manifesto

http://agilemanifesto.org/principles

1 Our highest priority is to satisfy the customer through early and continuous delivery of valuable software.

2 Welcome changing requirements, even late in development. Agile processes harness change for the customer's competitive advantage.

3 Deliver working software frequently, from a couple of weeks to a couple of months, with a preference to the shorter timescale.

4 Business people and developers must work together daily throughout the project.

5 Build projects around motivated individuals. Give them the environment and support they need, and trust them to get the job done.

6 The most efficient and effective method of conveying information to and within a development team is face-to-face conversation.

7 Working software is the primary measure of progress.

8 Agile processes promote sustainable development.
The sponsors, developers, and users should be able to maintain a constant pace indefinitely.

9 Continuous attention to technical excellence and good design enhances agility.

10 Simplicity--the art of maximizing the amount of work not done--is essential.

11 The best architectures, requirements, and designs emerge from self-organizing teams.

12 At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behavior accordingly.

The Breakout Bunch

How is Scrum aligned with the values and principles of *the Manifesto for Agile Software Development*?

Principles of the Agile Manifesto

http://agilemanifesto.org/principles

1 Our highest priority is to satisfy the customer through early and continuous delivery of valuable software.

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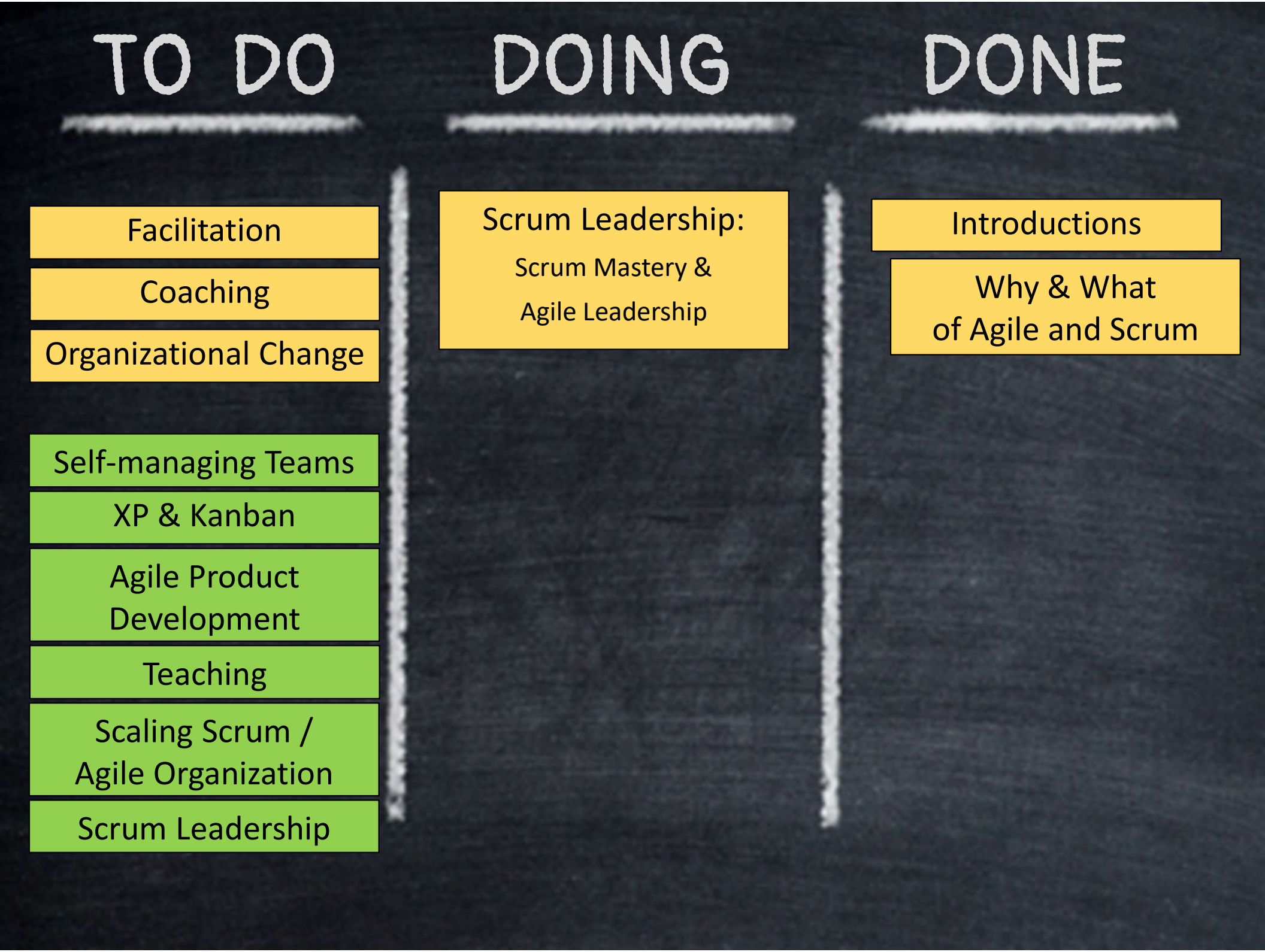

TO DO
DOING
DONE
Facilitation
Coaching
Organizational Change
Self-managing Teams
XP & Kanban
Agile Product Development
Teaching
Scaling Scrum / Agile Organization
Scrum Leadership
Scrum Leadership:
Scrum Mastery &
Agile Leadership
Introductions
Why & What of Agile and Scrum

So you're a Scrum Master …

A Full Time Facilitator?

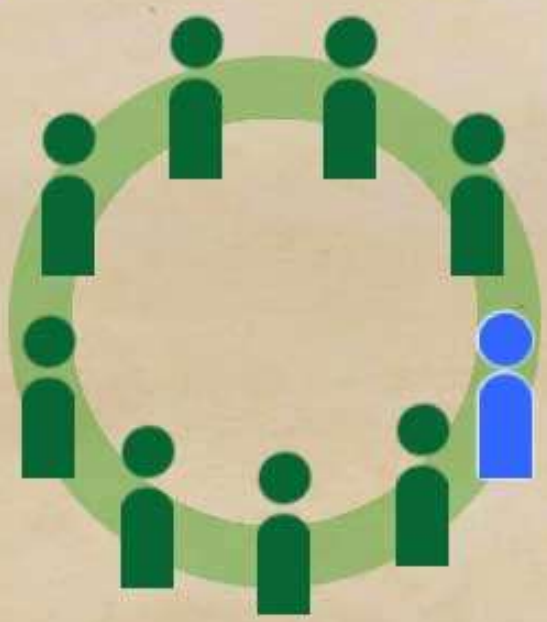
An adequate Scrum Master can handle two or three teams at a time. If you're content to limit your role to organizing meetings, enforcing timeboxes, and responding to the impediments people explicitly report, you can get by with part time attention to this role. Probably nothing catastrophic will happen.

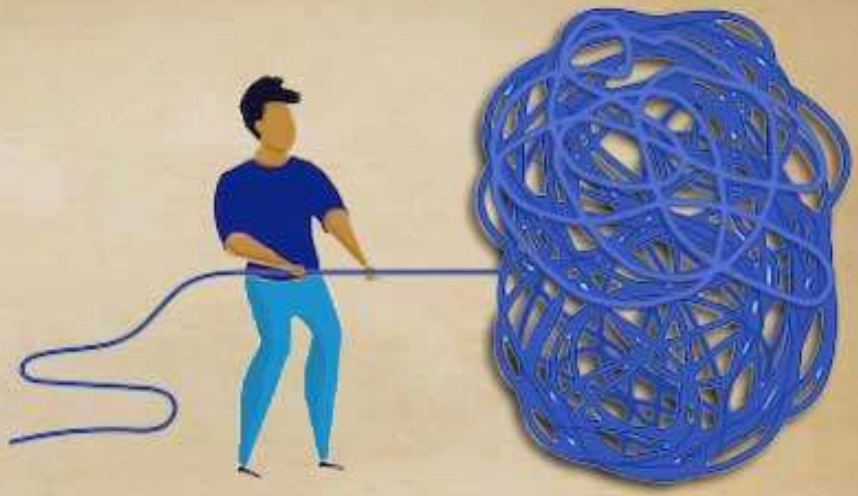
But if you envision a team that succeeds at things they didn't previously realize they could do, consider being a *great* Scrum Master.

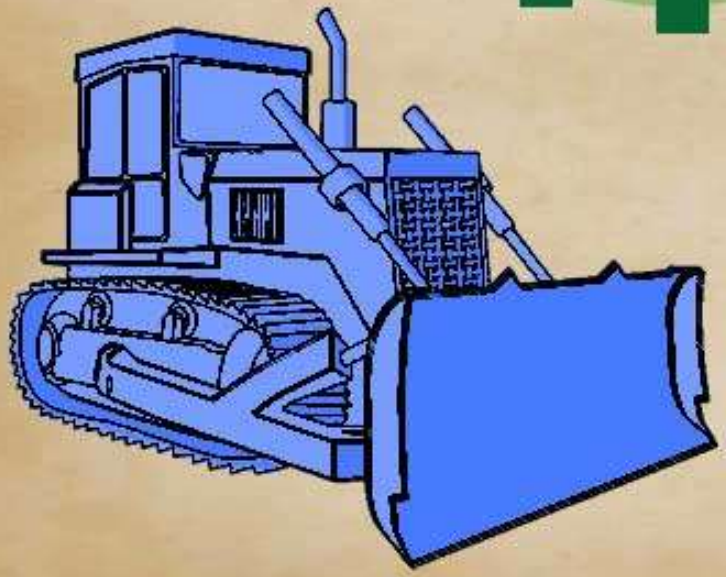
A great Scrum Master can handle *one* team at a time.

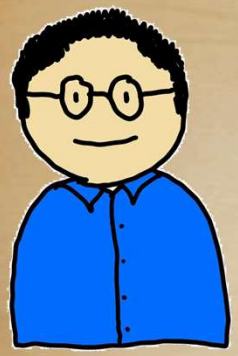
We recommend one dedicated Scrum Master per team of about six when starting out.

Source: scrummasterchecklist.org





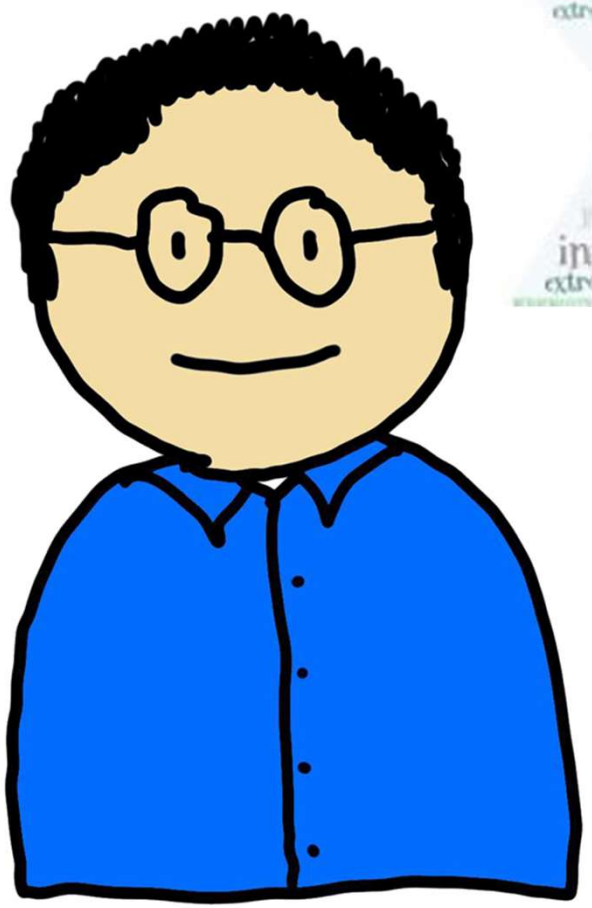




Serving the Organization

- Leading, training, and coaching the organization in its Scrum adoption;
- Planning and advising Scrum implementations within the organization;
- Helping employees and stakeholders understand and enact an empirical approach for complex work; and,
- Removing barriers between stakeholders and Scrum Teams.

Source: Scrum Guide



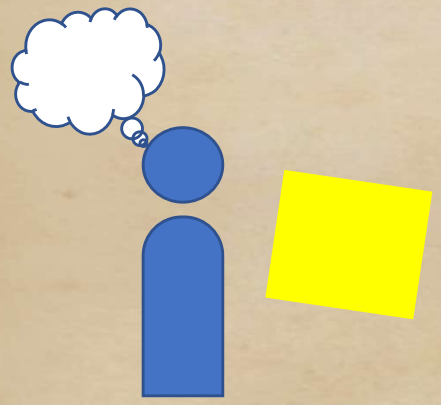
Scrum Master

Time Box: 6 Min.

What are the personality traits of an excellent Scrum Master?

liberatingstructures.com

1



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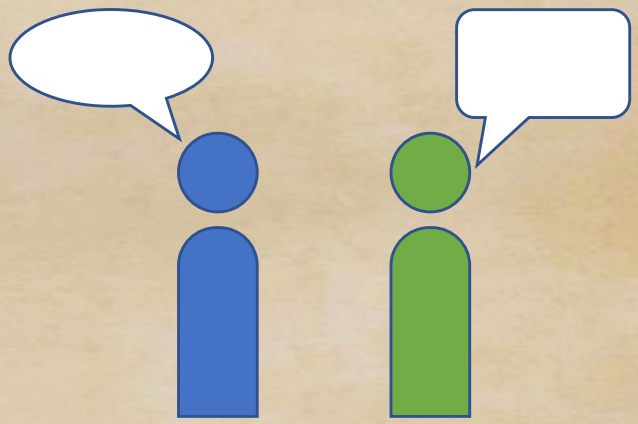

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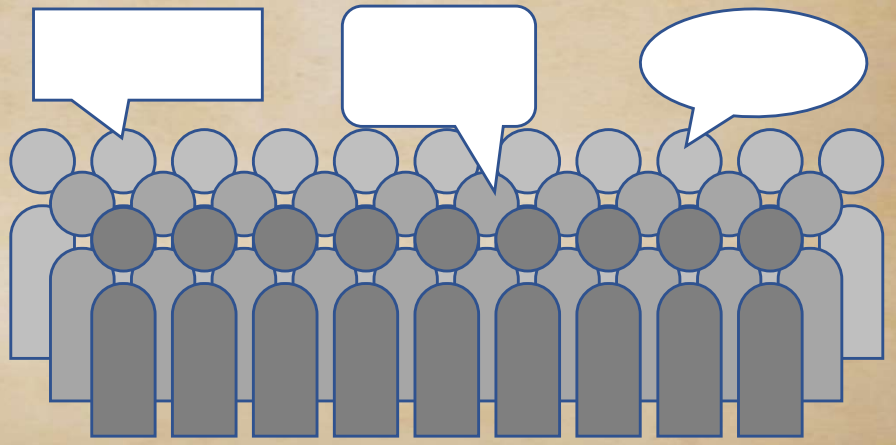
All

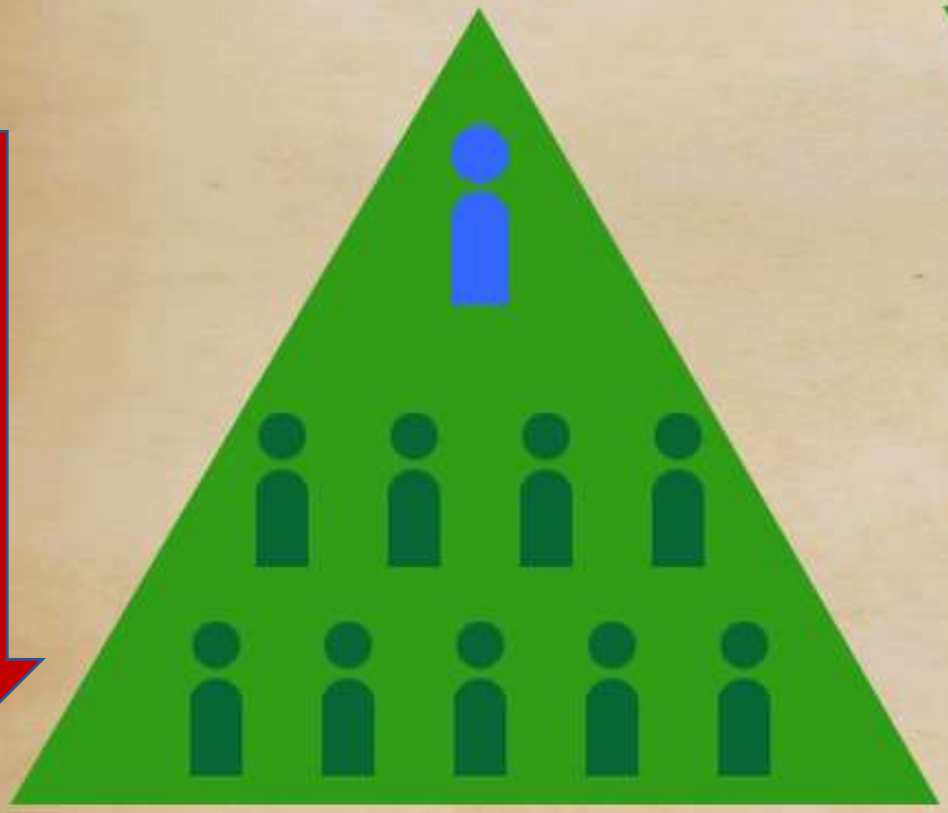


The Breakout Bunch

How would you describe Effective Leadership?

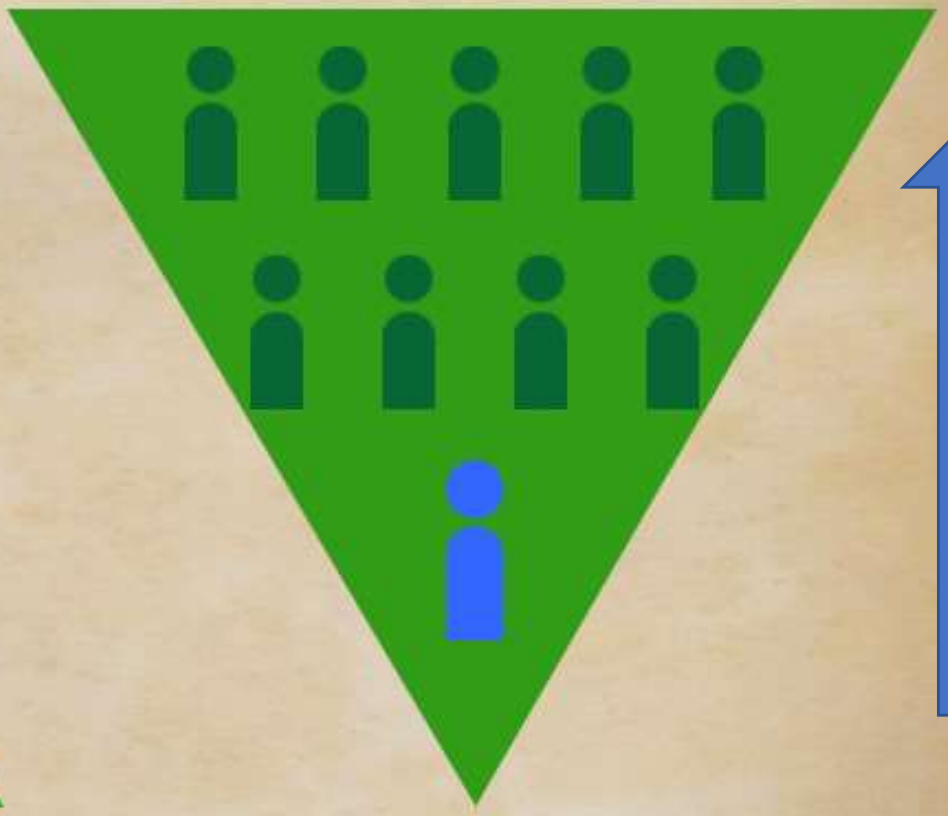
What are some key attributes of an effective leader?

Traditional Leadership
(hierarchical teams)



CONTROL

True Leadership
(Agile teams)



EMPOWER

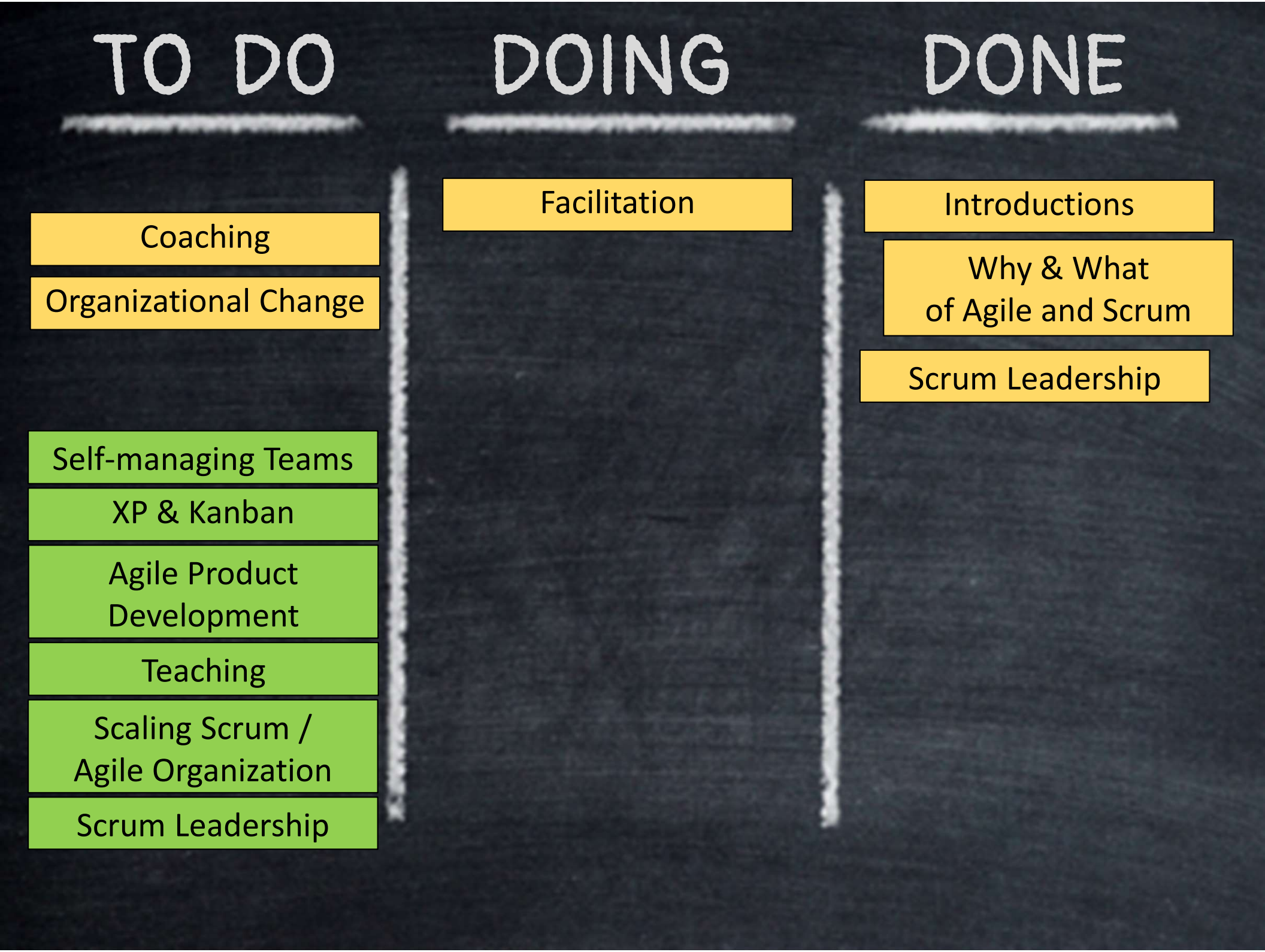
Dysfunctional Players Theater

- ☑ form groups of 2-4
- ☑ create a scenario to demonstrate a common dysfunction
- ☑ demonstrate a leadership attribute to remove the dysfunction
- ☑ after 8 minutes, return here
- ☐ SHOW TIME

> Weak teams just plod through the roadmap they've been assigned, month after month. And, when something doesn't work—which is often—first they blame it on the stakeholder that requested/demanded the feature and then they try to schedule another iteration on the roadmap, or they suggest a redesign or a different set of features that this time they hope will solve the problem.

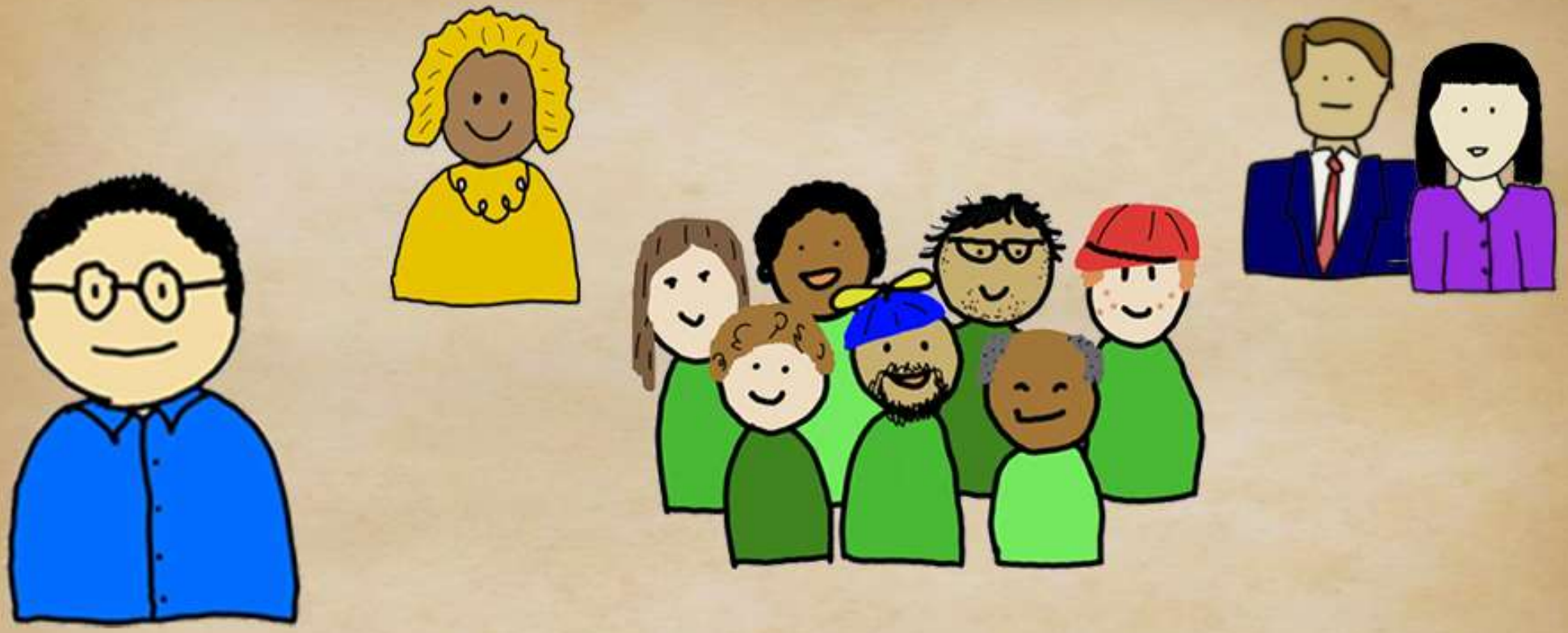
Inspired

Marty Cagan


TO DO
DOING
DONE
Coaching
Organizational Change
Self-managing Teams
XP & Kanban
Agile Product Development
Teaching
Scaling Scrum / Agile Organization
Scrum Leadership
Facilitation
Introductions
Why & What of Agile and Scrum
Scrum Leadership

ScrumMaster as Facilitator

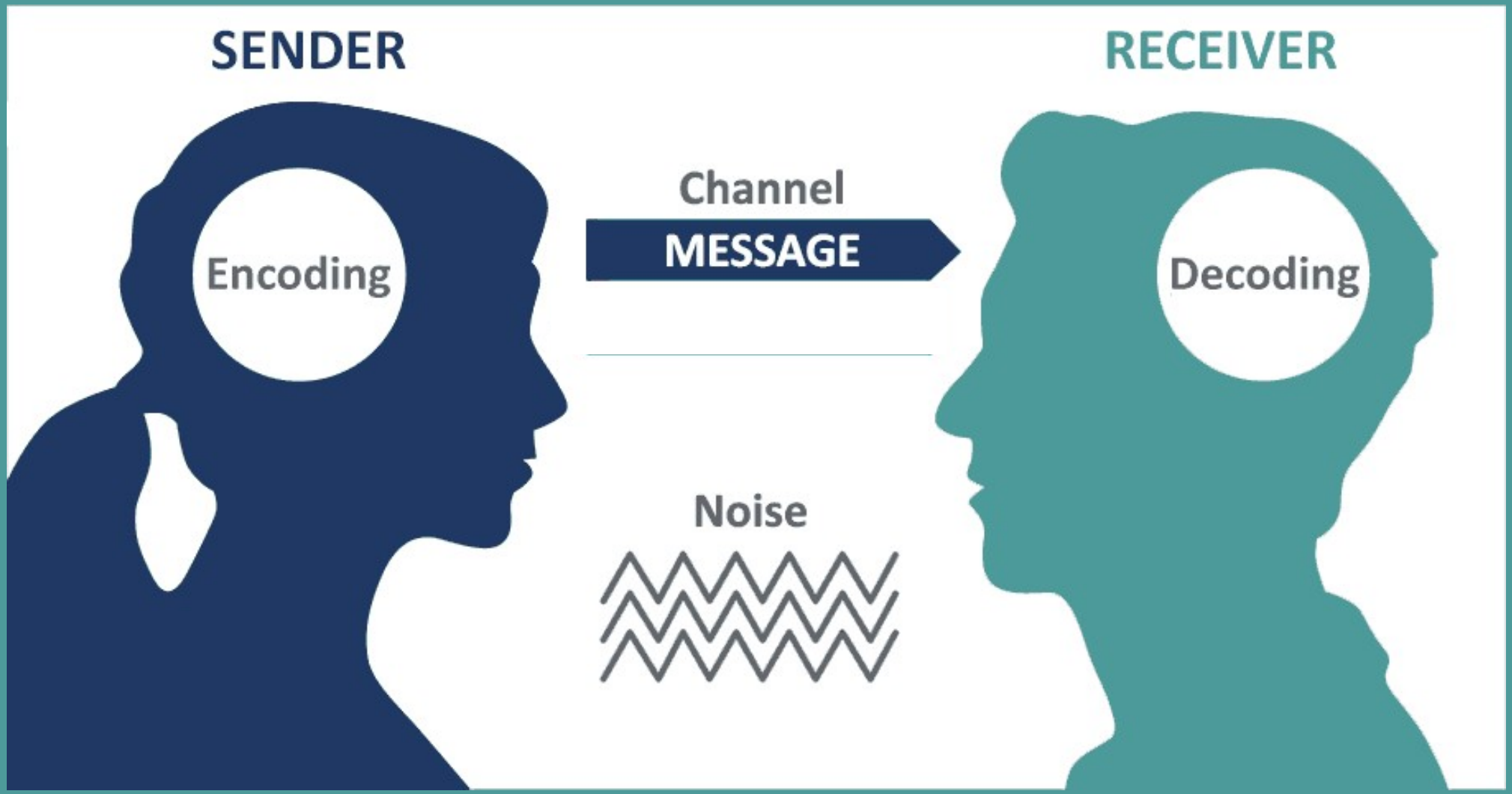
- Facilitation: “make easier; help bring about”
  - Clear Communication and Teamwork
- ScrumMaster facilitates:
  - Scrum events as requested or as needed
  - other conversations and meetings as necessary
- Facilitating takes preparation and focus
  - Not merely writing on whiteboard / taking notes
  - Requires paying attention to many *non-verbal cues* (e.g. facial expressions and body language)
  - Requires *actively listening (facilitative listening)*



- Neutral Facilitator - not advocating for any one solution
- Active Facilitator - not tuning out, typing, etc.
- Help the Scrum Team (Product Owner and Developers) and the Organization reach their goals and continue to improve the delivery of business value with each Sprint

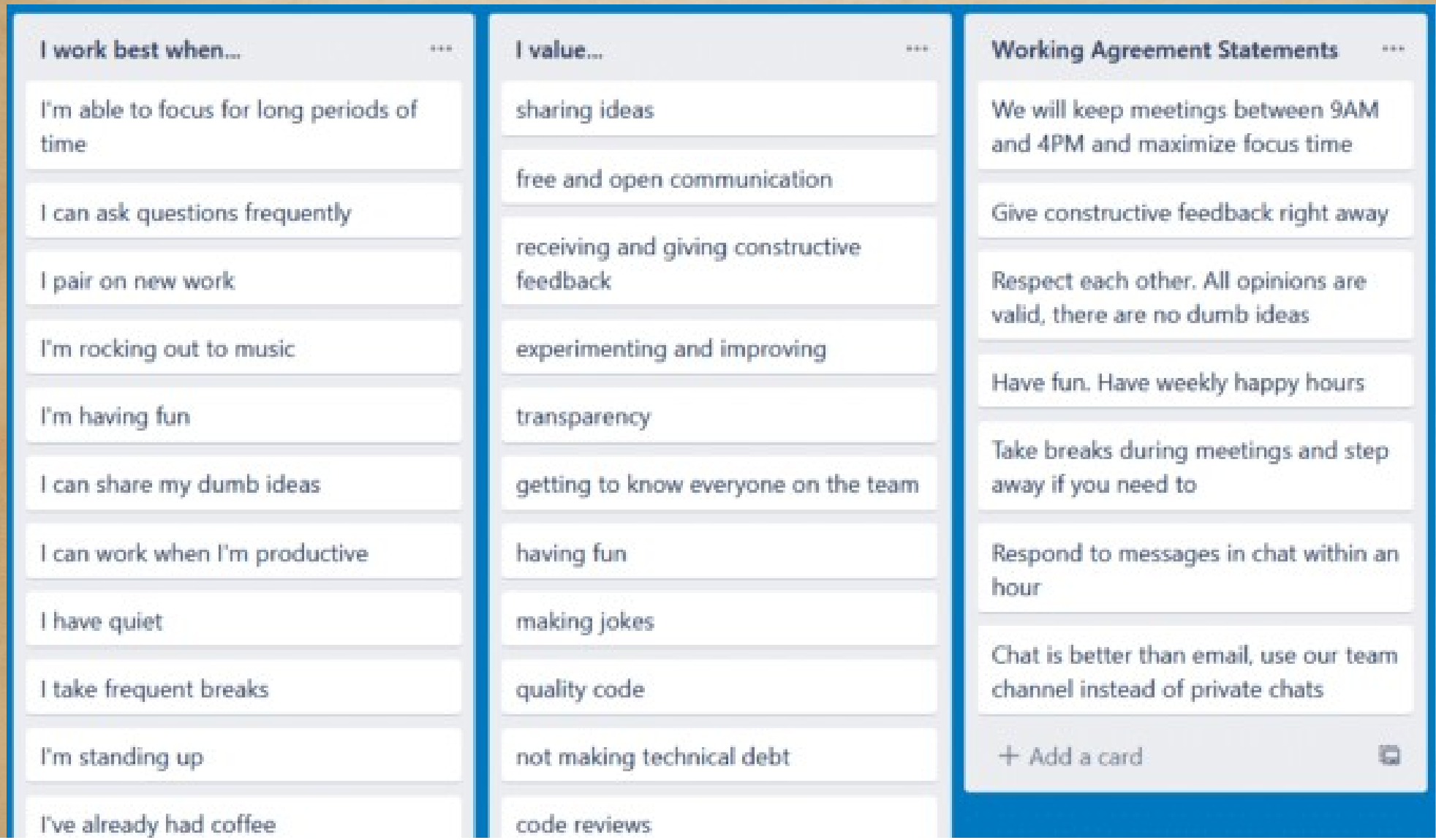
Sender, Receiver, Noise

COMMUNICATION MODEL



Working Agreements foster Clear Communication and Teamwork

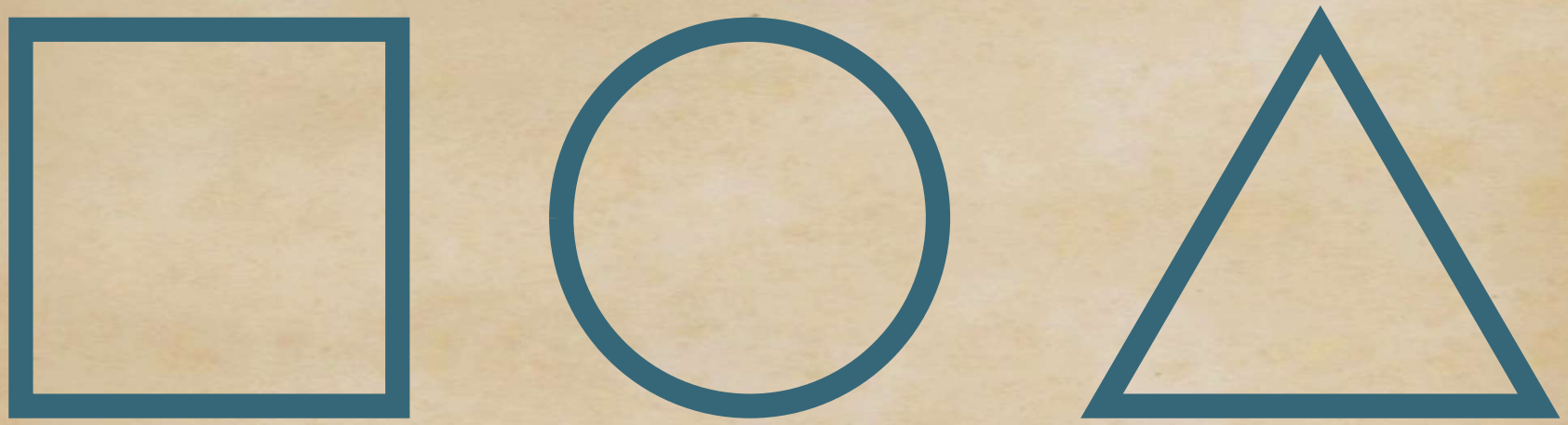
Source: https://www.ruralsourcing.com/blogs/five-steps-for-improving-team-communication-with-working-agreements/

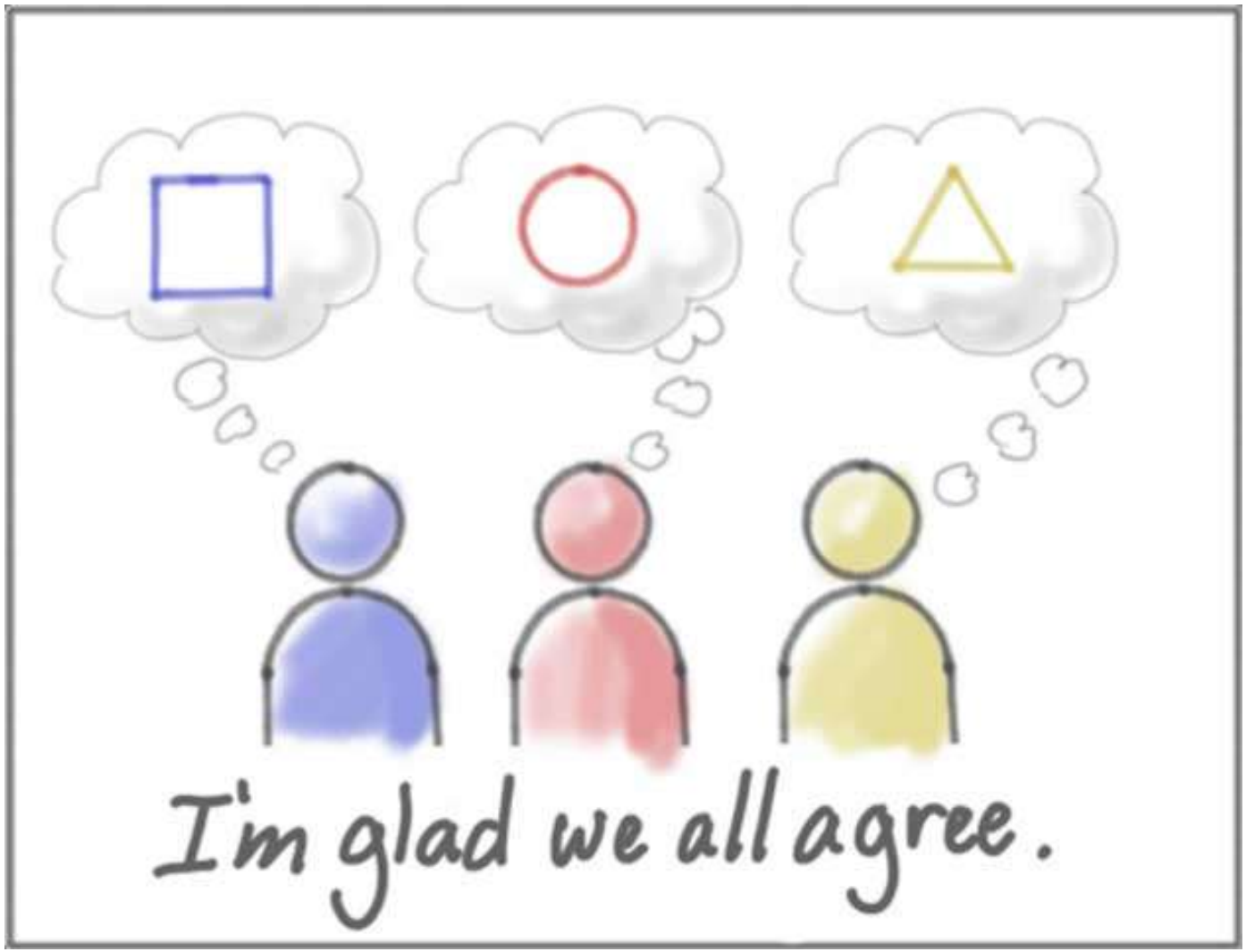


How do we resolve obstacles to Clear Communication?

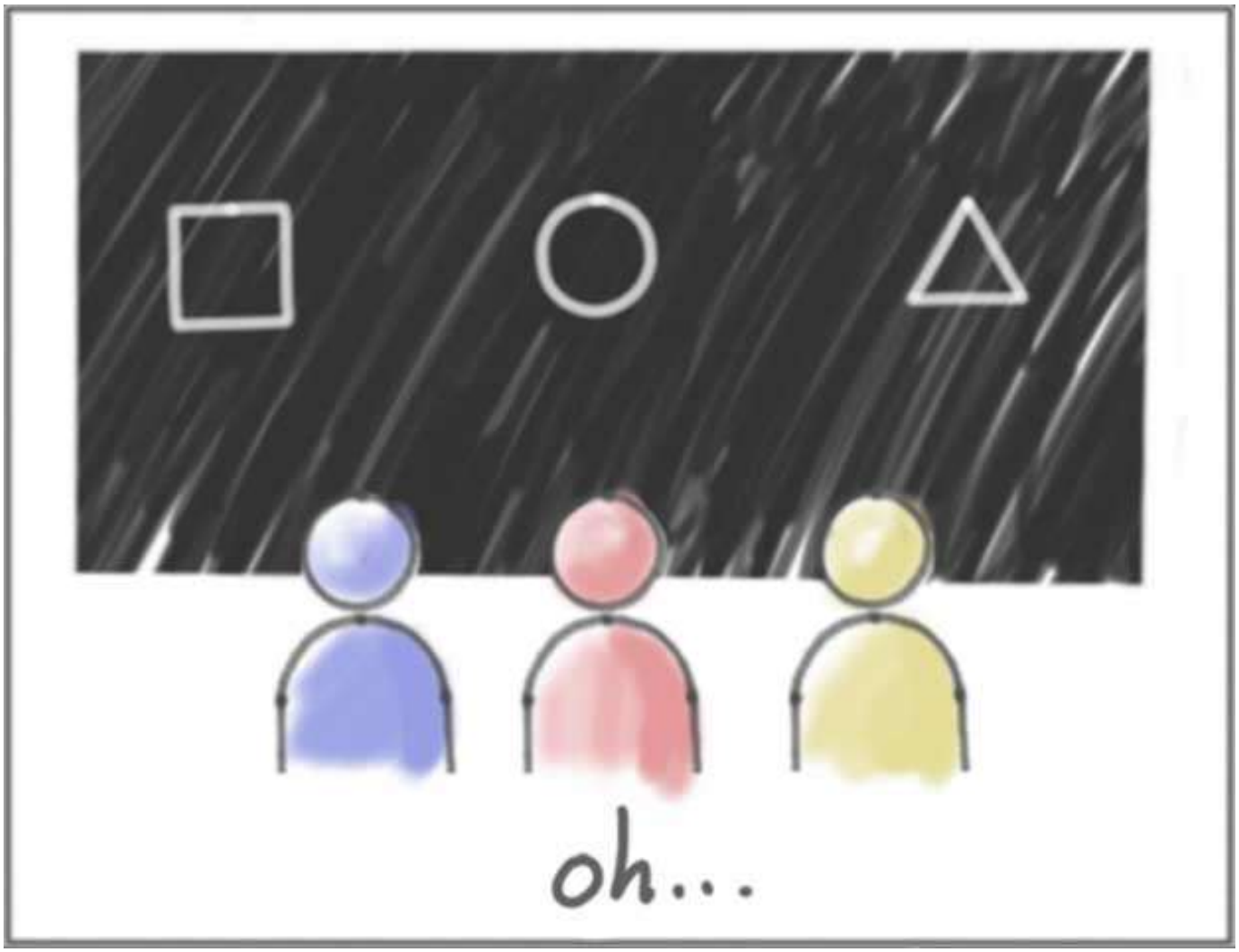
Verbal	Jargon, Slang, Regional language Disorganized messages, Ambiguity Information overload, Tone
Cultural	Attitudinal differences No shared experiences Demographic differences
External	Noise Technology Physiological (health, vision, hearing)

How do we integrate from Multiple Frames of Reference?



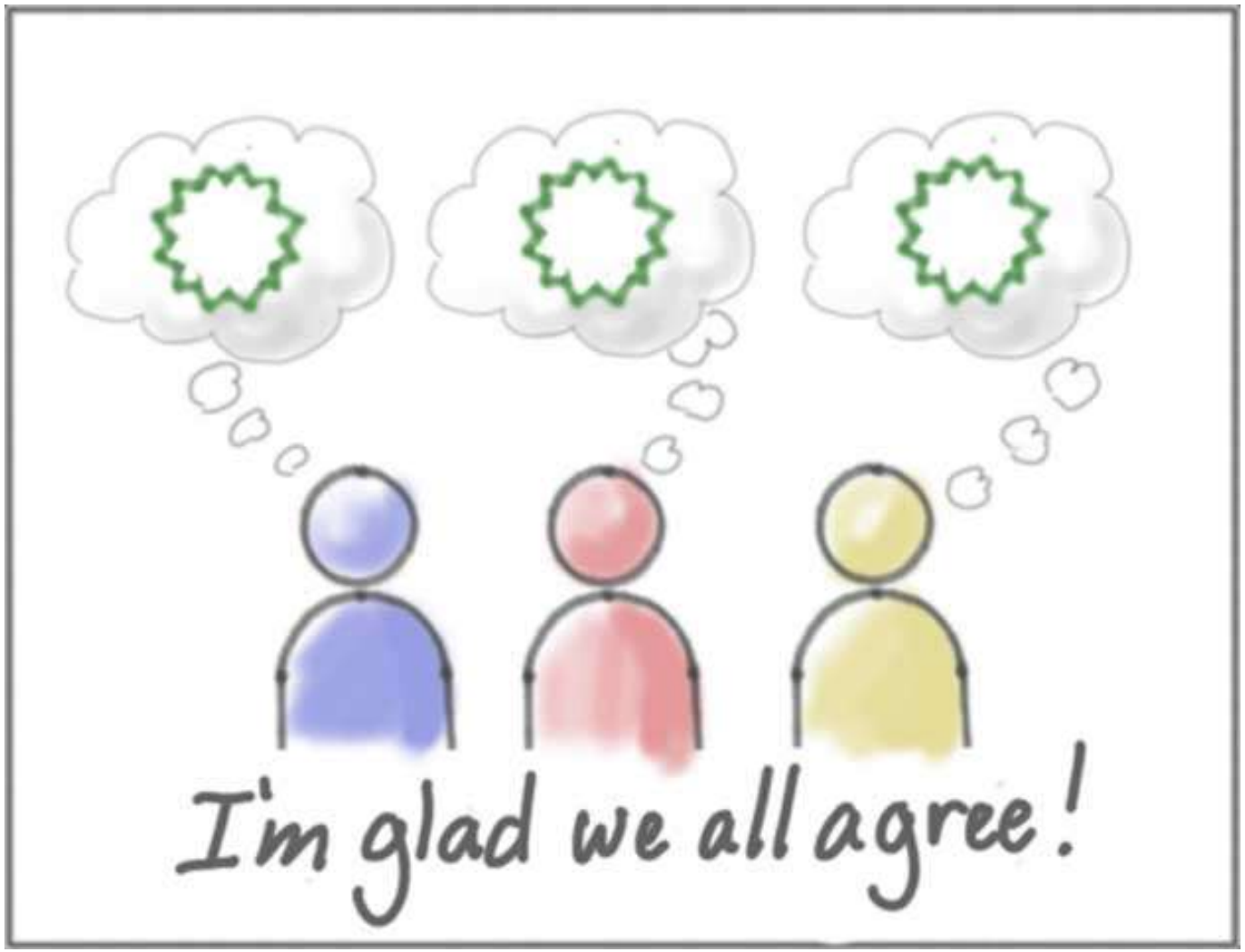


With a shallow discussion,
we each might take away something different.



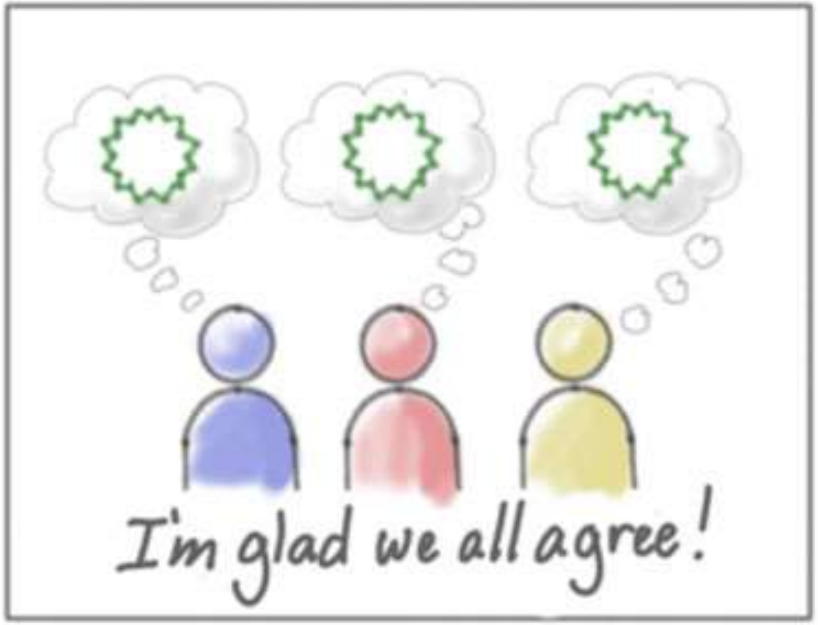
When we externalize our thinking
with words and pictures, we detect differences.

When we combine and refine,
we arrive at something better.



Afterwards, when we say the same thing, we actually mean it.

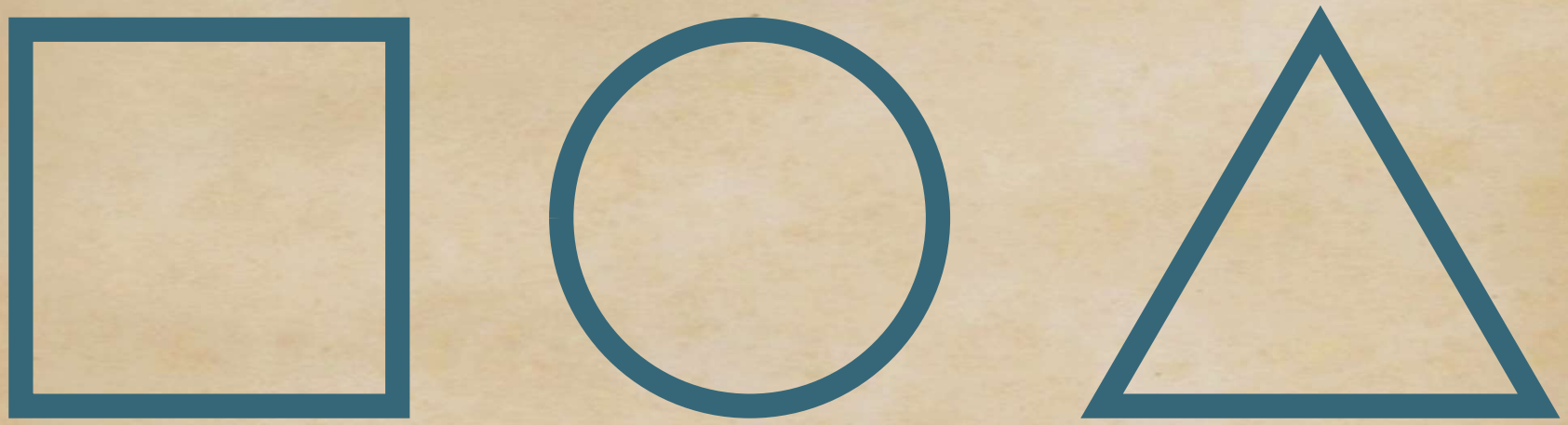
Shared understanding and alignment are the objectives of collaborative work.



✳ Credit for this illustration goes to ThoughtWorks' Luke Barret. Jeff Patton drew these illustrations based on Luke's. Luke doesn't recall where he first saw this cartoon.

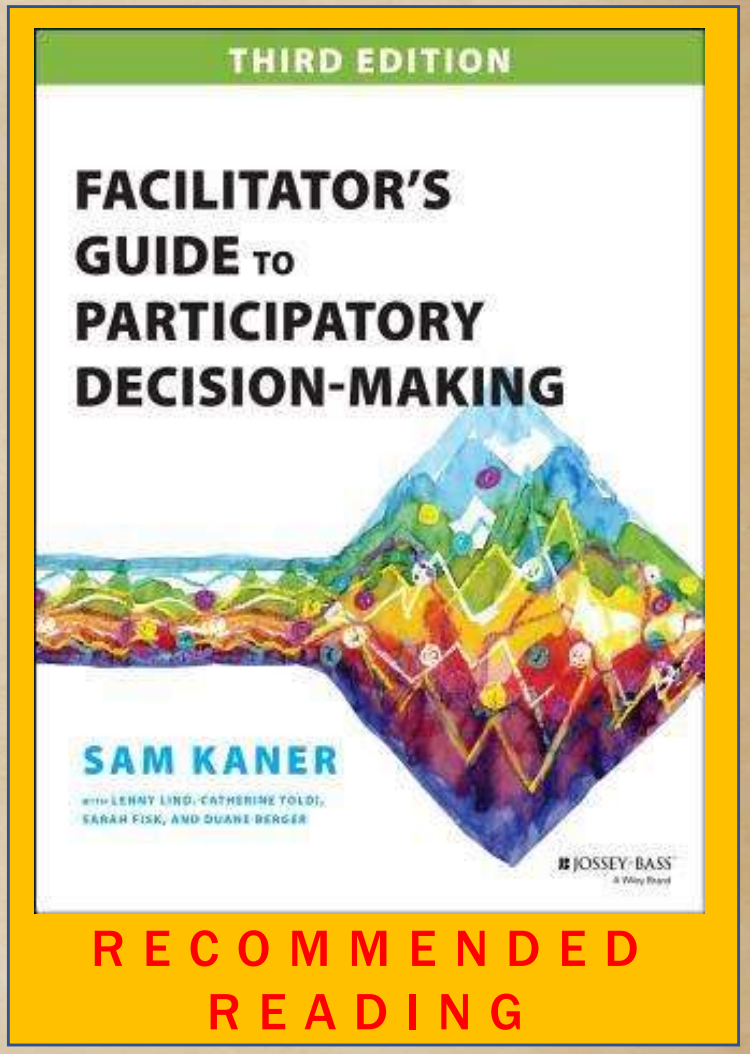
Jeff Patton & Associates, jeff@jpattonassociates.com, twitter@jeffpatton

What challenges exist in integrating multiple perspectives?



Facilitation Reference: Sam Kaner

- Active listening is also referred to as ***facilitative listening***
- The facilitator's goal is to get participants to listen to each other and collaborate to achieve the session's goal
- It is important for the facilitator to remind participants of their roles and to establish any ground rules or agreements necessary to achieve the goal of the session



RECOMMENDED READING

Facilitative Listening

Kaner offers many Facilitative Listening techniques:

- ***Paraphrasing***: supporting a speaker when thinking out loud and allowing them to review the contribution. An example would begin by saying something like "Let me see if I am understanding you" – then "play back" what was said – close with "Is that right"?

- ***Mirroring***: This can help establish or re-establish your neutrality as a facilitator and is just restating the speaker's words verbatim.

- ***Making Space*** for a Quiet Person: Offers people who are more introverted, quiet or who need to take information in before speaking the chance to do so. Calling on them by name, ask if they have anything to add or if they would like to say something.

Facilitative Listening

- ***Drawing People Out***: When someone is having trouble expressing their idea, is being vague or confusing, helping to gain clarity. Try asking "Can you say more about that?" or "Can you give me an example?"

- ***Using the Clock***: To provide a subtle clue to quieter participants that if they want to contribute the time is now. "There are 5 minutes left in our timebox. Does anyone have anything else to add or to bring up?"

- ***Validating***: Legitimizes and accepts speaker's opinion or feeling without agreeing that the opinion is correct. First, paraphrase, then assess if the speaker needs support (and offer support if needed). "I heard you say ___. What's next?"

The Breakout Bunch

Have you used any of the Facilitative (Active) Listening techniques referenced from Kaner?

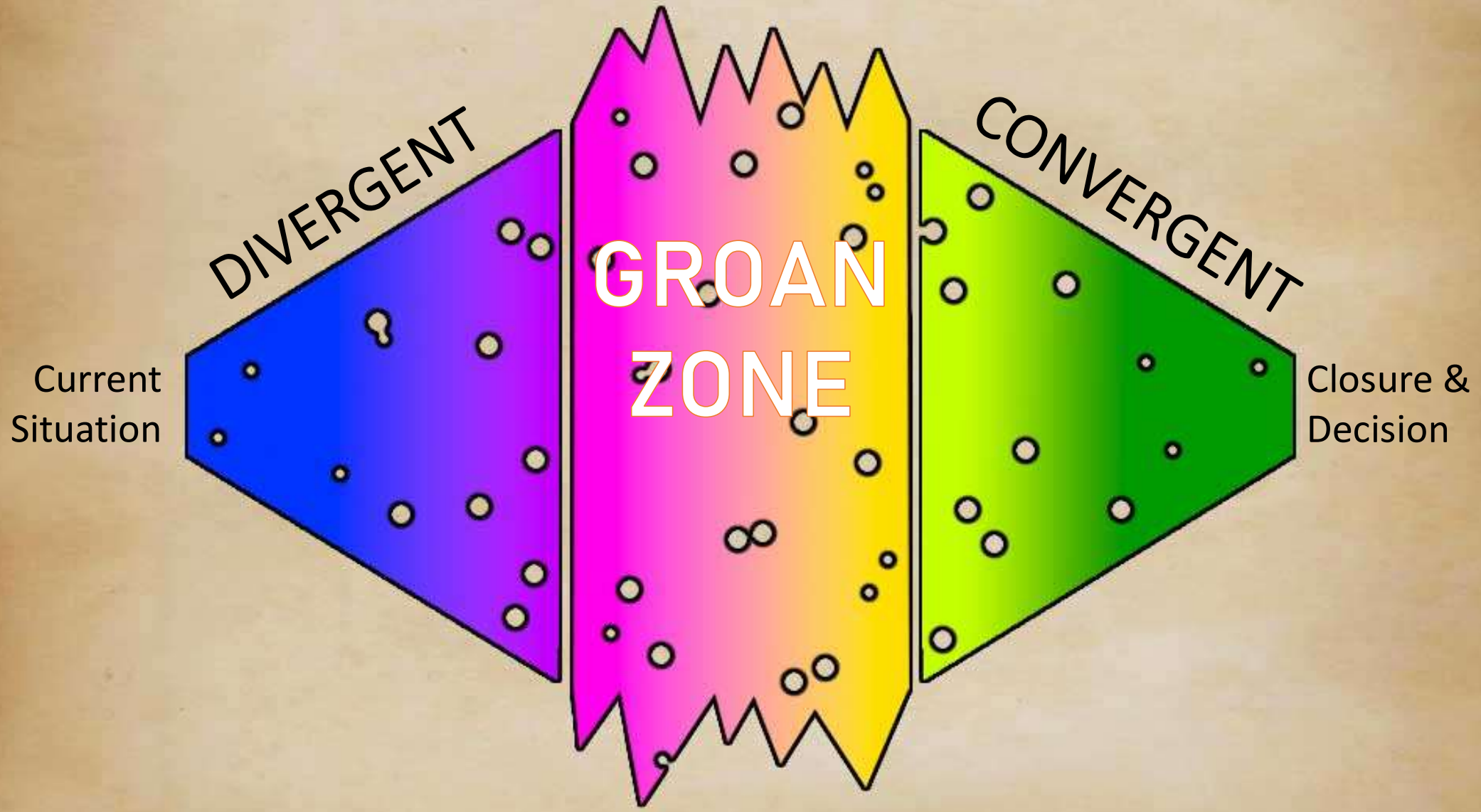
- If so, which ones?
- Which Scrum Events or what types of meetings and activities have you used these in?
- If you have not had an opportunity to use these yet, which ones do you plan on applying?

Assignment #1:

When you get back to a work environment, apply at least two facilitative listening techniques for effective meetings/events.

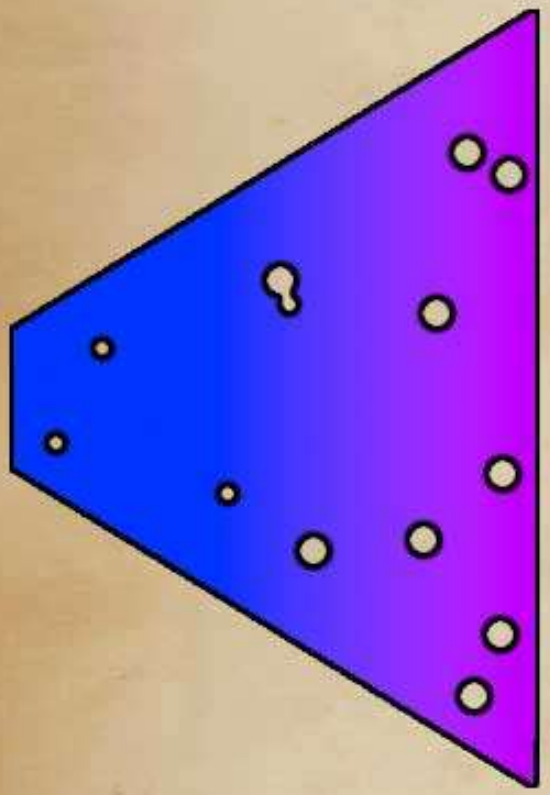
Document these (and any observations and learnings) in your personal journal.

Participatory Decision Making



The Diamond of Participatory Decision-Making (Sam Kaner, et al. 2001)

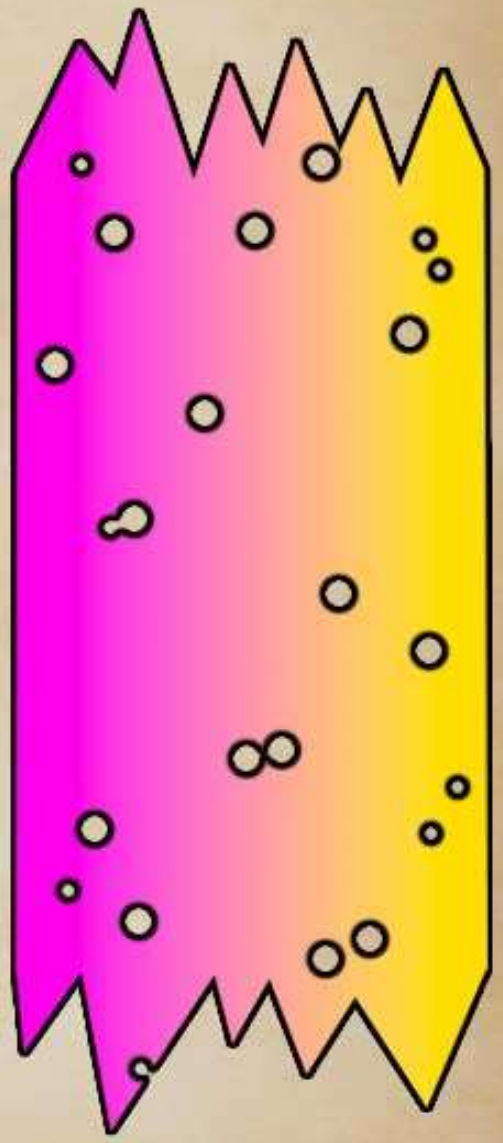
Divergent Zone

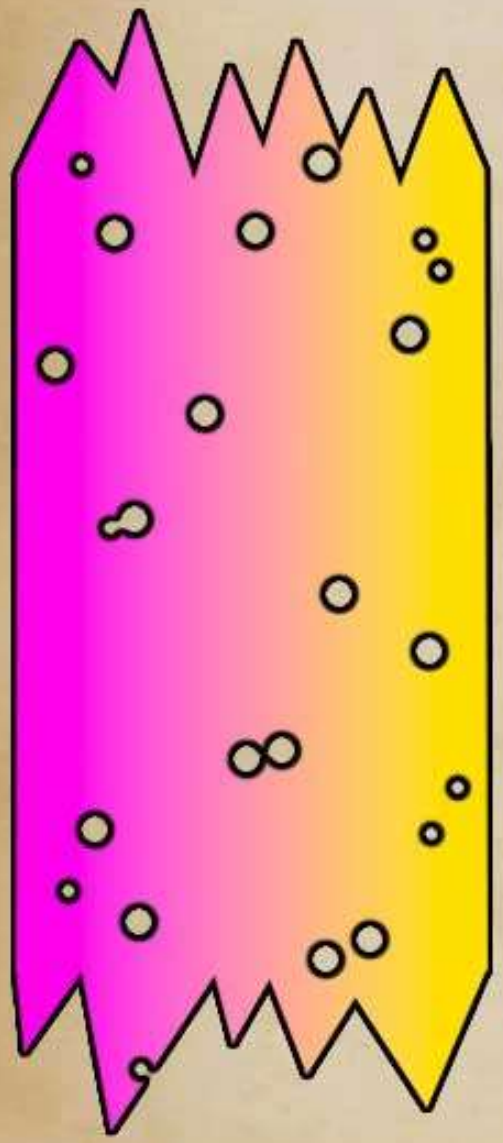


- Ideas are shared and explored
- Diversity and possibilities are celebrated
- Openness to any ideas
- Ideas are generated in a free-flowing manner and are building upon one another
- Ideas are generating in an “emergent” way

The Groan Zone

- People struggle with where to take ideas next and can feel stuck
- Effort is needed to understand differing perspectives; everyone has their own frame of reference
- Participants can become impatient or get frustrated as communication breaks down
- Participants feel uncomfortable as they struggle with how to gain clarity

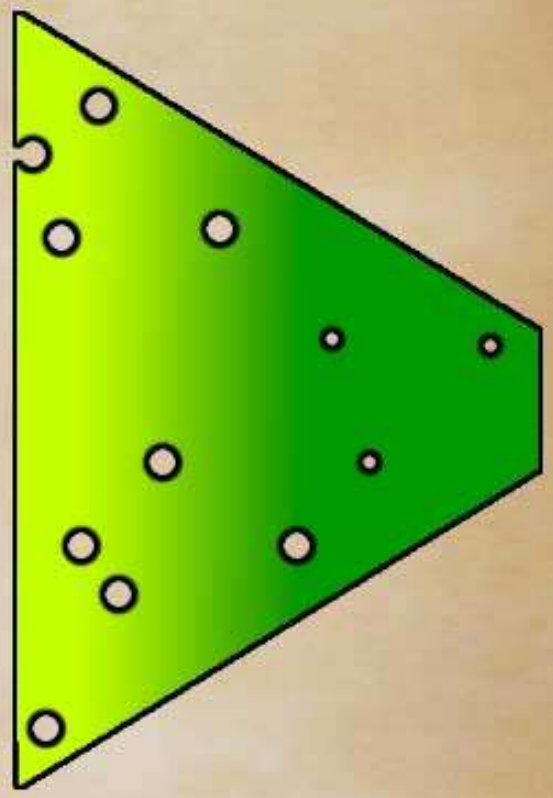




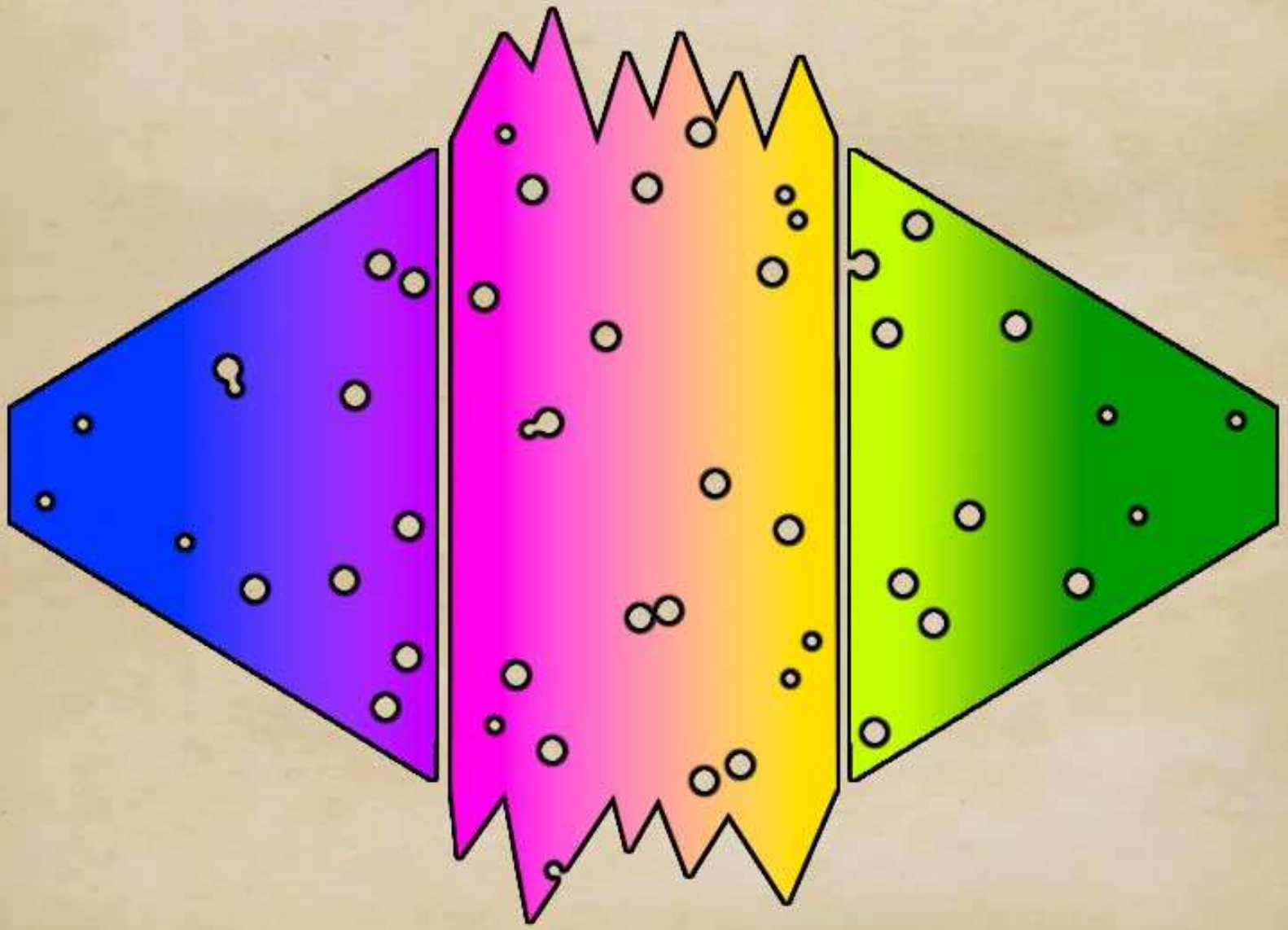
- Groups can remain stuck in the ***Groan Zone*** if there is no shared understanding between members
- There can be organizational cultural differences or heritage-based cultural differences
- Language can pose communication challenges – even if everyone is using the same one
- Competition or jockeying for "power" is another challenge that may be experienced in this zone

Convergent Zone

- Participants can get excited as they gain clarity and move towards agreement or consensus
- Different ideas come together
- Decisions are made about the best solutions or ways to proceed
- Ideas are refined and might be sorted into categories
- Key points are summarized as agreement is reached



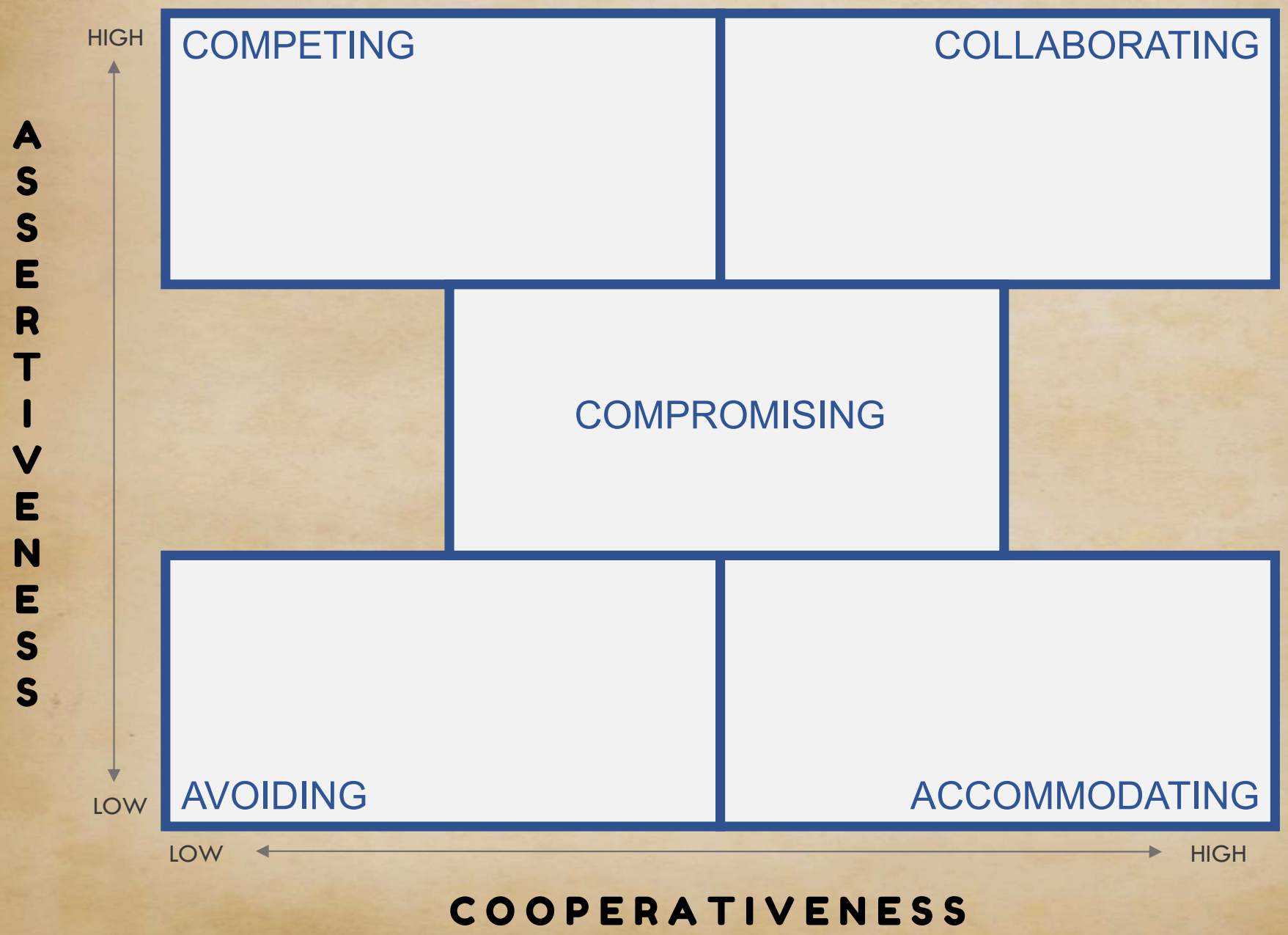
Where is the team?



What are some indicators of where you're at?

Recognize Conflict with TKI

(Thomas-Kilmann conflict mode instrument)



Recognizing your Conflict Mode

Think about the last time you were in a conflict.

- It doesn't have to be from work; any conflict will do.
- What was your response mode?
  - Were you driven by a desire to assert your own needs or satisfy another's concerns?

Go through the same process for a few more conflict scenarios. Try to find your native conflict response mode (natural tendency) *so that you can notice it when it arises*.

When constructive interaction becomes destructive conflict

Level 5: World War
- Destroy the Other!
- Little or No Language is Exchanged

Level 4: Crusade
- Protecting One's Own Group becomes the Focus
- Language is Ideological

Level 3: Contest
- Winning trumps Resolving
- Language includes Personal Attacks

Level 2: Disagreement
- Personal Protection trumps Collaboration
- Language is Guarded and Open to Interpretation

Level 1: Problem to Solve
- Information Sharing and Collaboration
- Language is Open and Fact-based

Source: Speed Leas (1985); Lyssa Adkins (2010)

What is Open Discussion?

unstructured dialogue within a meeting

allows for the greatest freedom in the conversation, which also makes it the approach most likely to result in dysfunctional meeting interactions

Alternatives to Open Discussion

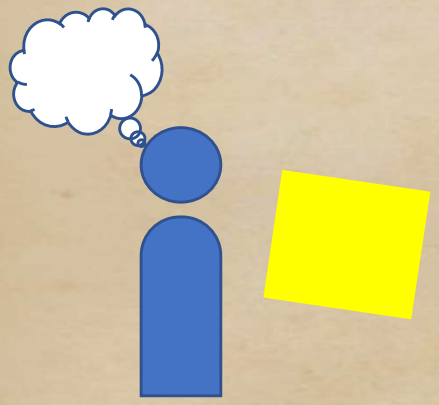
Listing Ideas
Small Groups
Gallery Walk
Roleplays / Skits
Fishbowls
Ask The Expert

Individual Writing
Debate Mode
Presentations / Reports
Trade Show / Science Fair
Rotating Breakout Groups
Structured Go-Arounds

1-2-4-All is a *Liberating Structure*

liberatingstructures.com

1



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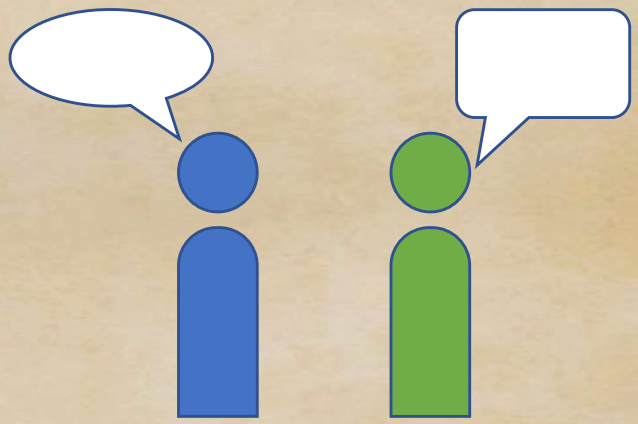

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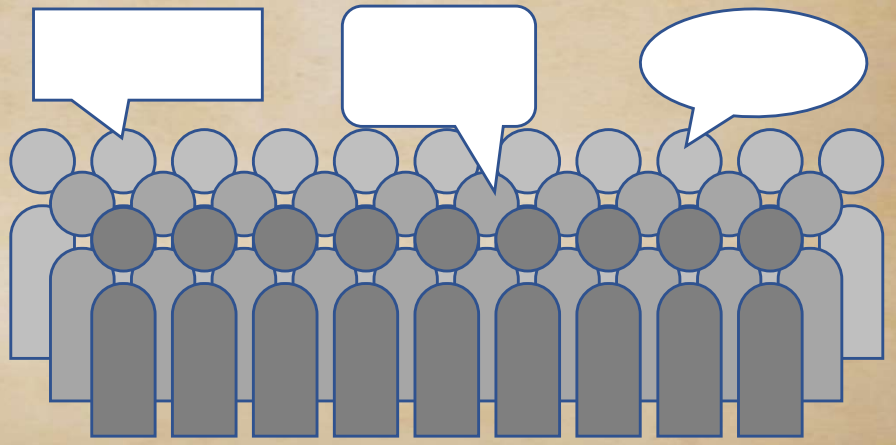


Lean Coffee

1. create a simple kanban board

2. brainstorm topics

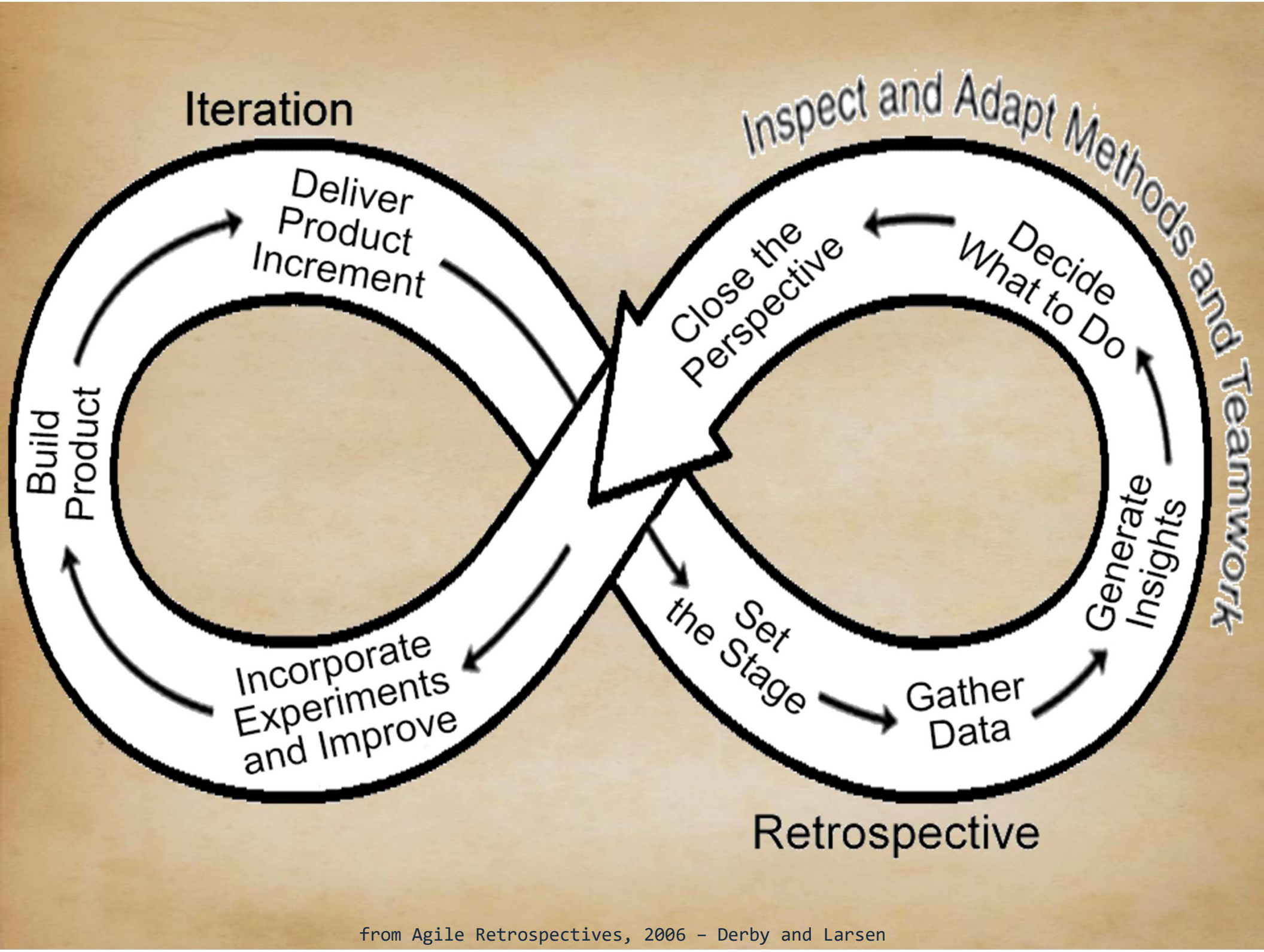
3. pitch your topic(s)

4. prioritize what to discuss

5. manage flow of conversation

6. Discuss!

LeanCoffee.org



from Agile Retrospectives, 2006 – Derby and Larsen

Sprint Retrospective: References & Tools

- Agile Retrospectives: Esther Derby & Diana Larsen
- Sites:
  - RetroMat: retromat.org
  - Explore Retro Templates: thevirtualagilecoach.co.uk/retros
  - Retro Resource Wiki: retrospectivewiki.org
  - Idea Boardz: www.ideaboardz.com
- Any other tools you have used for either co-located or distributed teams?

Assignment #2:

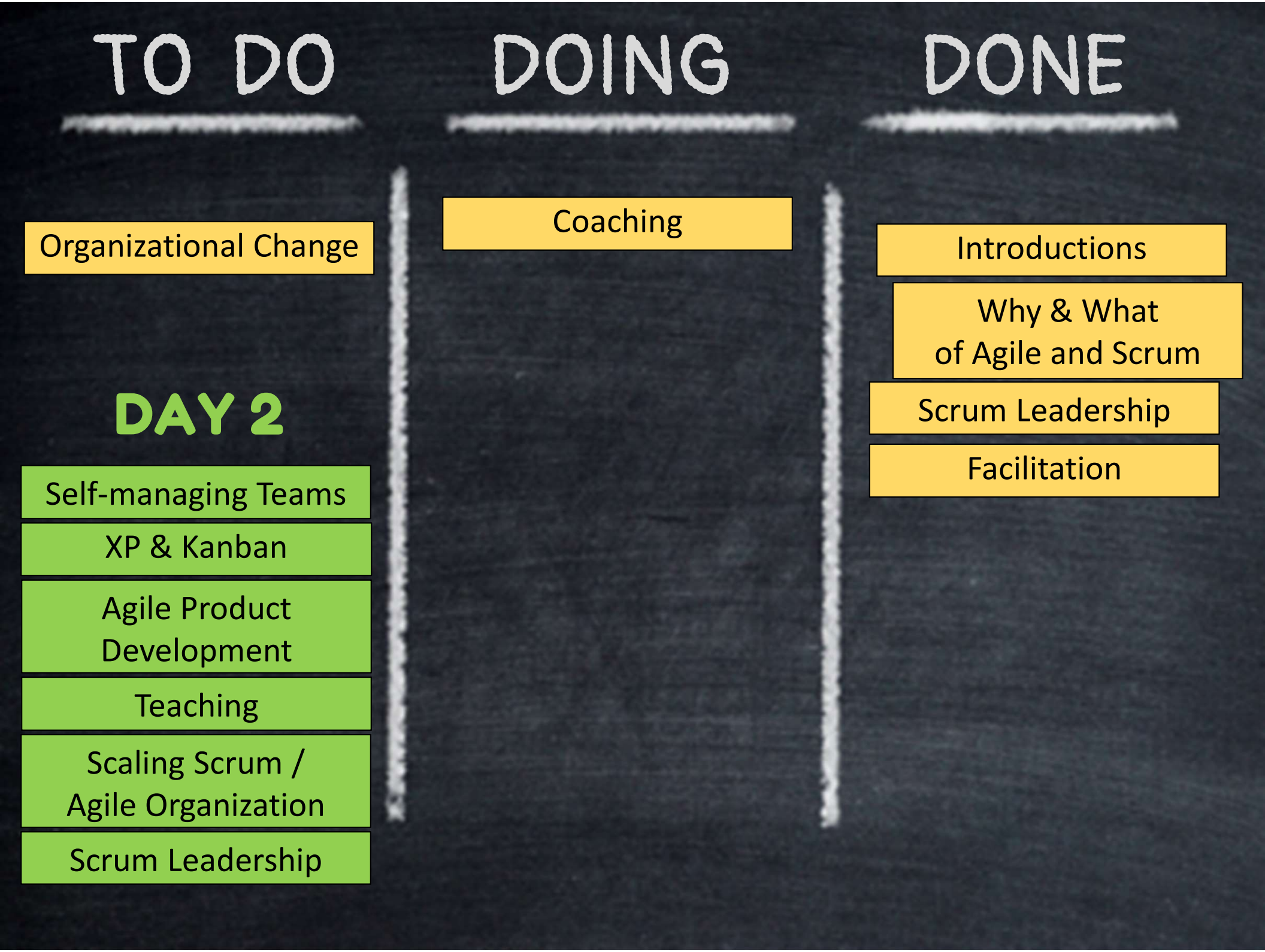
When you get back to a work environment, design and facilitate TWO Collaborative Events.

Document these (and any reactions and learnings) in your personal journal.

The Breakout Bunch

Scrum Master as Facilitator

- Consider your experience with Scrum and what we have covered regarding facilitation techniques
- In your group, discuss times when the ScrumMaster should **not** act as the facilitator for the Scrum Team
- How would you, as the facilitator, help the Scrum Team address issues that are identified in a Sprint Retrospective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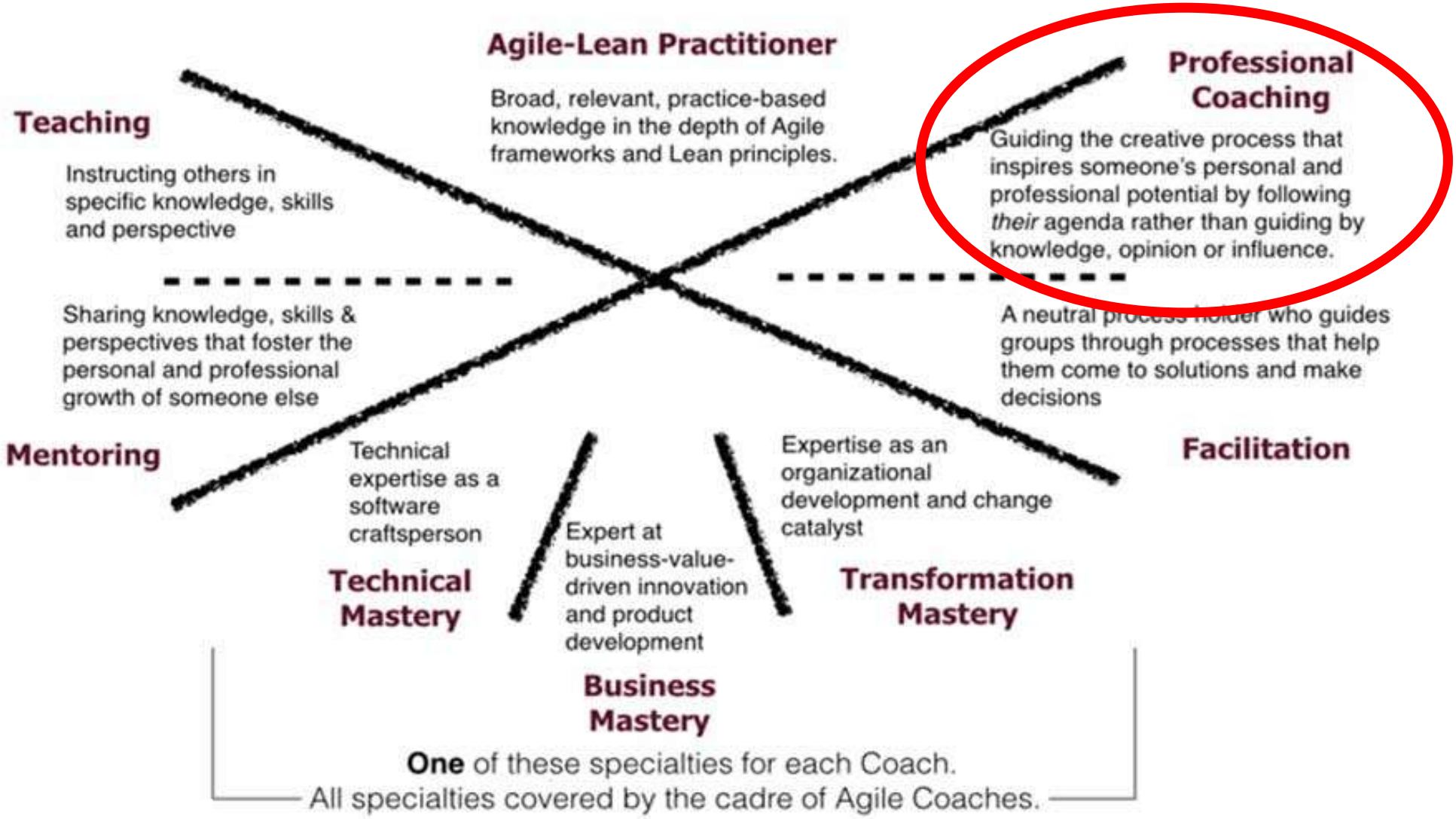
Scrum Leadership

Scrum Master as Coach

What is a Coach?

Agile Coaching Competency Framework



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Developing Great Agile Coaches

Towards a Framework of Agile Coaching Competency – Part I

Published in alignment with the *IC Agile Coaching & Facilitation Track*

By: *Michael K. Spayd, Co-President*
Lyssa Adkins, Co-President

Purpose

Getting good results with Agile is relatively easy: form a cross-functional team, prioritize backlog items, create shippable product each iteration. Basically, follow the process and your team is likely to deliver value. No surprise here.

Getting truly great results, especially consistently, is a bit more rare. Great results require a great team. And great teams rarely just happen. A team aspiring towards greatness often needs a coach: trained, experienced, competent in her craft.

Ah, there's the rub! How do we create good (even great) Agile Coaches? We maintain that, as an industry we do not know how.

Beyond basic Agile training, there is no clear path a coach can take towards competence, let alone mastery. For instance, how do Agile coaches know *what* to study, with *whom*, and for *how long*? Just as bad, who (or what) will recognize them when they achieve competence?

Consistently creating competent Agile coaches requires *guidelines* for what coaches do, *criteria* related to what they must know, and one or more *methods or pathways* to help them get there. In former times, the guild structure developed 'craftsmen,' who became skilled practitioners. In the modern world, the concept of a *profession* has replaced the guilds. Agile coaching has neither. It is conducted in an *ad hoc*, even erratic manner. It is not a profession.

We believe, however, that Agile Coaching is an *emerging* profession. And we hope to be agents in—and accelerators of—that evolution.

Our intention is to begin giving form to the discipline of Agile Coaching. In this paper, we focus on the core element needed for Agile Coaching to become a profession: we propose the *beginnings* of a competency model, namely a framework for a competency model. We believe that now is the time for such a framework: to begin using it, to learn from its use, and to evolve the framework through new situations, uses and needs.

We welcome your feedback at agilecoachinginstitute.com/resources/competency-model/.

A Competency Framework

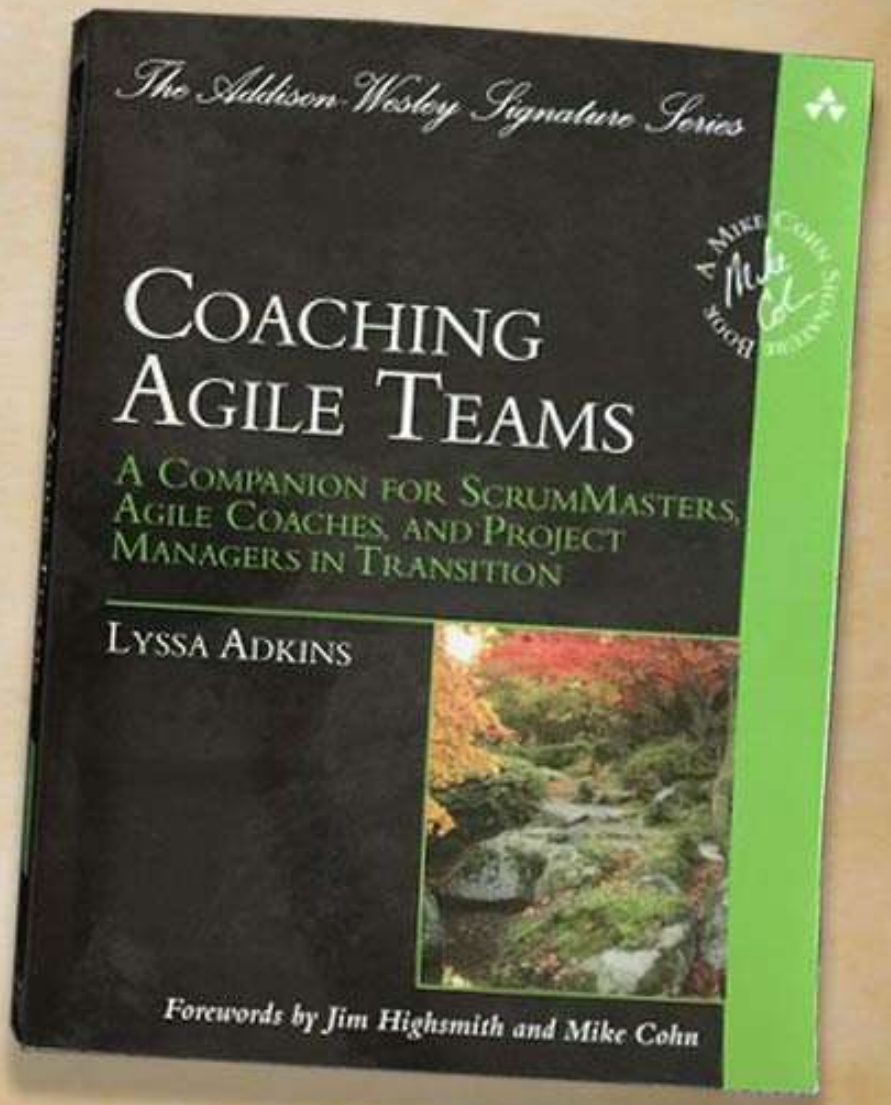
A competency model is a key prerequisite for a serious profession. Here we want to distinguish a competency model from the competency *framework* outlined in this paper.

To make clear the contrast, let's look at an example competency *model* from the International Coach Federation (ICF): (http://www.coachfederation.org/research-education/icf-credentials/core-competencies/). Here is an excerpt from the ICF competency model revealing its very specific level of detail:

C. Communicating Effectively

6. Powerful Questioning - Ability to ask questions that reveal the information needed for maximum benefit to the coaching relationship and the client

1. Asks questions that reflect active listening and an understanding of the client's perspective.



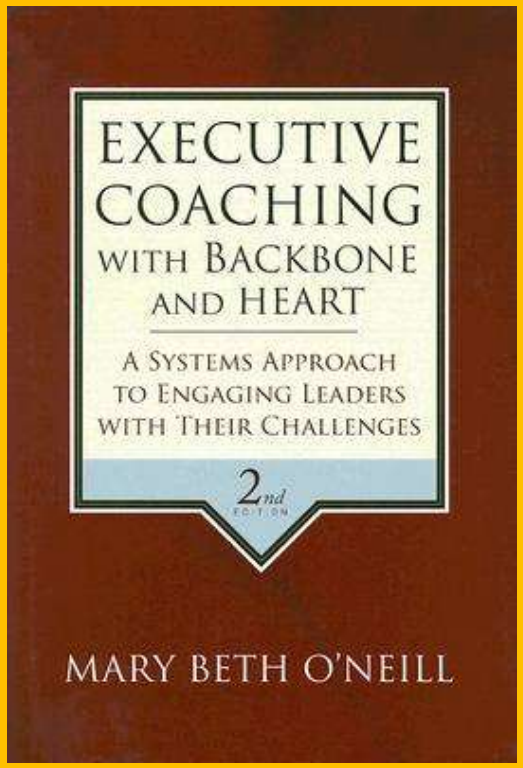
The ‘Coaching Stance’: The Heart of the Competency Framework

What we call the “coaching stance” is for us the heart of the competency framework because it informs all the other competencies. The coaching stance is the place we start from, the place we return, and ideally the place we include when using any of the other competencies.

> Without the coaching stance, the work of an Agile Coach may become manipulative, ideological, and driven by the coach’s own desires—even when those desires are seemingly benign and believed to be in the ‘best interest’ of the client.

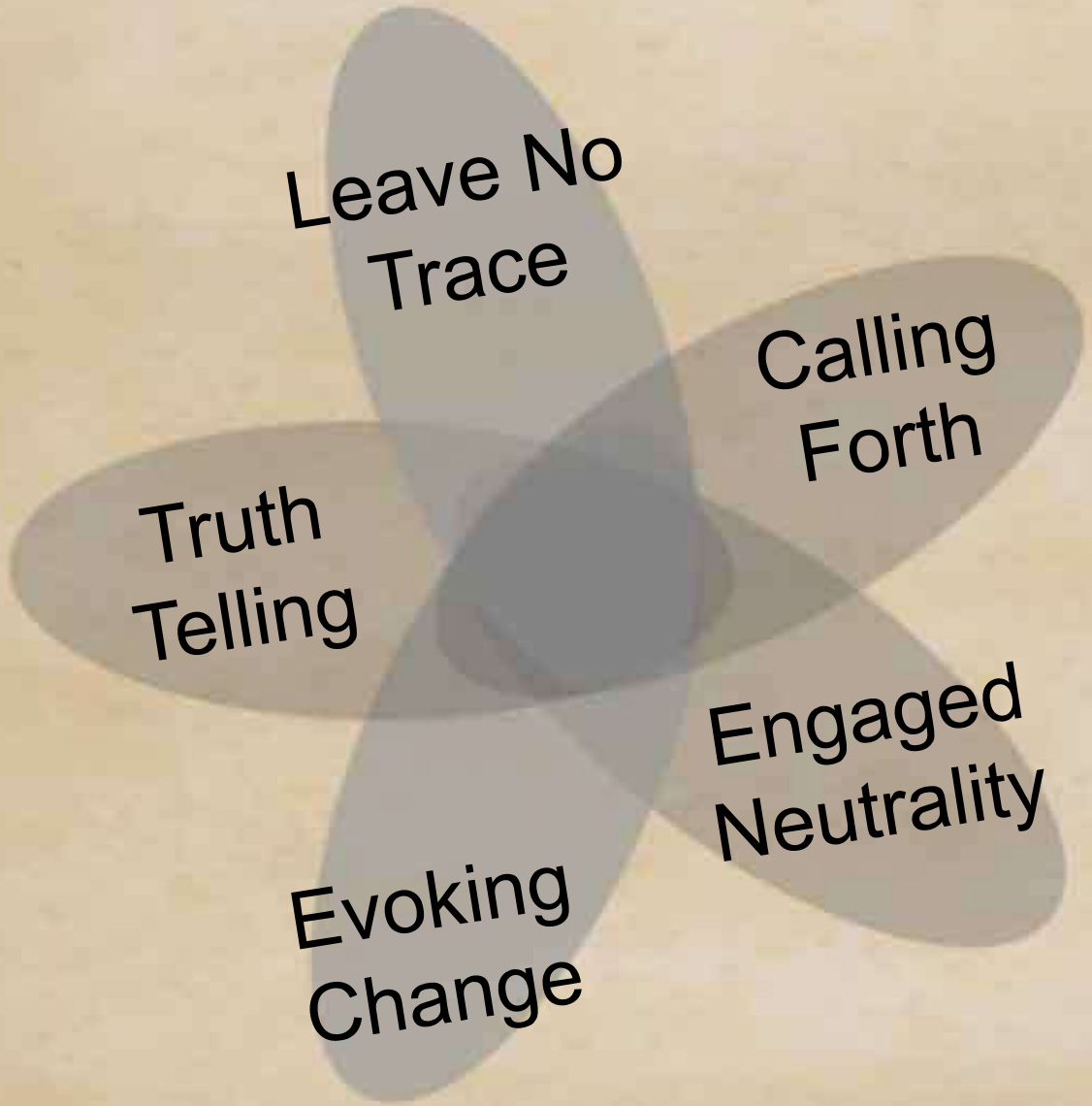
Watch-words of the Coaching Stance:

- Maintaining neutrality
- Serving the client's agenda
- Reducing client dependence
- Not colluding
- Signature presence

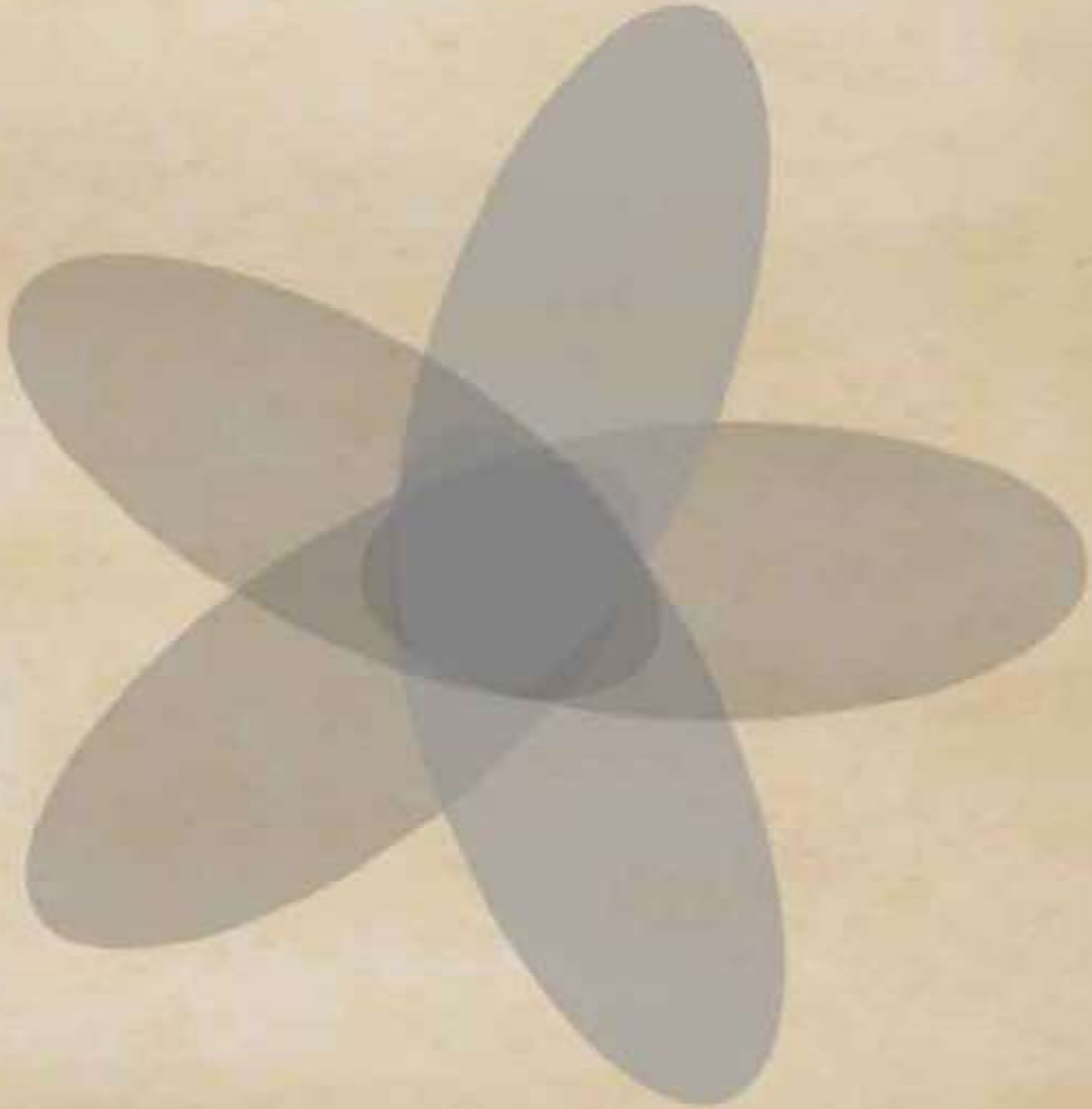


RECOMMENDED READING

One Possible Stance



What’s Your Stance?



Coaching Uses Several Techniques

The Arc of the Coaching Conversation

COACHEE is:

Venting! Listening

Articulating the topic

Teaching or reinforcing Agile. Recalling goals, dreams, previous actions, etc.

Over the hump!

Coaching through powerful questions and envisioning. NOT problem-solving.

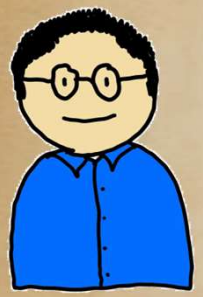
Keeping the momentum going. Supporting, encouraging. Helping the coachee get BIG!

Brainstorming ideas & actions

Supporting the narrow-down process. Creating an accountability for the action chosen.

Getting into action

Acknowledge the coachee for who they are being.



COACH is:

Coaching Skills: Listening

Level 1: **Internal Listening** (*Listening to Me*)

- Listening to own, inner voice and thoughts
- Making judgements and assumptions

Level 2: **Focused Listening** (*Listening to You*)

- Laser-focused on client; inner voice is ignored
- Empty mind before the conversation
- Beware writing while the other person is talking

Level 3: **Global Listening** (*Listening to Us*)

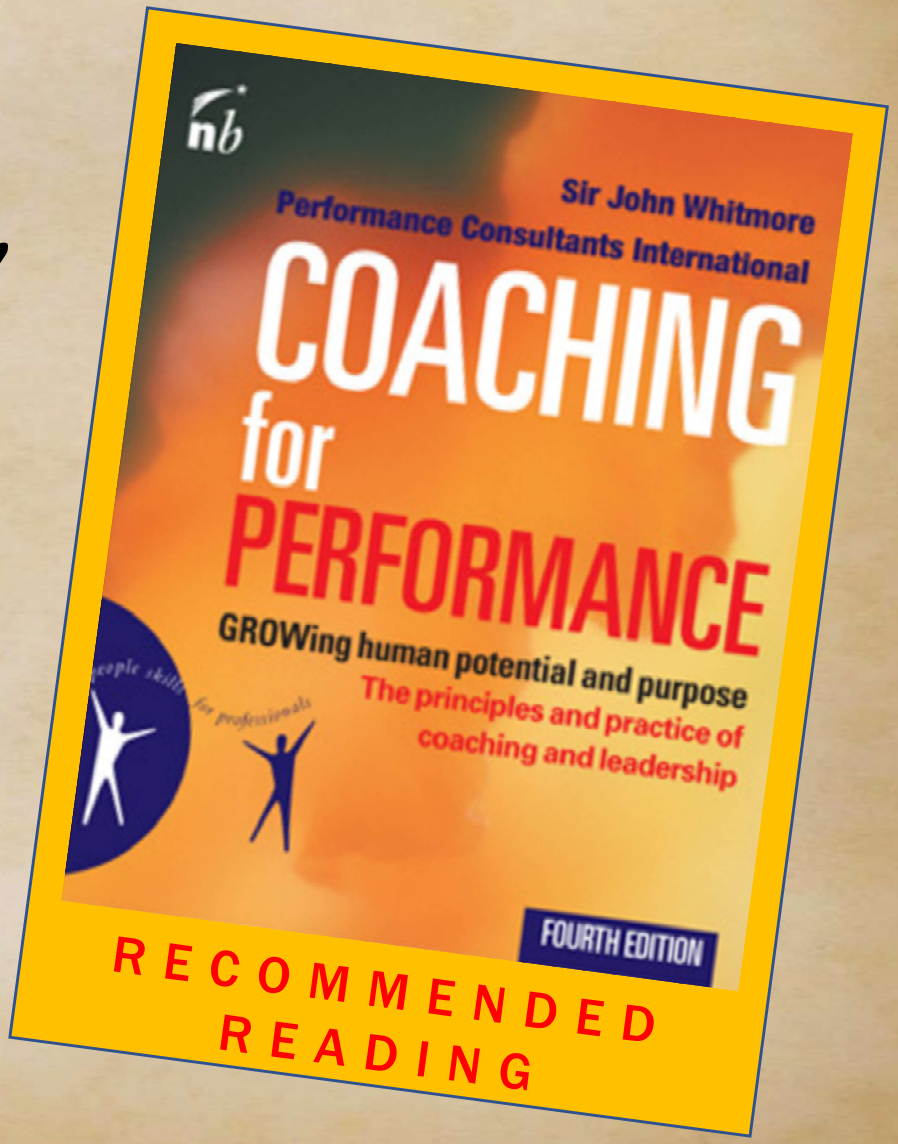
- Tuned in to non-verbal gestures and facial expressions
- Picking up on mood from tones used within the group

WAIT

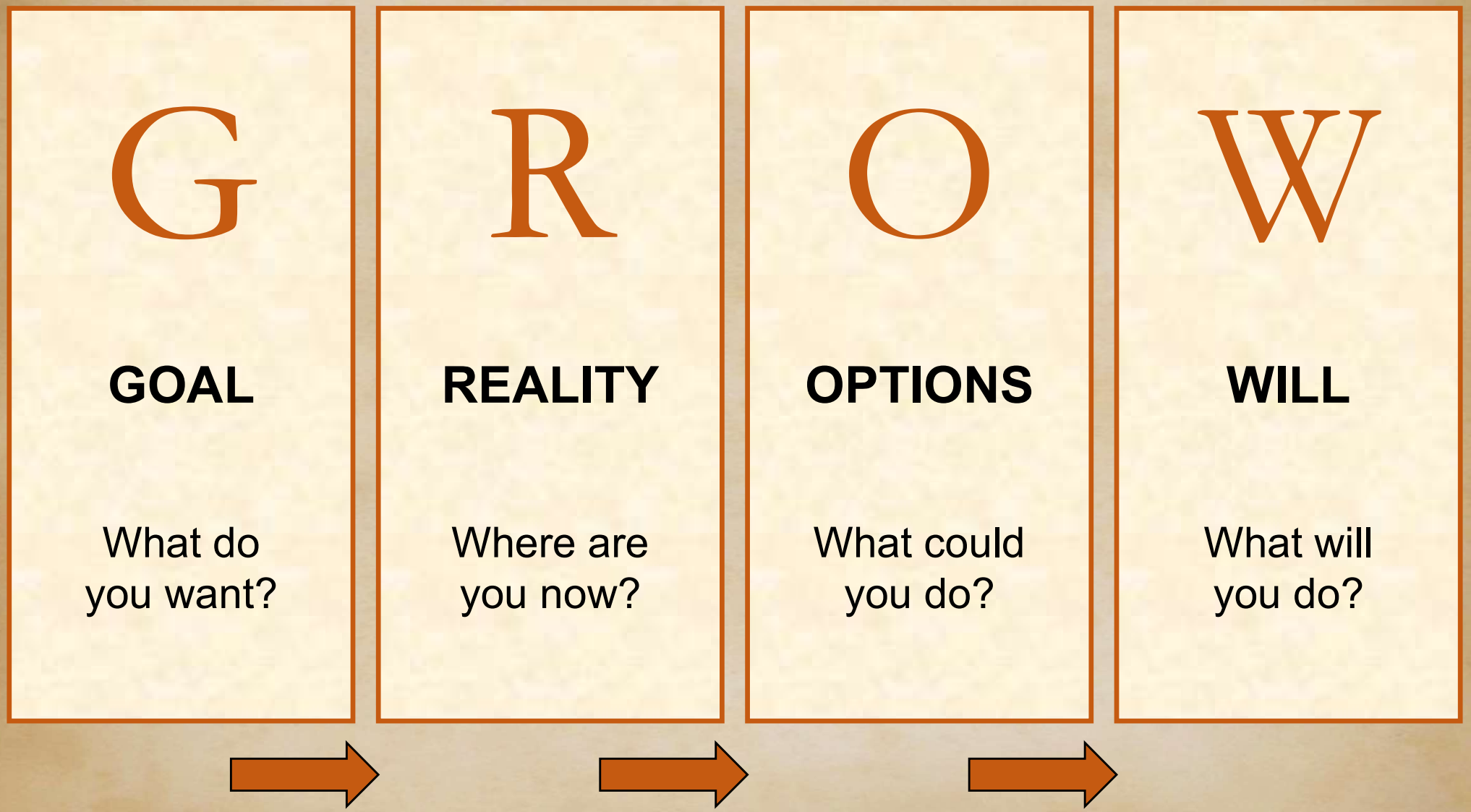
Why Am I Talking ?

The GROW Model

- We are using the version made popular in the book Coaching for Performance, by Sir John Whitmore
- This approach does not just focus on growing performance but also on growing learning and enjoyment



The GROW Model



Grow Model: **Goal**

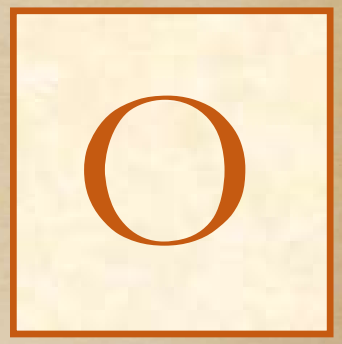
- What would you like to have by the end of the session?
- Imagine a year from now. What's the ideal state?
- What elements are you most drawn to?
- How important is each? (Rank, i.e. 1-10)
- So your goal would be what? By when?
- Deep down, what do you really want?
- What would be some stepping stones?
- What would be a good first step from where you are now?

Grow Model: **Reality**

- How much of this do you feel is within your control?
- On a scale of 1–10, if an ideal situation is 10, what number are you at now? What number would you like to be at?
- What gives the most dissatisfaction?
- What is the concern?
- What could meet that concern?
- What sort of people and activities do you dislike?
- What gives you most satisfaction?
- What sort of people and activities do you like?

Grow Model: **Options** (or ***Obstacles***)

- What ideas or options do you have?
- What would the benefits be? Costs?
- What alternatives do you have? Is there anything else?
- If there were anything else, what would it be?
- What has worked in the past?
- What steps could you take?
- Who could help you with this?
- Where could you find out the information?
- How could you do that?



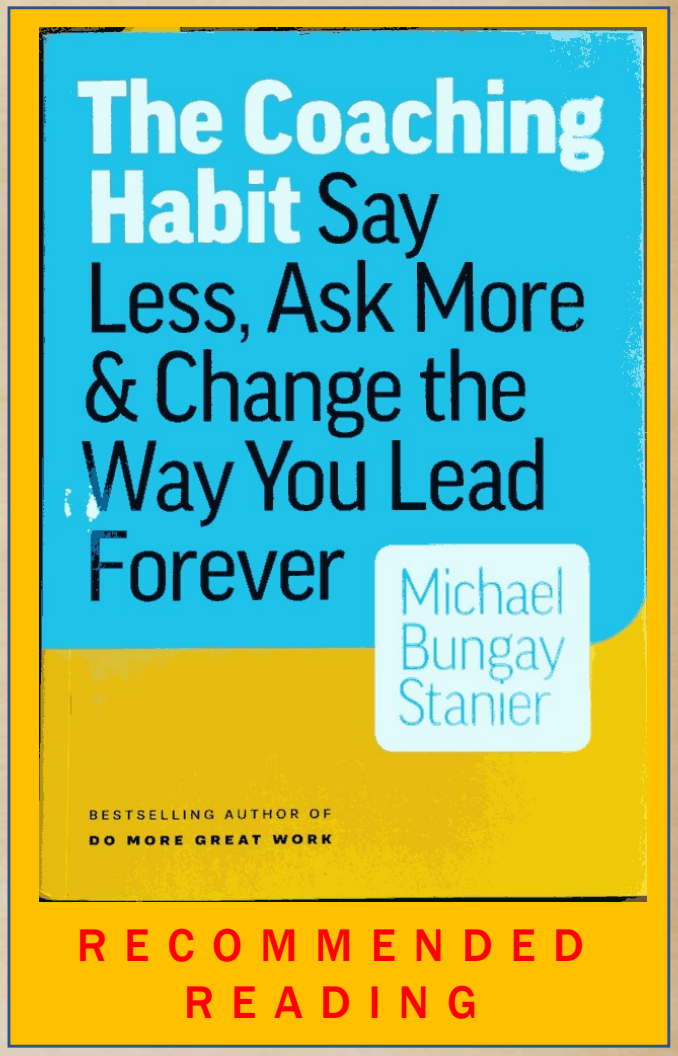
Grow Model: **Will** (or ***Way Forward***)

- What will you do?
- How will you do it?
- When will you do it?
- What obstacles exist?
- Who needs to know?
- On a scale from 1-10, how motivated are you to do it?
- What will it take for you to commit to that?
- What are the specific tasks, times, costs, etc.?
- How/when would you like me to check in with you?

The Coaching Habit

Seven Questions:

- Kickstart *What's on your mind?*
- AWE *And what else?*
- Focus *What's the real challenge?*
- Foundation *What do you want?*
- Lazy *How can I help?*
- Strategic *What will you say No to?*
- Learning *What was most useful for you?*



Coaching with **Powerful Questions**

Open-ended

Asked with genuine curiosity

- **Build Understanding**

  What challenges are you facing?
  What matters to you right now?
  What's on your mind today?
  What opportunities are you seeing?

- **Set Direction**

  What is the best possible outcome?
  What are you trying to achieve?
  What does success look like?
  How will you know if you've succeeded?

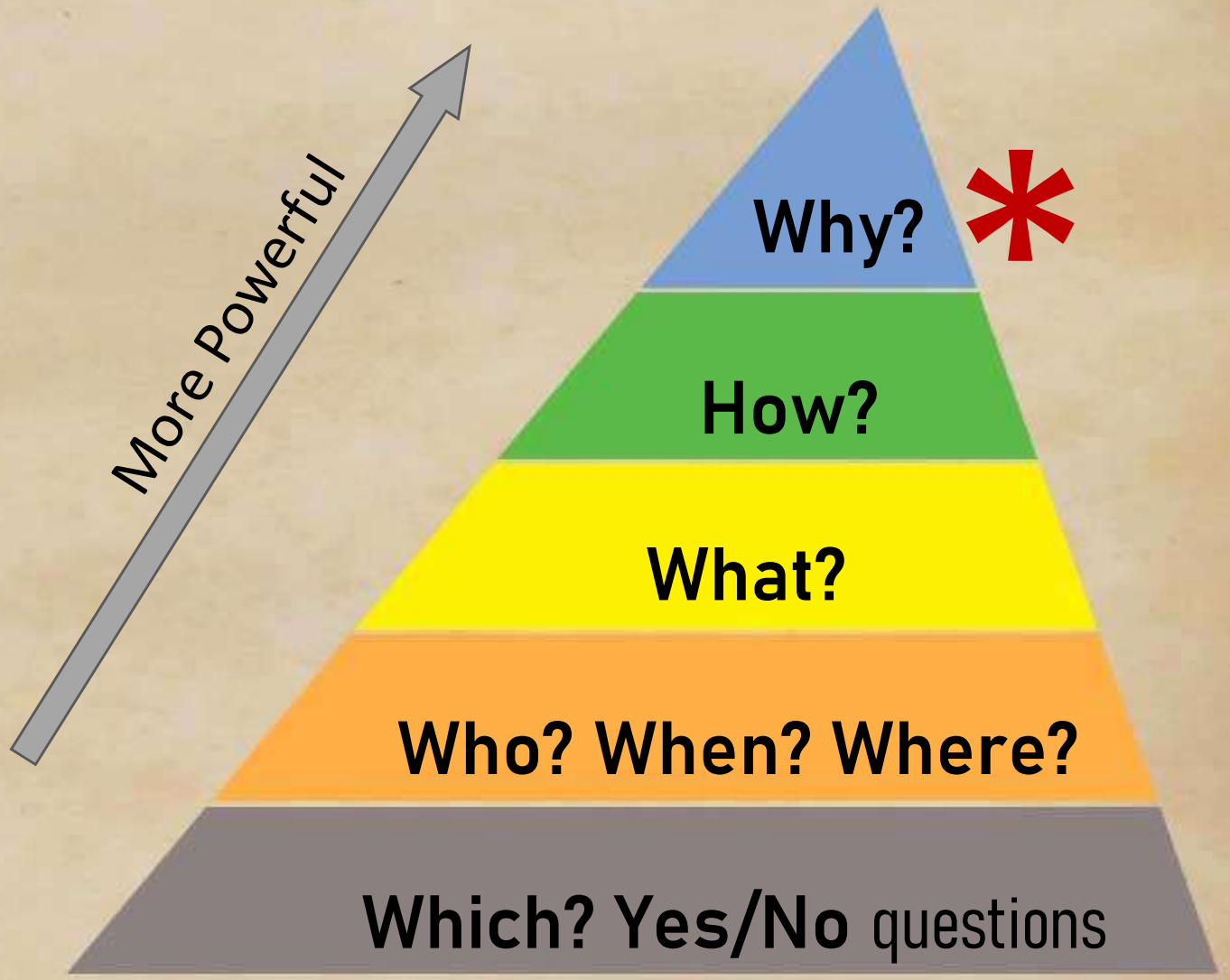
- **Shape Options**

  What have you tried?
  What options do you have?
  How possible is each option?
  What would you have to believe for this option to be right?

- **Define Next Actions**

  What info / data do you need to make a decision?
  What action can you take now?
  What are you taking away from this conversation, as a next step or new way of thinking?
  What support do you need? Where will you get it?
  How can I help?

Powerful Coaching Questions

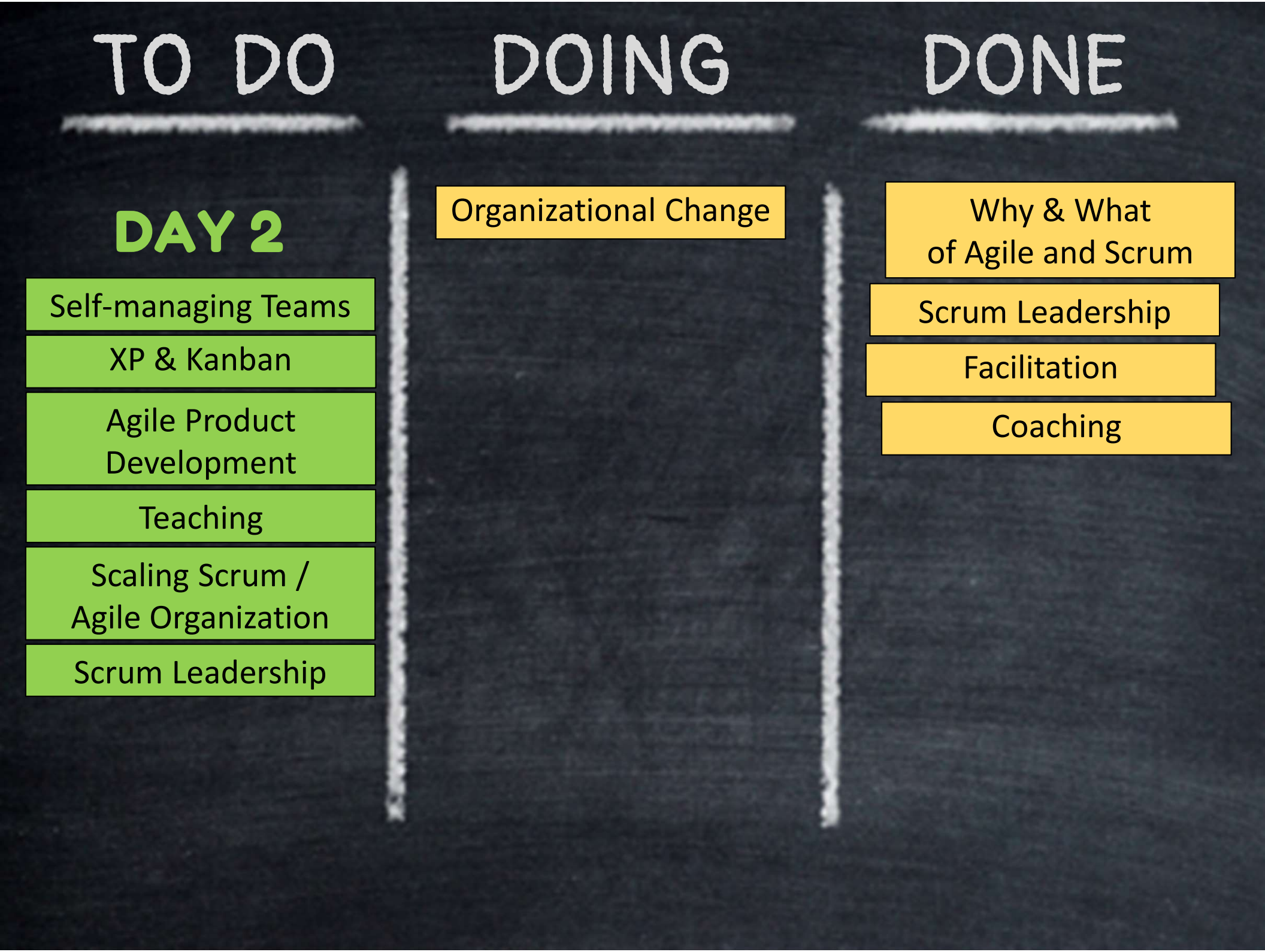


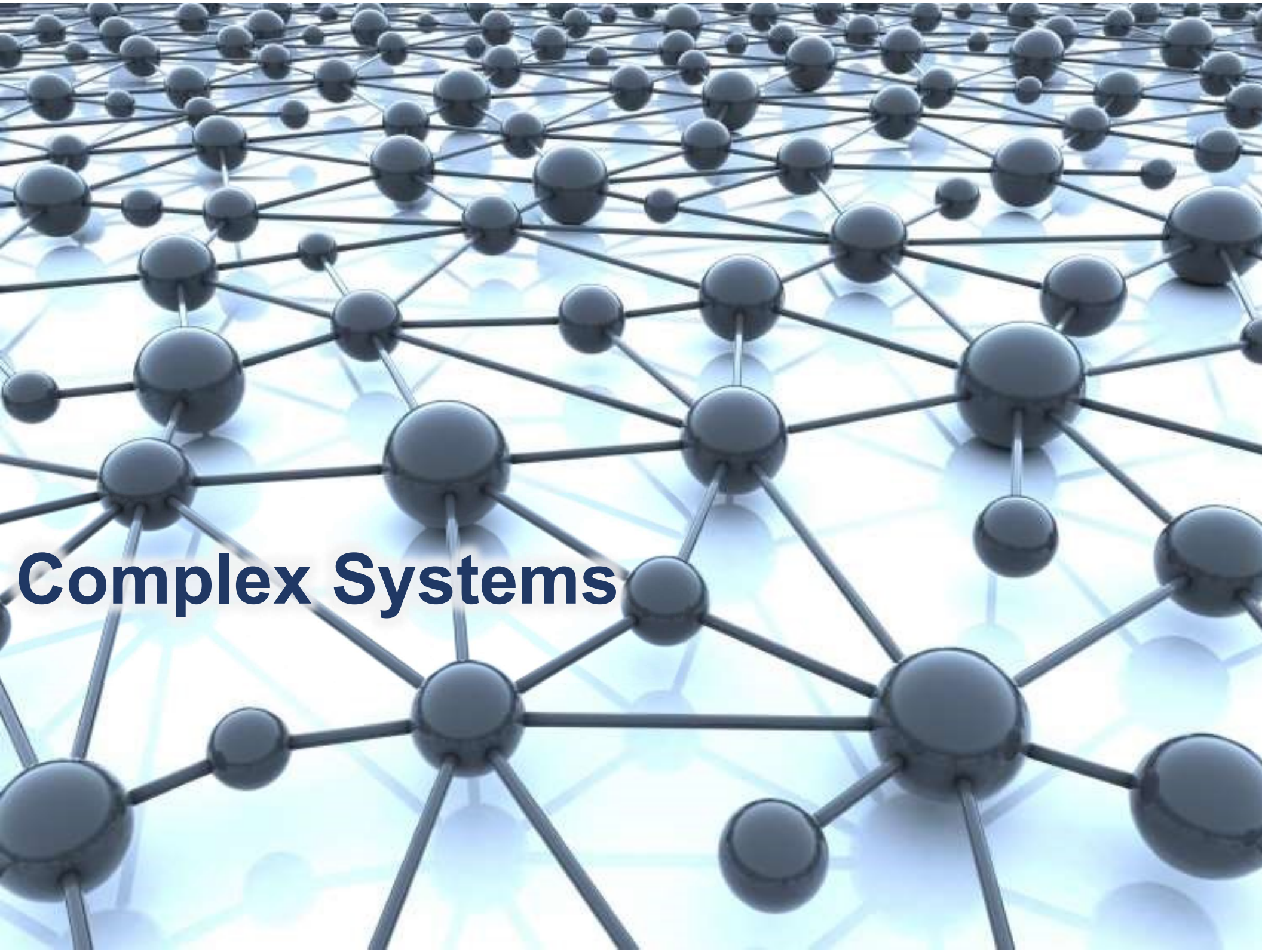
The Art of Powerful Questions, Eric E. Vogt, Juanita Brown & David Isaacs

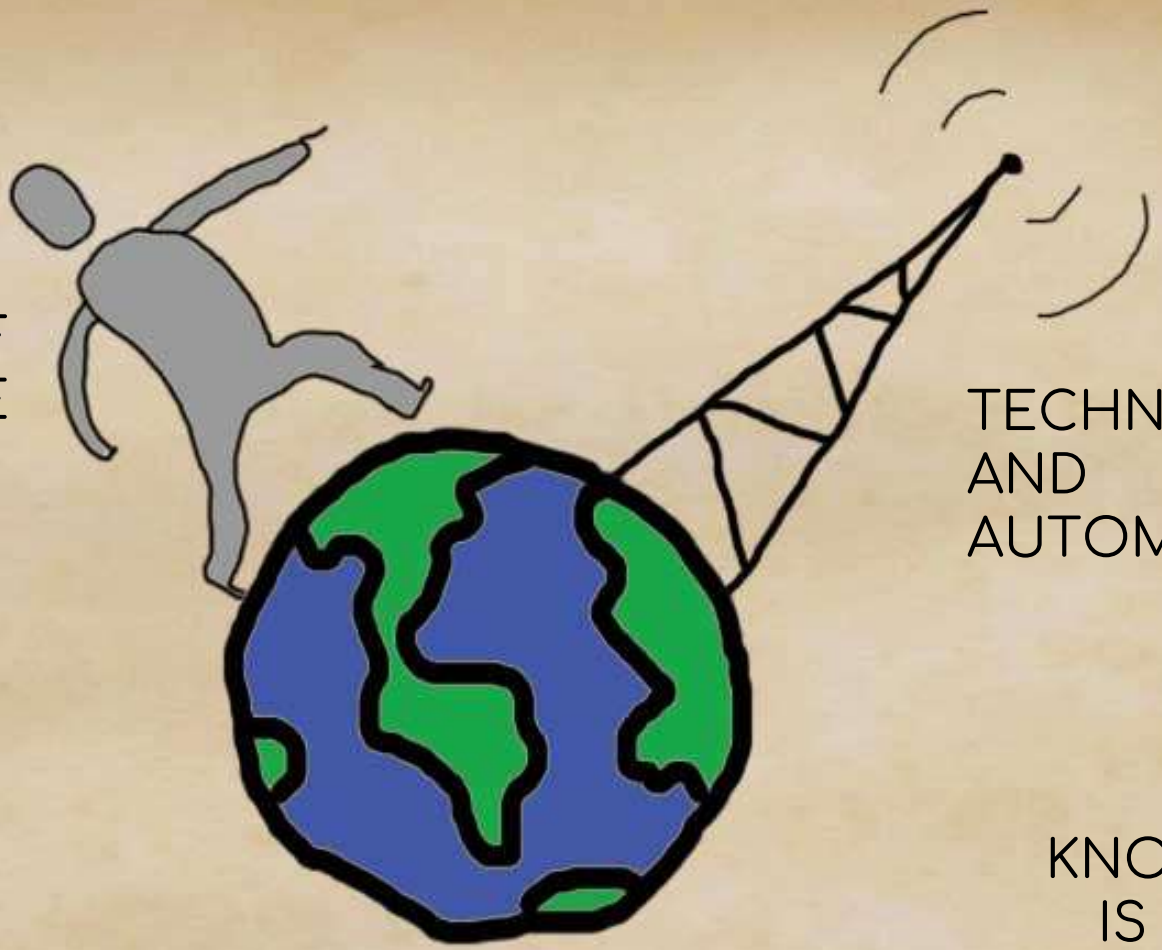
Assignment #3:

When you get back to a work environment, apply an appropriate coaching technique for two interventions.

Document these (with observations and learnings) in your personal journal.


TO DO
DOING
DONE
DAY 2
Self-managing Teams
XP & Kanban
Agile Product Development
Teaching
Scaling Scrum / Agile Organization
Scrum Leadership
Organizational Change
Why & What of Agile and Scrum
Scrum Leadership
Facilitation
Coaching


Complex Systems



PACE OF CHANGE

TECHNOLOGY AND AUTOMATION

CUSTOMER EXPECTATIONS

KNOWLEDGE IS NOW A COMMODITY

GLOBALIZATION

PRODUCT COMPLEXITY

HYPER-COMPETITION

INCREASED REGULATIONS

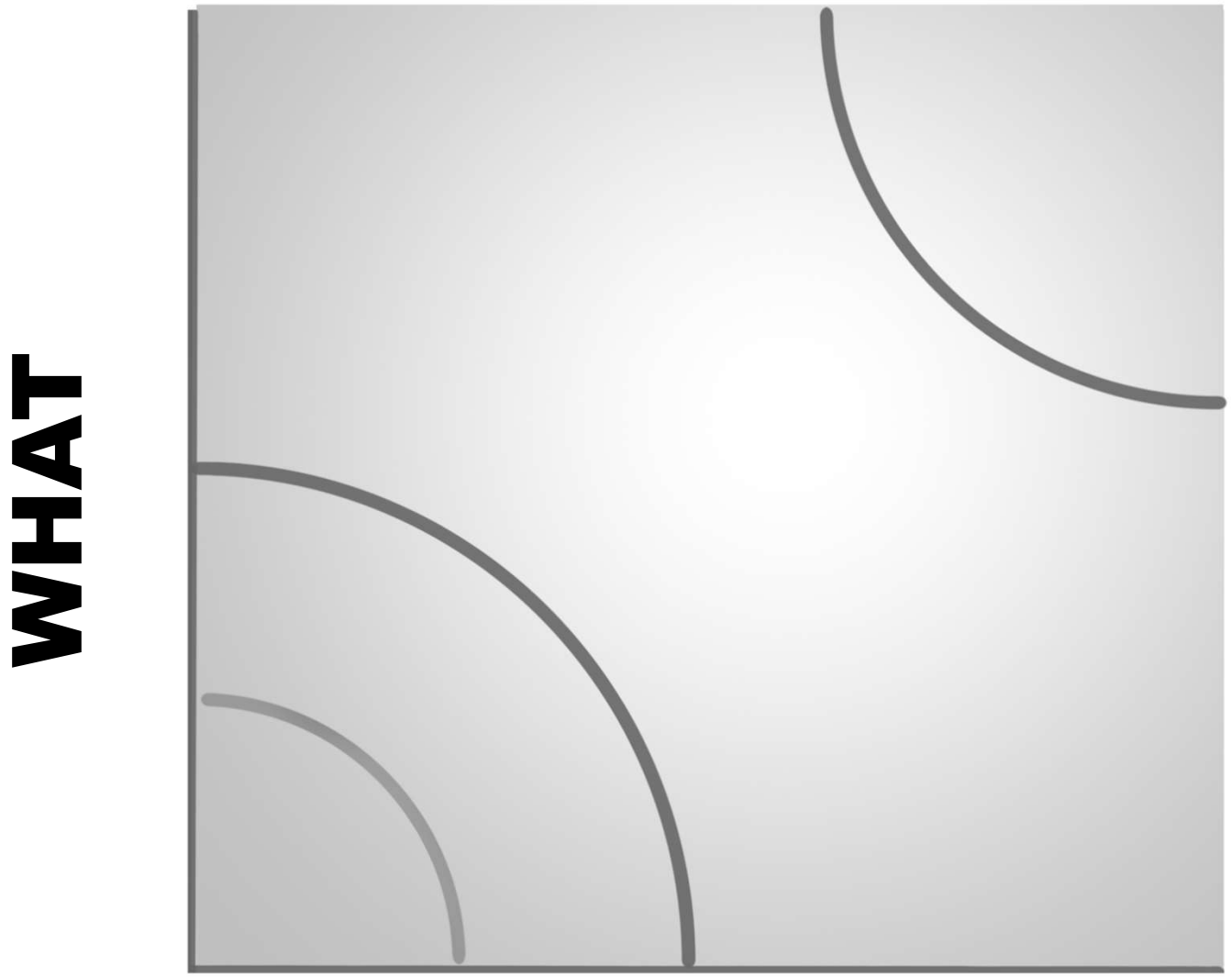
illustration inspired by Pete Behrens, Trail Ridge Consulting

Simple *vs.* Complex

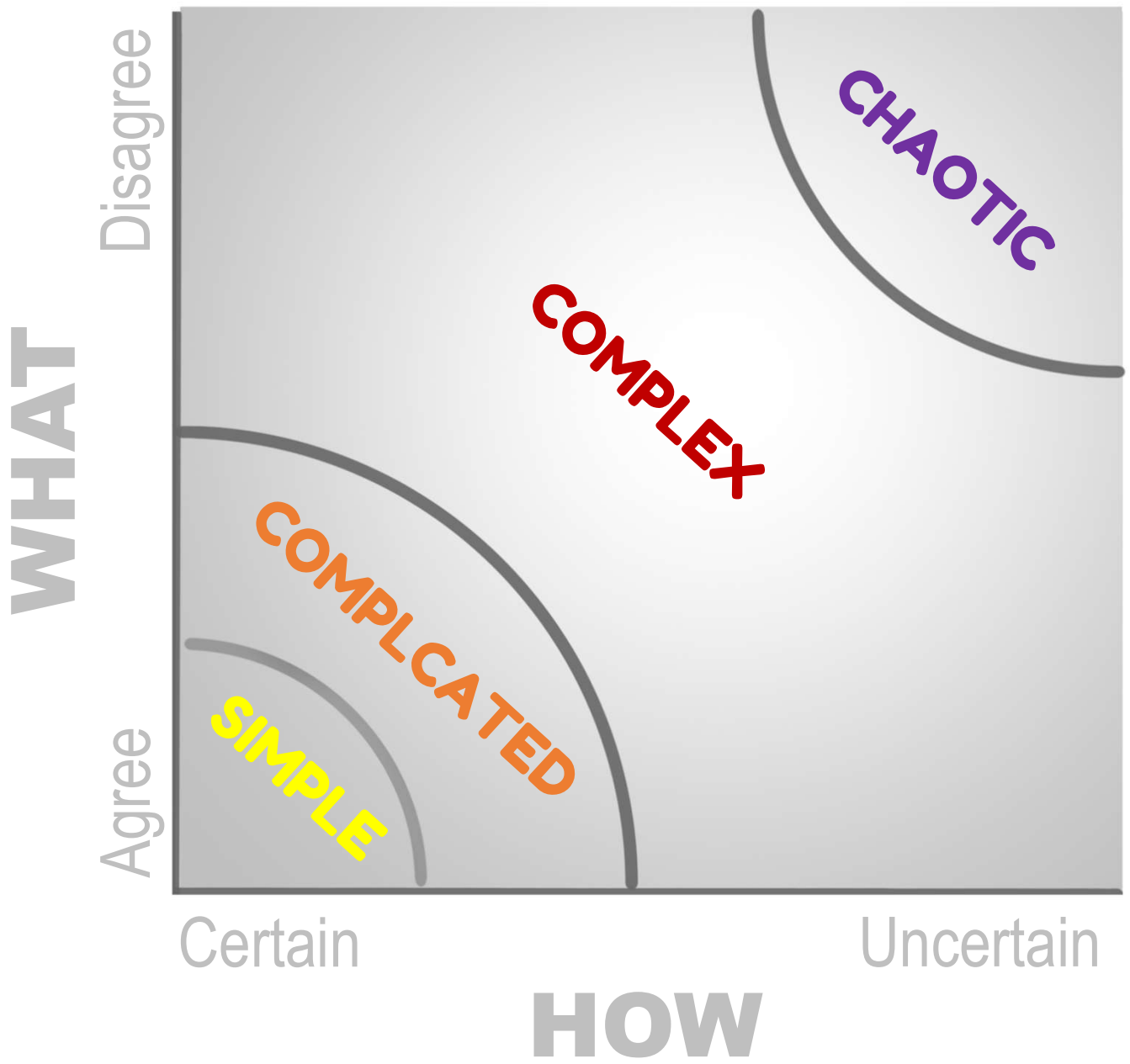
- Cause-and-Effect works
- Probability and forecasting work
- stable, repeatable and predictable
- study history > forecast and plan the future

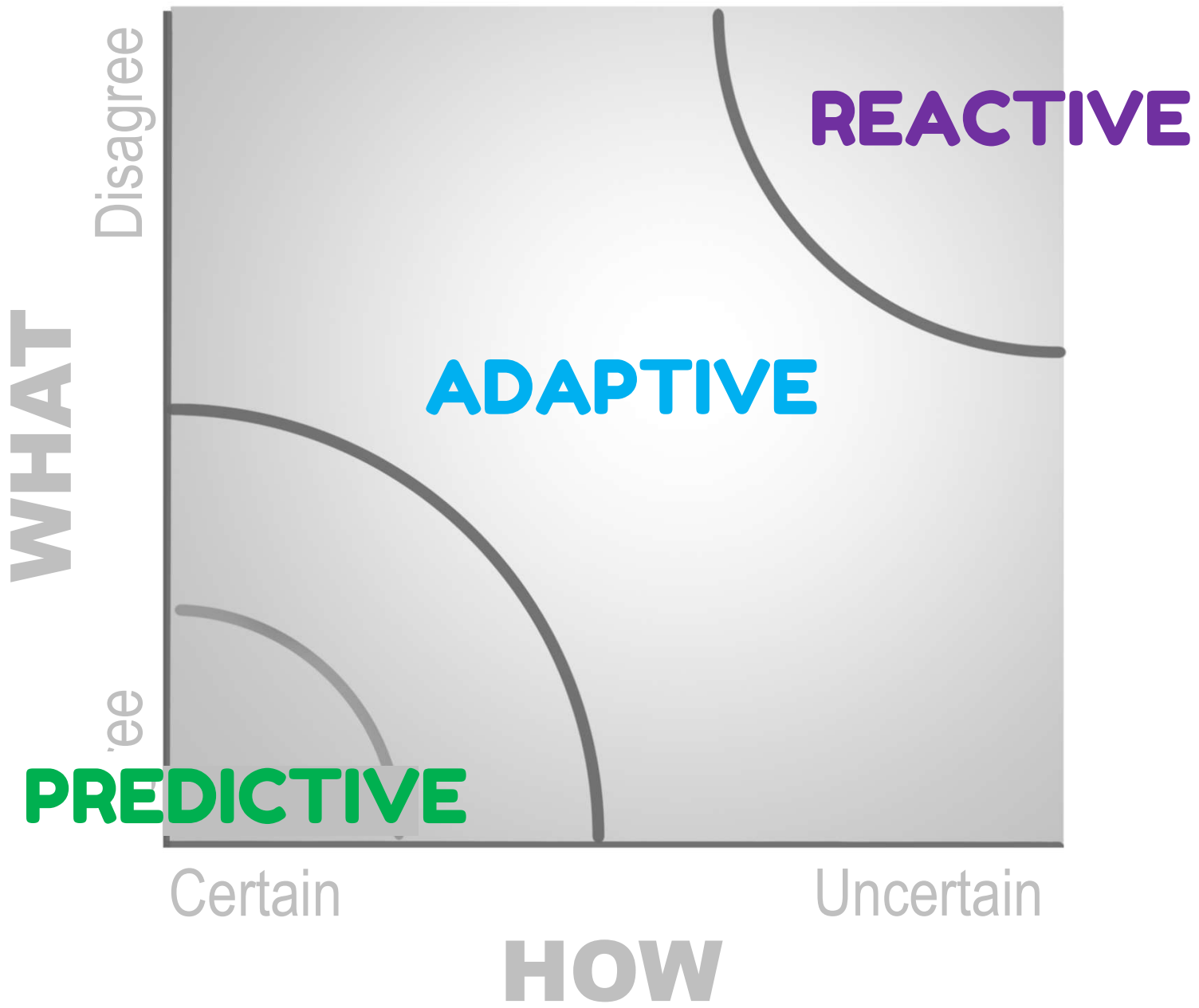
- Cause-and-Effect are only detectable in hindsight
- unpredictable due to massive numbers of variables and influences
- probability is limited
- forecasting creates a false sense of confidence

Agreement & Certainty Matrix (Ralph D. Stacey)



Stacey; Strategic management and organisational dynamics: the challenge of complexity. Harlow: Prentice Hall, 2002.


WHAT
Disagree
Agree
CHAOTIC
COMPLEX
COMPLCATED
SIMPLE
Certain
Uncertain
HOW


REACTIVE
ADAPTIVE
PREDICTIVE
WHAT
Disagree
ee
Certain
Uncertain
HOW

WHAT

product, criteria

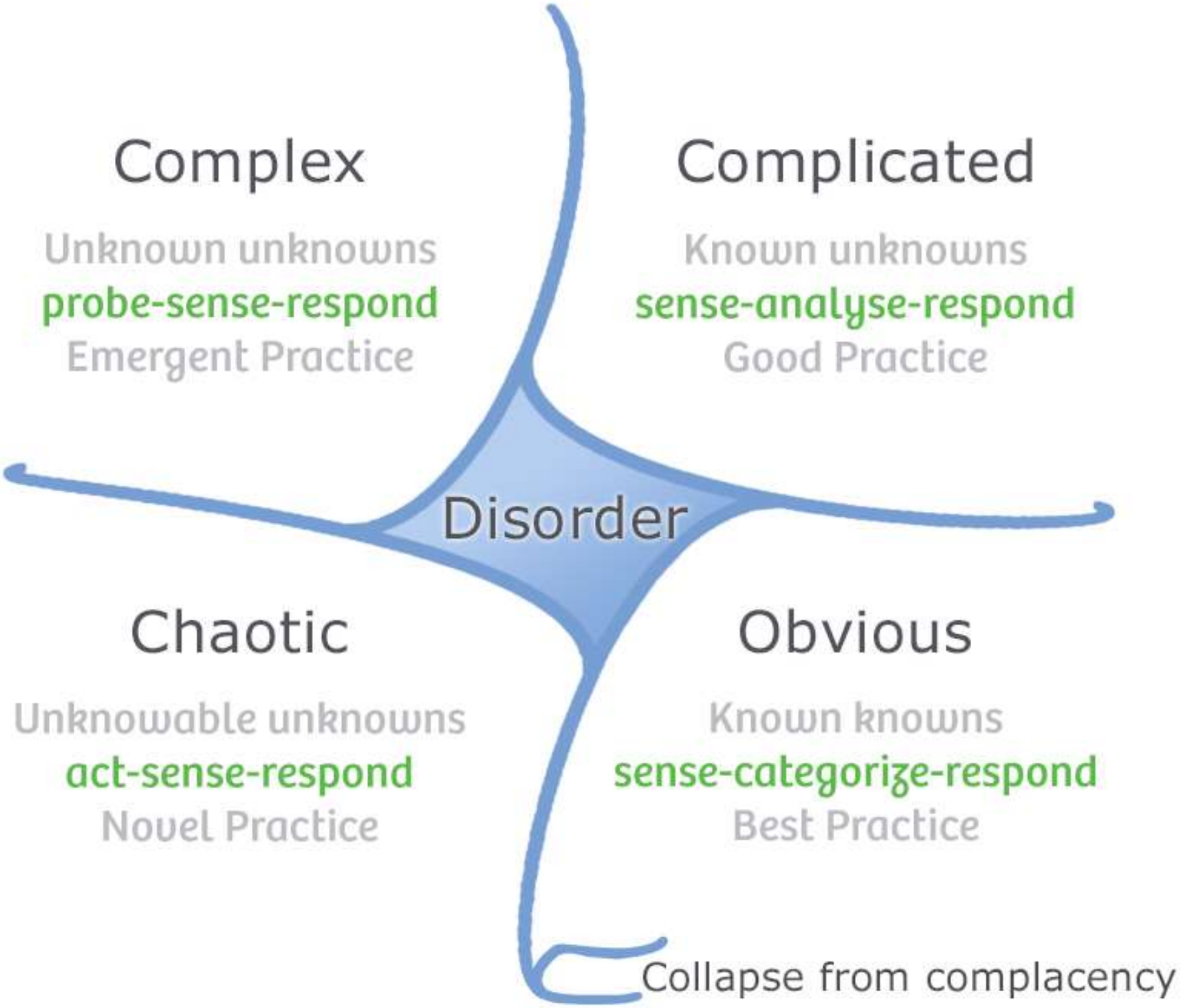
HOW

process, technology

Cynefin

- The Cynefin framework (*kuh-NEV-in*) is a conceptual framework used to aid in decision-making
- Created in 1999 by David Snowden when he worked for IBM Global Services
- Cynefin has been described as a sense-making device – it is not a categorization model
- It recognizes causal differences and gives people a quick and easy way to flip between them applying the appropriate method in the appropriate domain

Video for Reference: https://www.youtube.com/watch?v=N7oz366X0-8



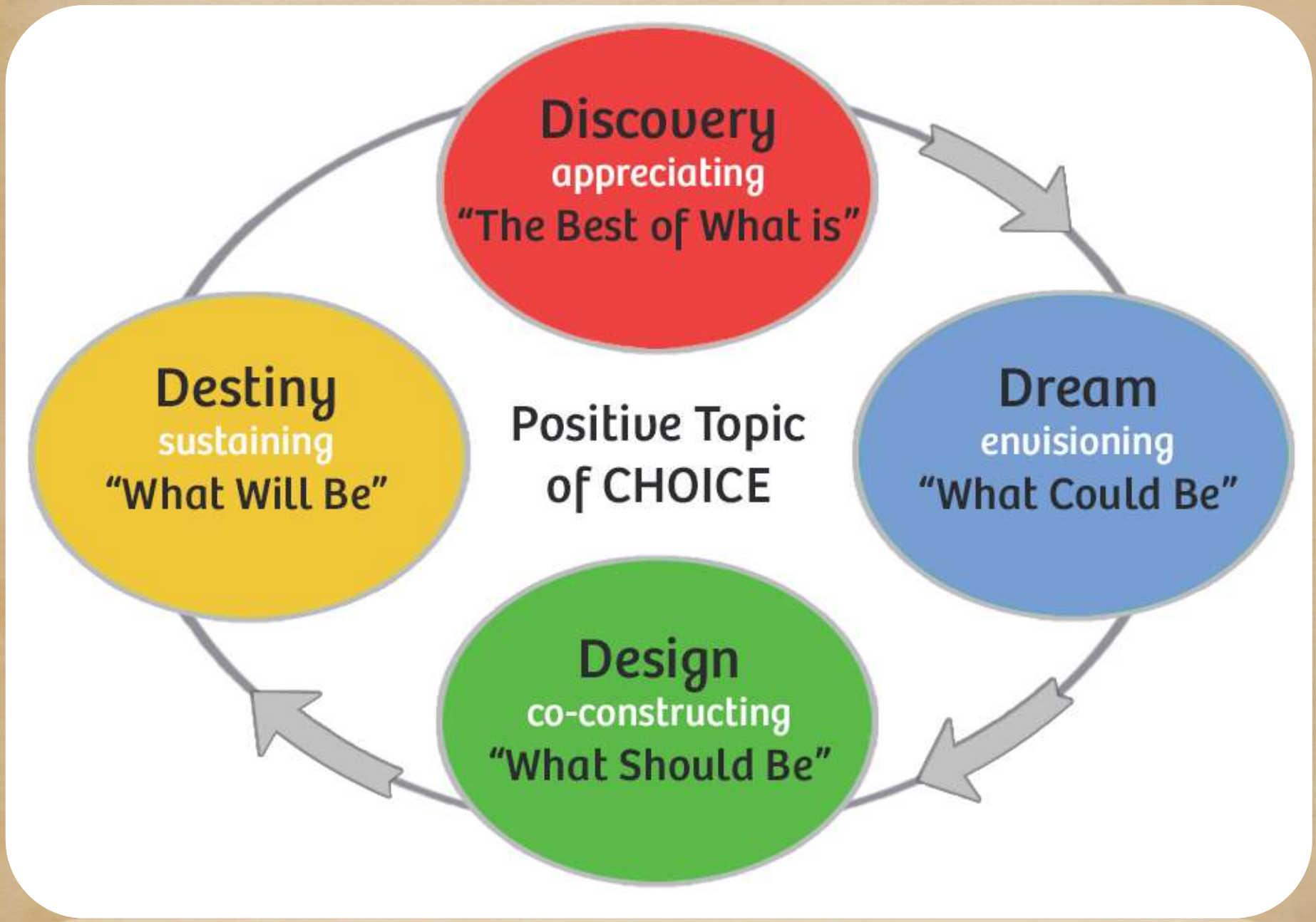
Dave Snowden et al, Cognitive Edge Pte Ltd.

Catalyzing Organizational Change

Some frameworks:

- Appreciative Inquiry
- ADKAR Model
- Kotter 8-Step Process for Leading Change:
  - Create → Build → Form → Enlist → Enable → Generate → Sustain → Institute
- McKinsey & Company's 7-S Framework:
  - Style, Skills, Systems, Structure, Staff, and Strategies = Shared Values & Goals
- Satir Change Management Model:
  - Late Status Quo → Resistance → Chaos → Integration → New Status Quo

Appreciative Inquiry (AI)



The 4-D Model was developed by Suresh Srivastva, Ron Fry, and David Cooperrider in 1990

Traditional Problem Solving

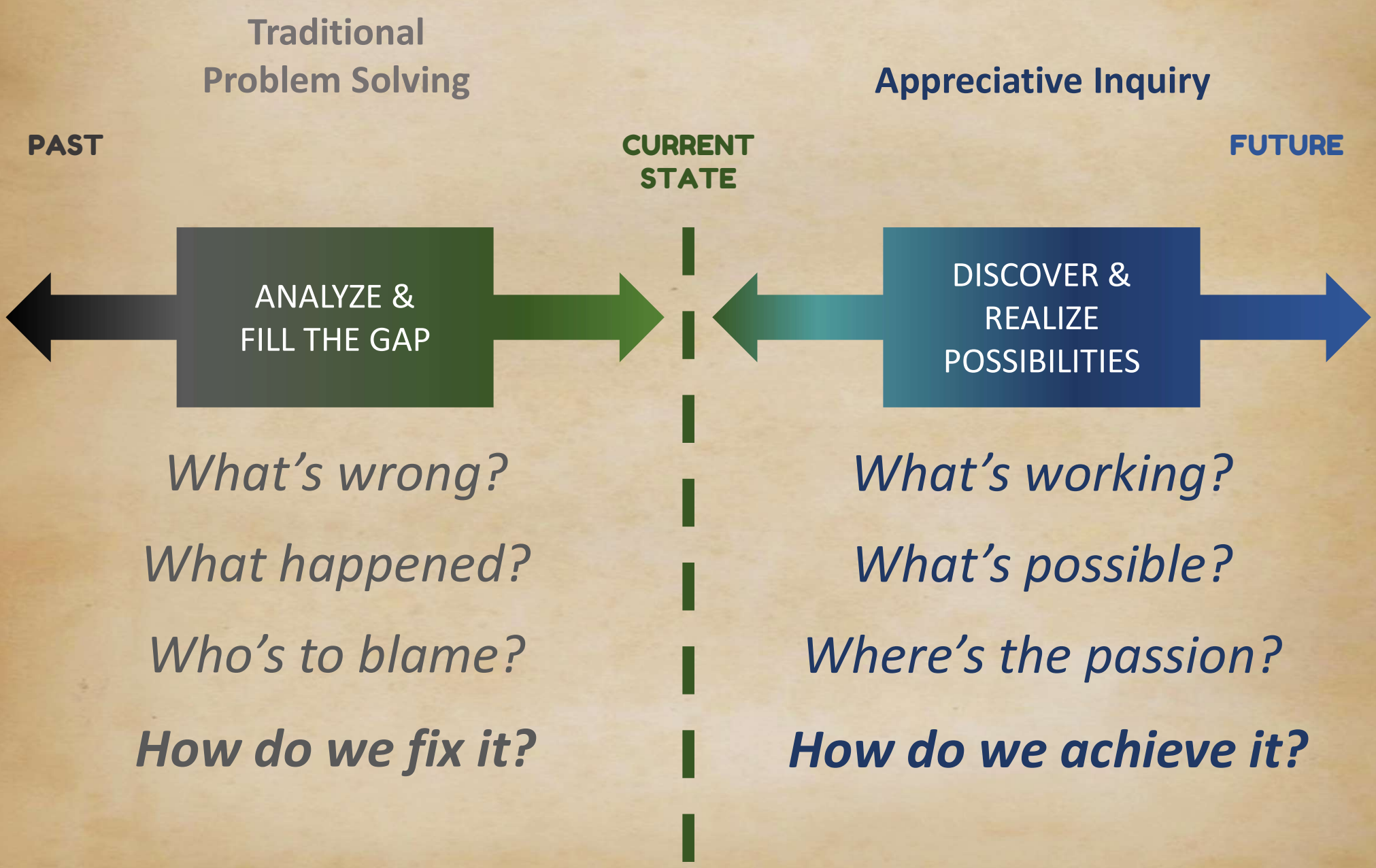
vs.

Appreciative Inquiry

- *Identify the problem*
- *Analyze the causes*
- *Plan the actions*
- *Basic assumption:*
  - *the organization is a problem to be solved*

- *Value what is*
- *Envision what could be*
- *Discuss next steps*
- *Basic assumption:*
  - *the organization and the people in it know the possibility*

A.I. is Future-Oriented



"Appreciative inquiry in organizational life" Cooperrider, D. L. & Srivastva, S. (1987)

ADKAR Model

Awareness *of the need for change*

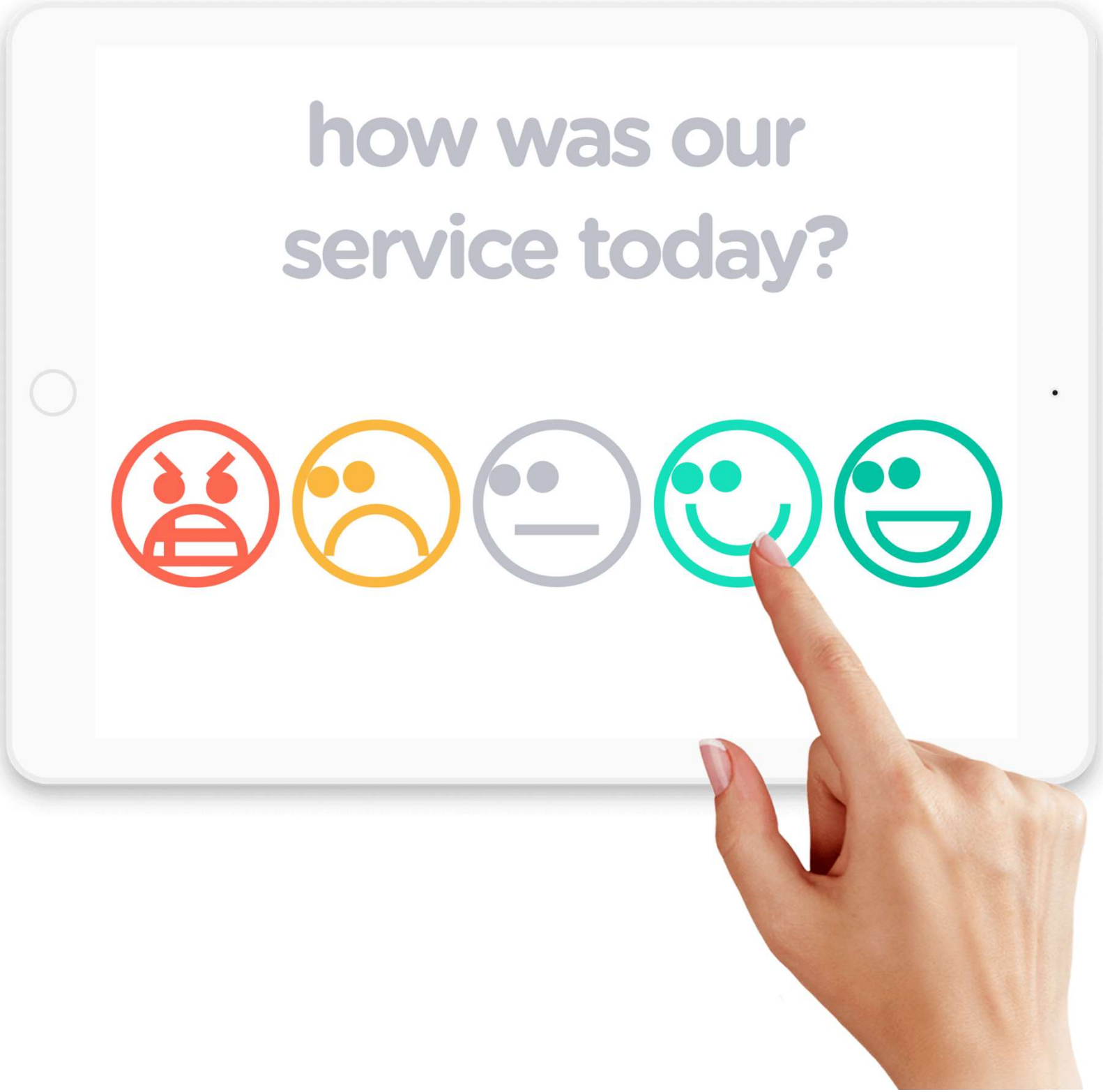
Desire *to support and participate in the change*

Knowledge *of how to change*

Ability *to implement required skills and behaviors*

Reinforcement *to sustain the change*

Prosci Research, Jeffrey Hiatt, 2006

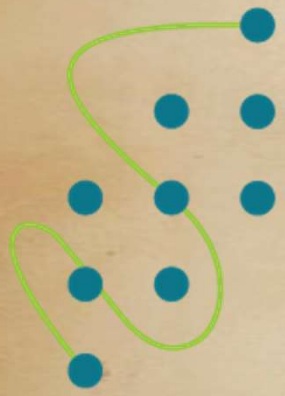

how was our
service today?

END OF DAY 1

See ya tomorrow …

Advanced Certified Scrum Master (A-CSM) Training

Day 2

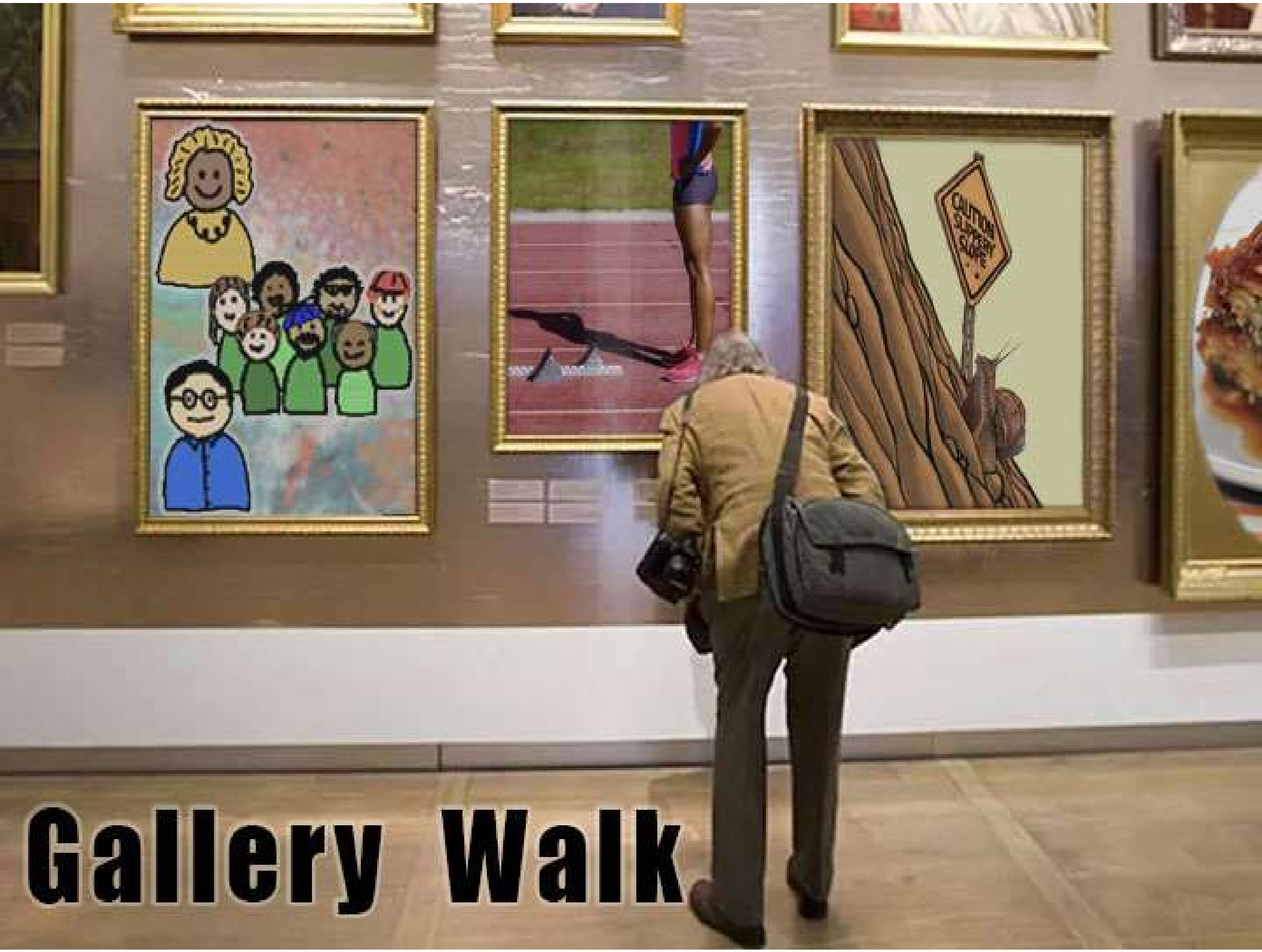


ROCKET NINE SOLUTIONS

via ZOOM

Victor Bonacci
Certified Scrum Trainer
Host of the *Agile Coffee Podcast*
victor@rocketninesolutions.com

V4.1 – Oct 2022

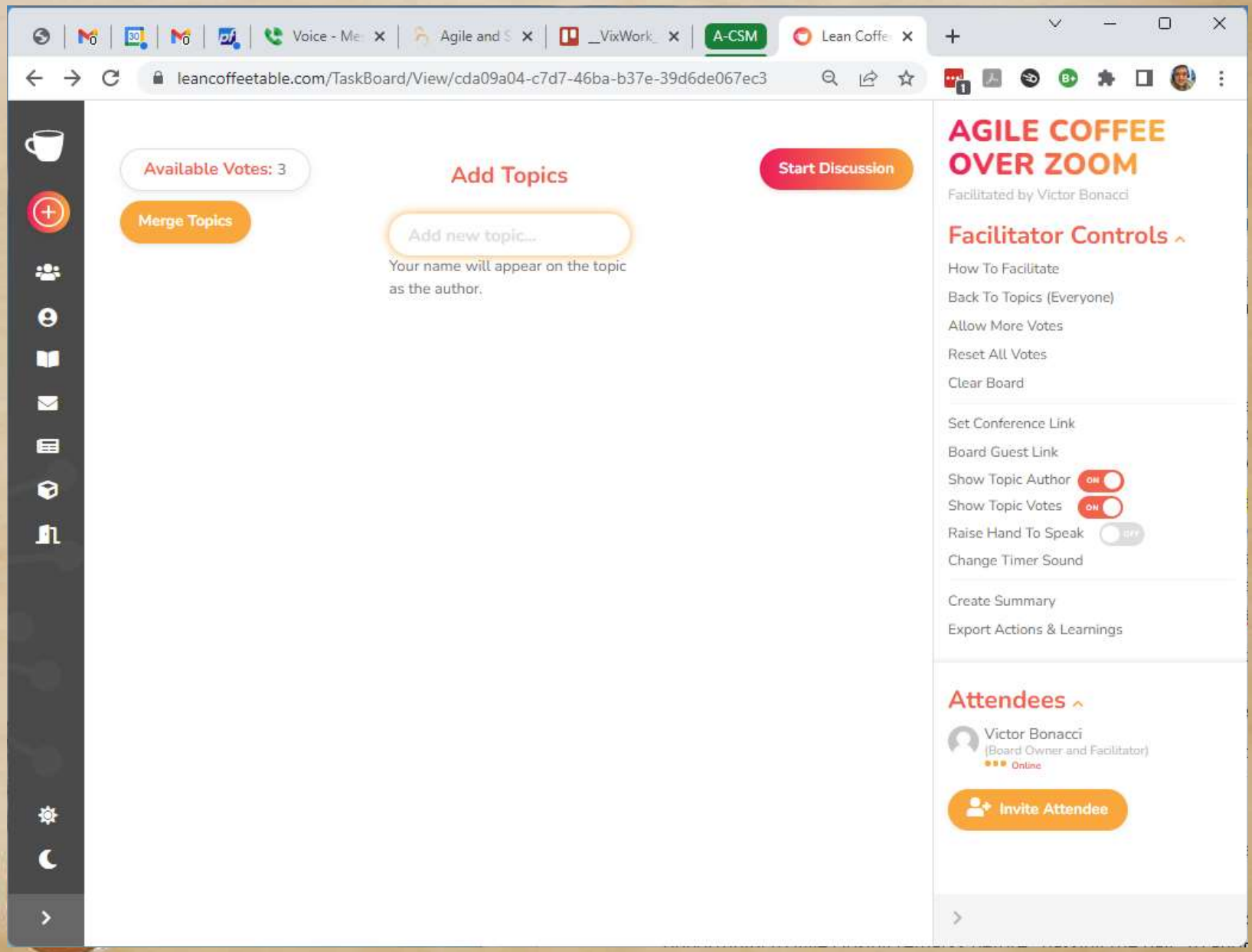

Gallery Walk


Parking Lot

Lean Coffee

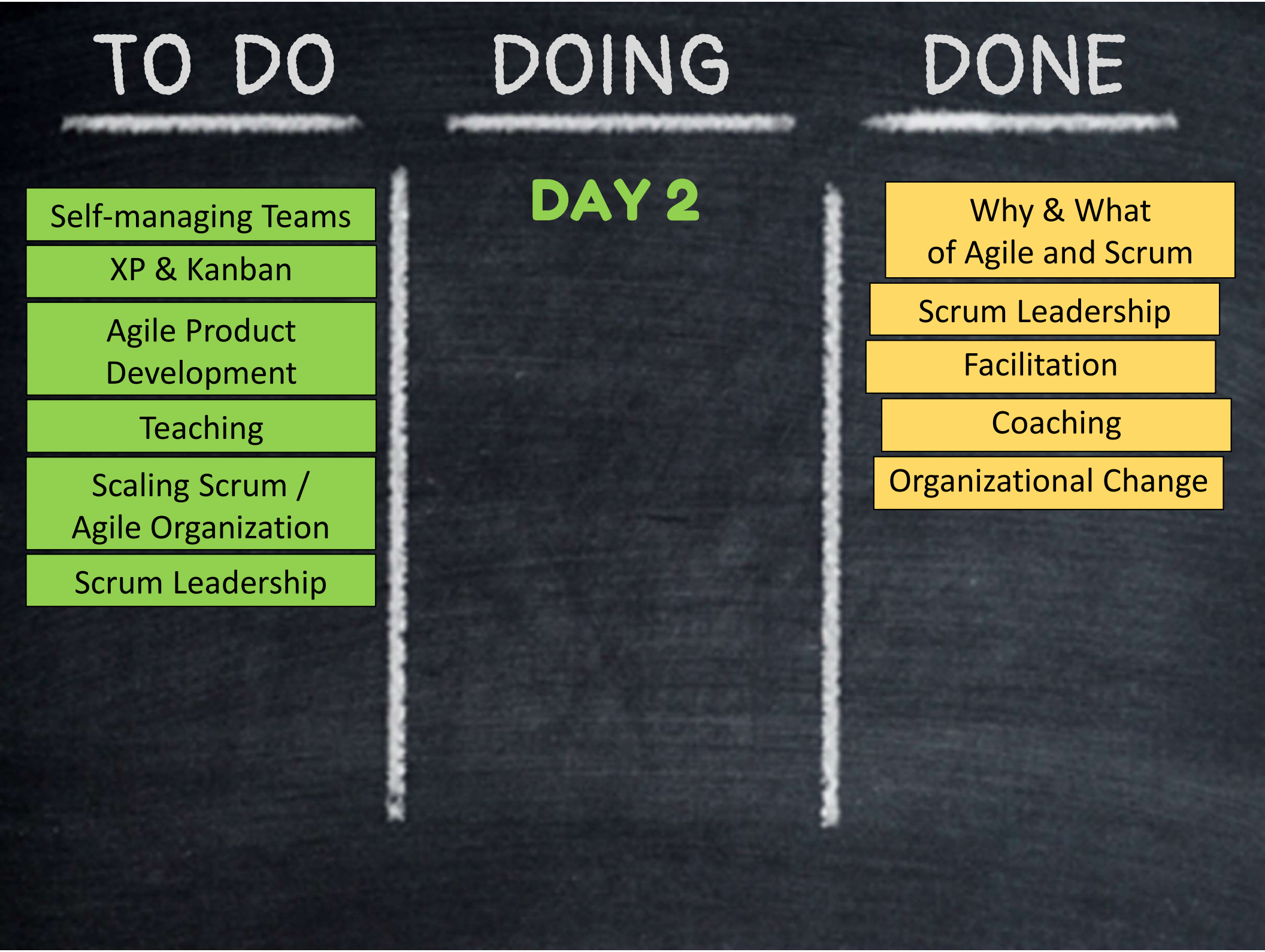
create a simple kanban board

TO DISCUSS | DISCUSSING | DISCUSSED



LeanCoffee.org

2009 - Benson and Lightsmith - LeanCoffee.org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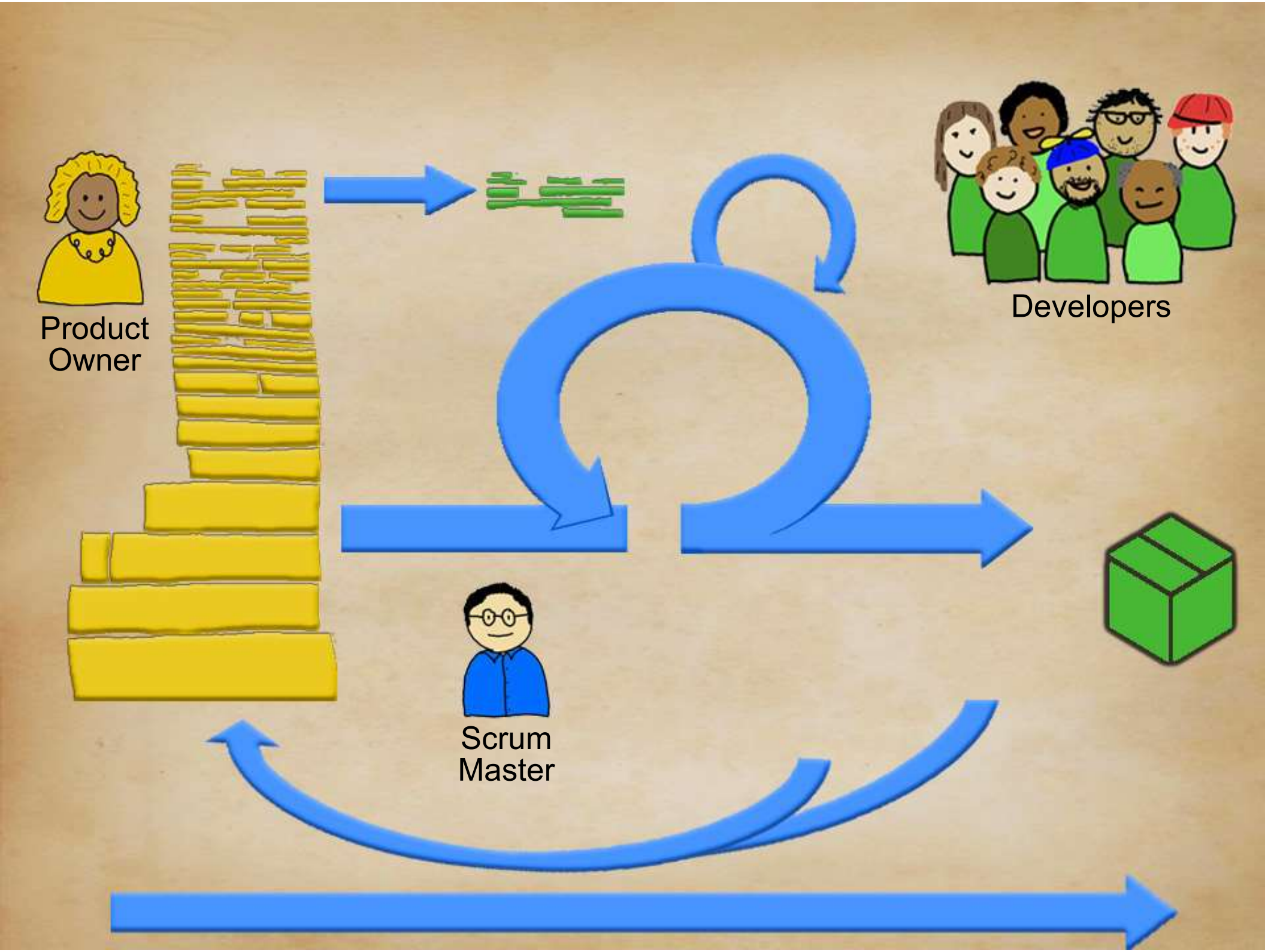
Organizational Change

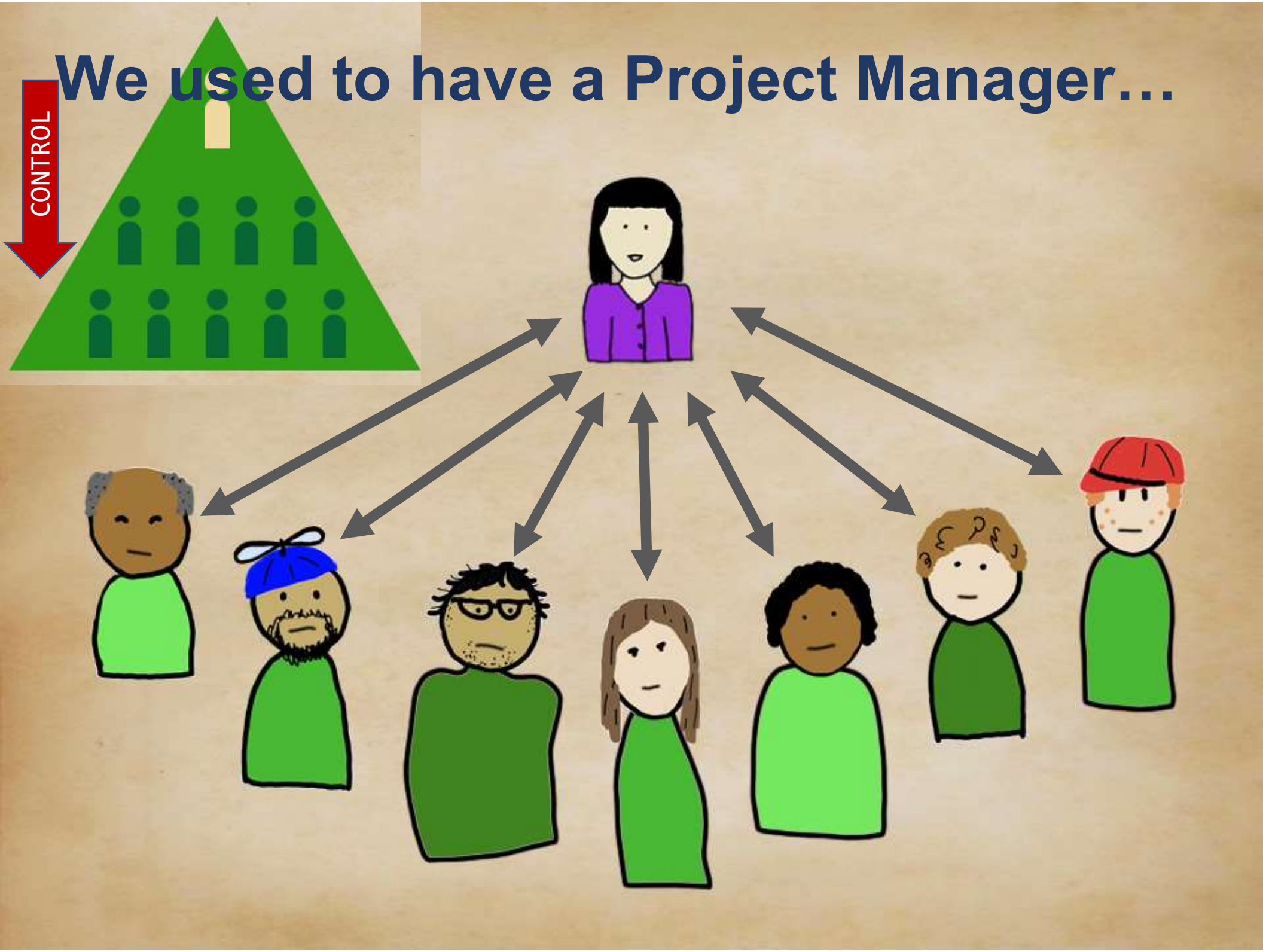

Product Owner
Developers
Scrum Master

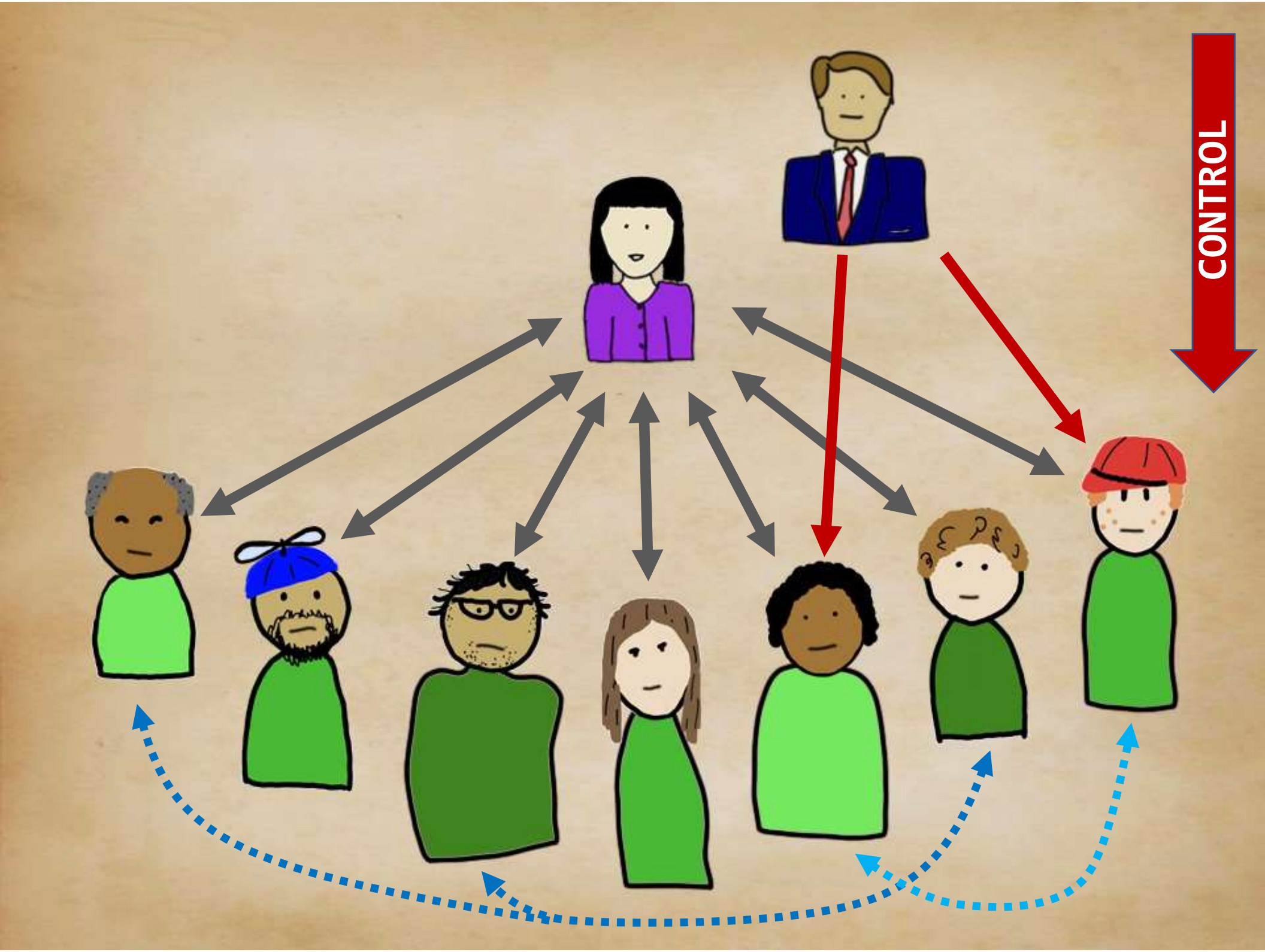
One Team, Focused on One Product

The goal was to eliminate the concept of a separate team within a team that has led to "*proxy*" or "*us and them*" behavior between the PO and Dev Team.

There is now just ***one Scrum Team*** focused on the same objective, with three different sets of *accountabilities*: ***PO, SM, & Developers***

We used to have a Project Manager…

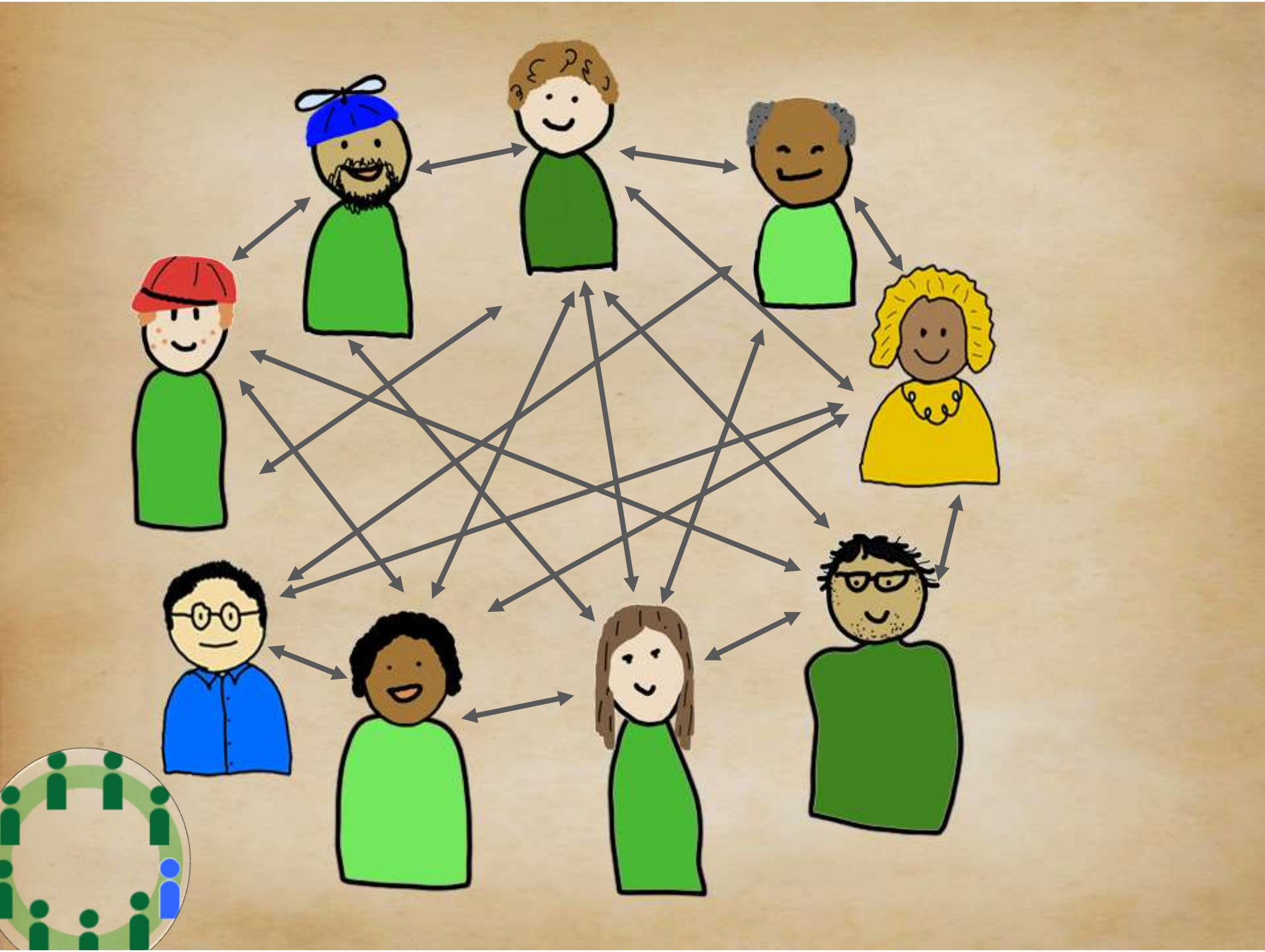



CONTROL

a Team, or a collection of individuals?

A team may be people doing something together, but the "*something*" part isn't what makes a team - the "***together***" part is.

- Work is a bonding activity
- The obstacles are *grist for the mill* of change
- Absence of norms, working agreements or rules of engagement prevents teaming



Self-Managing over Self-Organizing

Previous Scrum Guides referred to Development Teams as self-organizing, choosing who and how to do work.

With more of a focus on the Scrum Team, the 2020 version emphasizes a self-managing Scrum Team, choosing ***who***, ***how***, and ***what*** to work on.

Scrum Team

- self-managing
- “They internally decide who does what, when, and how.”
- “Adaptation becomes more difficult when the people involved are not empowered or self-managing.”

What are some attributes of a self-managing Scrum Team?

What are some attributes of a self-managing Scrum Team?

What are some techniques to improve the team's ability to manage themselves?

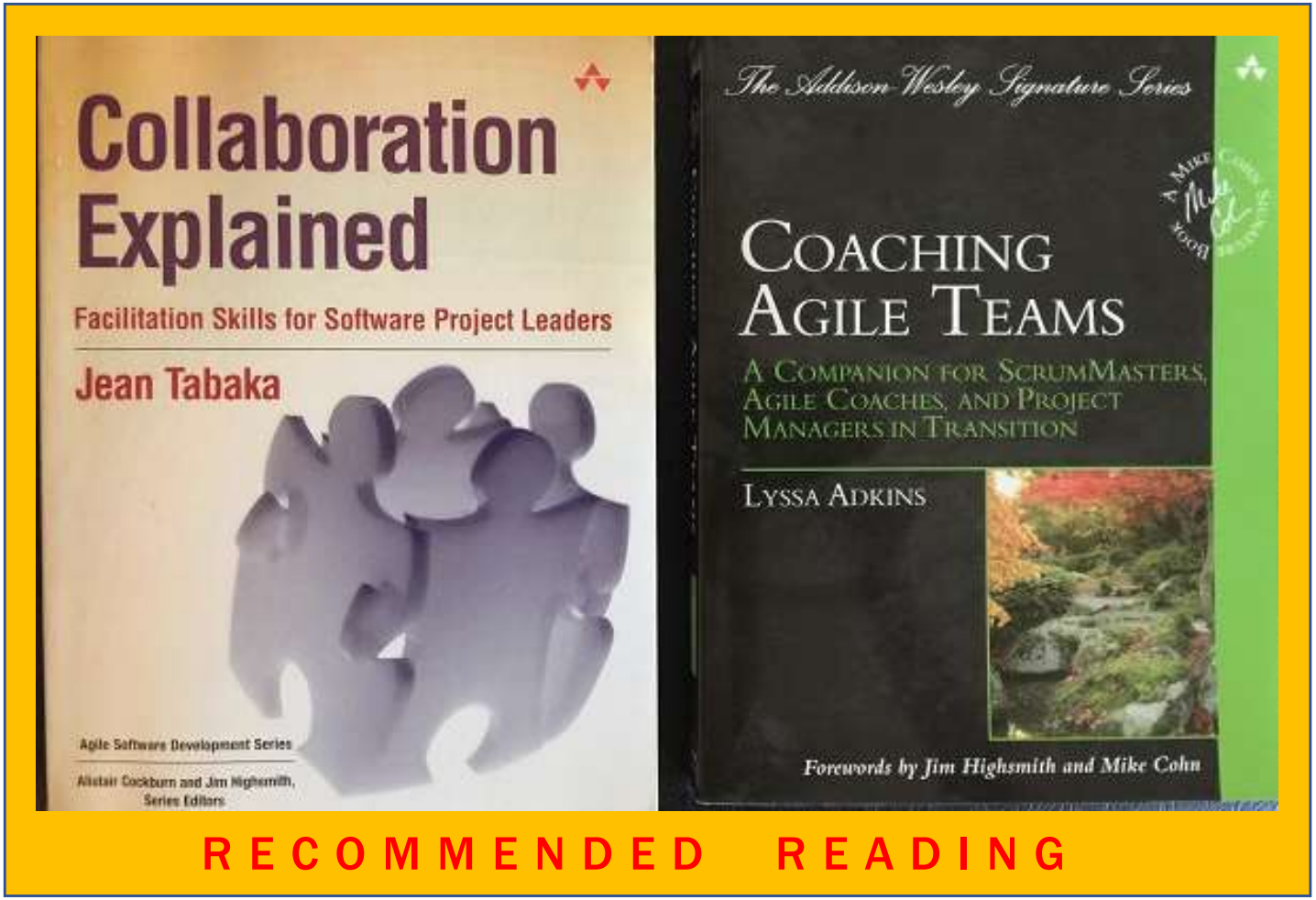
(Remember to Stretch)

Assignment #4:

When you get back to a work environment, apply a technique to improve the team's ability to manage themselves.

Document this (and your reactions, learnings) in your personal journal.

Expect High Performance



Coaching Agile Teams – Adkins 2010

HOMEWORK

OPTIONAL

Watch the two recommended videos (or find other similar videos or podcasts) on your own time.

Reflect on these and document your reactions in your personal journal.

Trusting Teams | Simon Sinek

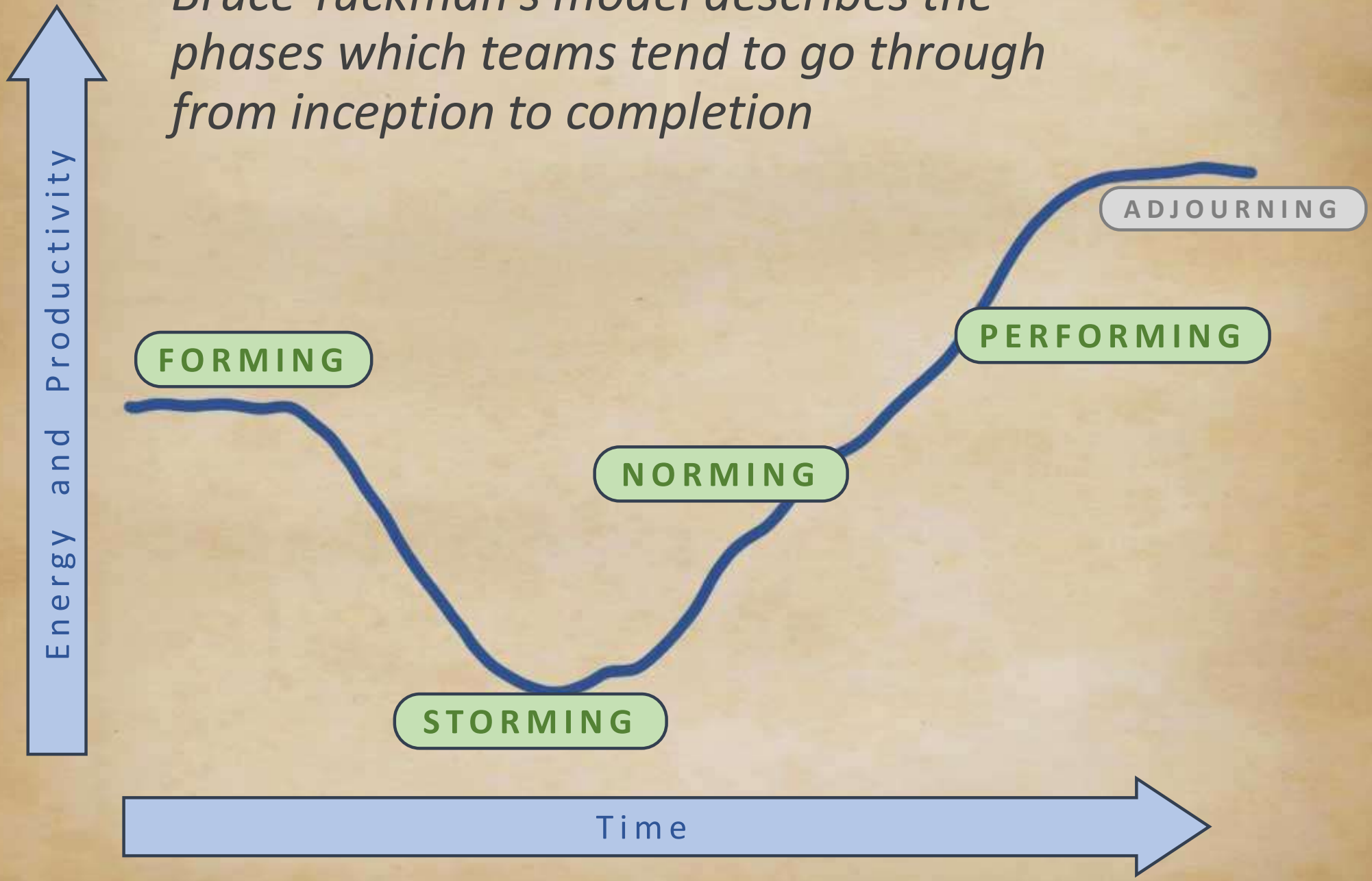
09:16

How to create a high performance culture | Andrew Stillitoe

06:33

Tuckman's **Team Development Model**

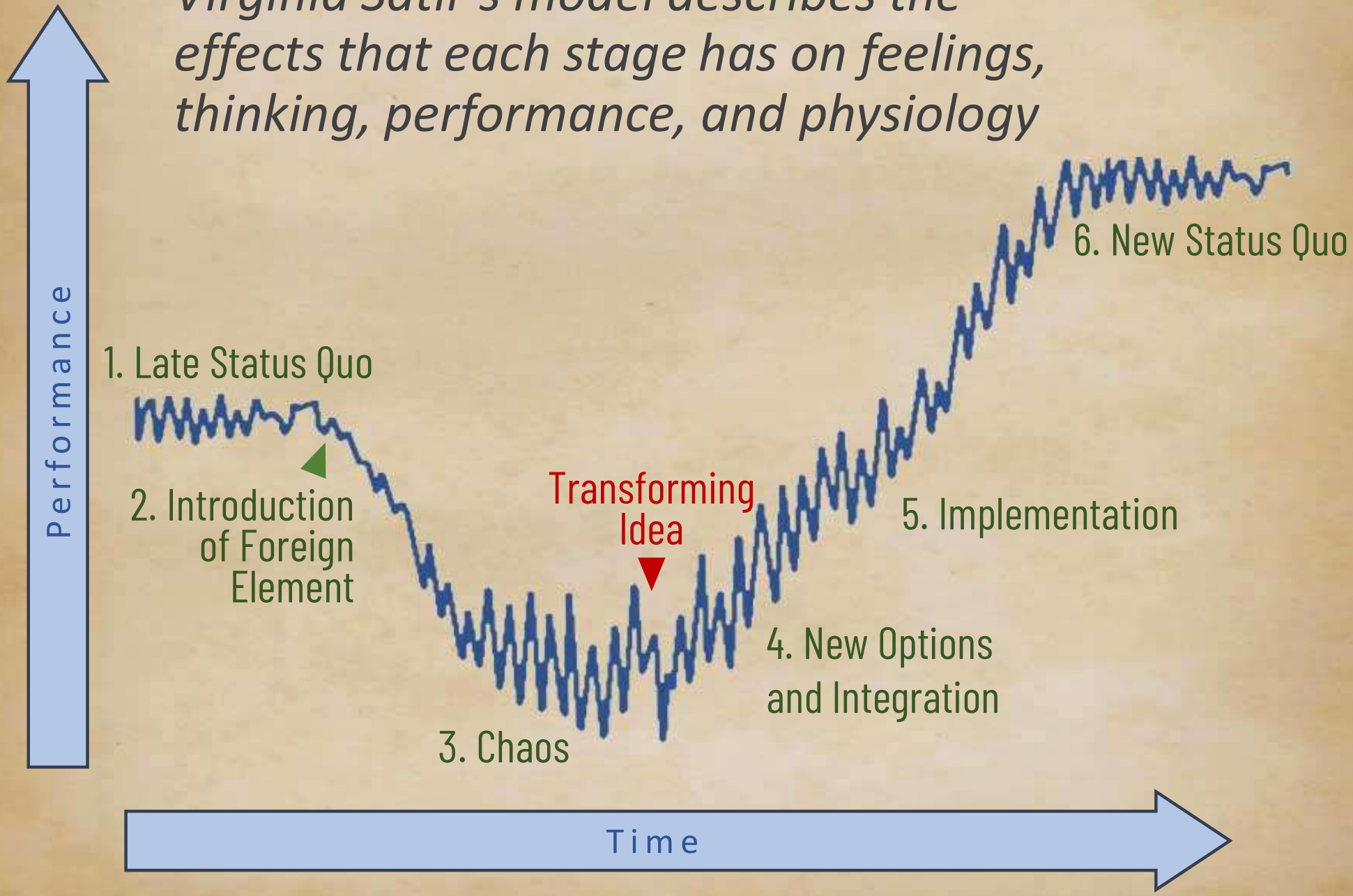
Bruce Tuckman's model describes the phases which teams tend to go through from inception to completion



Team Development Model - Bruce Tuckman (1965)

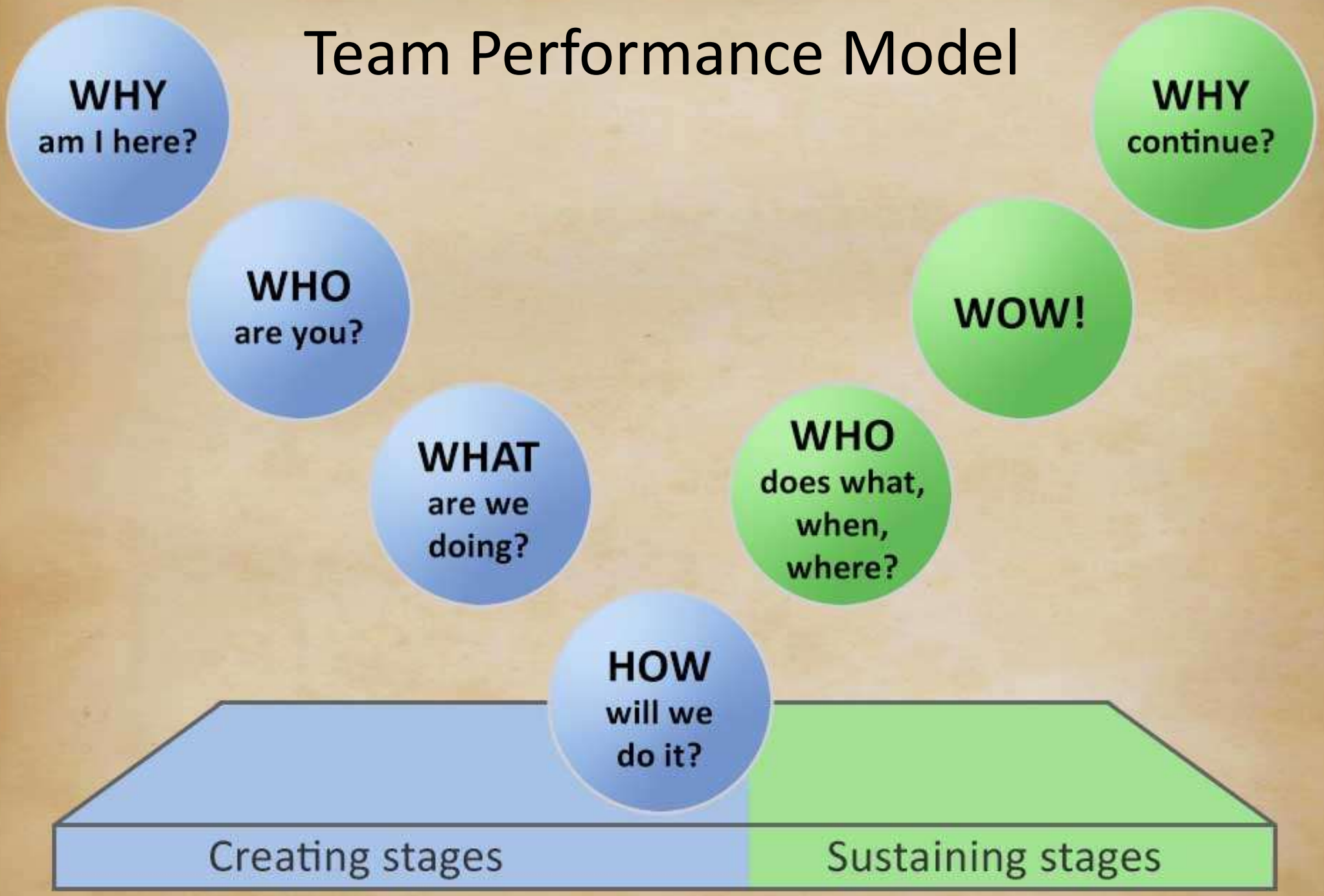
Satir Change Model

Virginia Satir's model describes the effects that each stage has on feelings, thinking, performance, and physiology

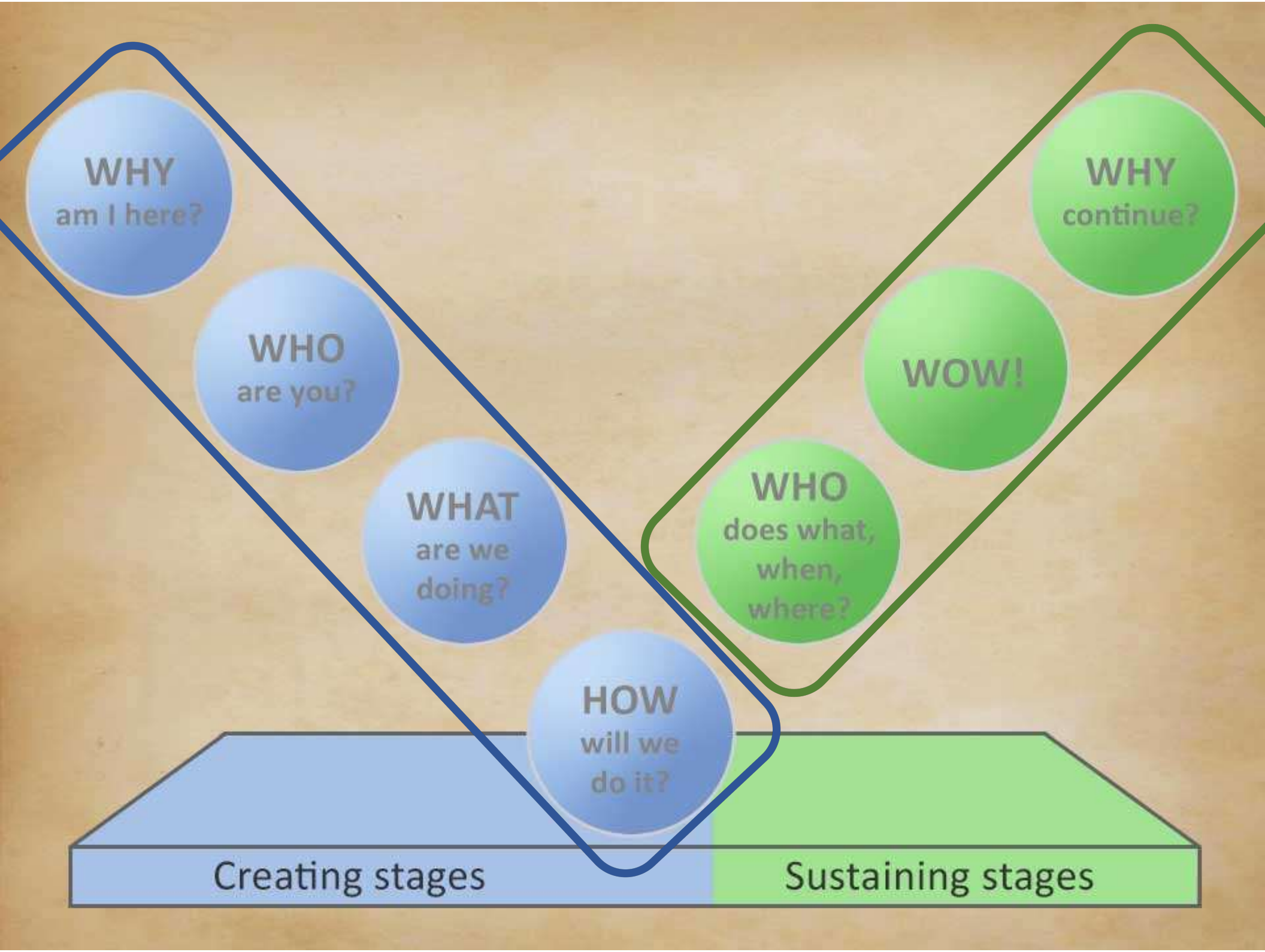


Satir's Stages of Change – from The Satir Model; Virginia Satir, et al. (1991)

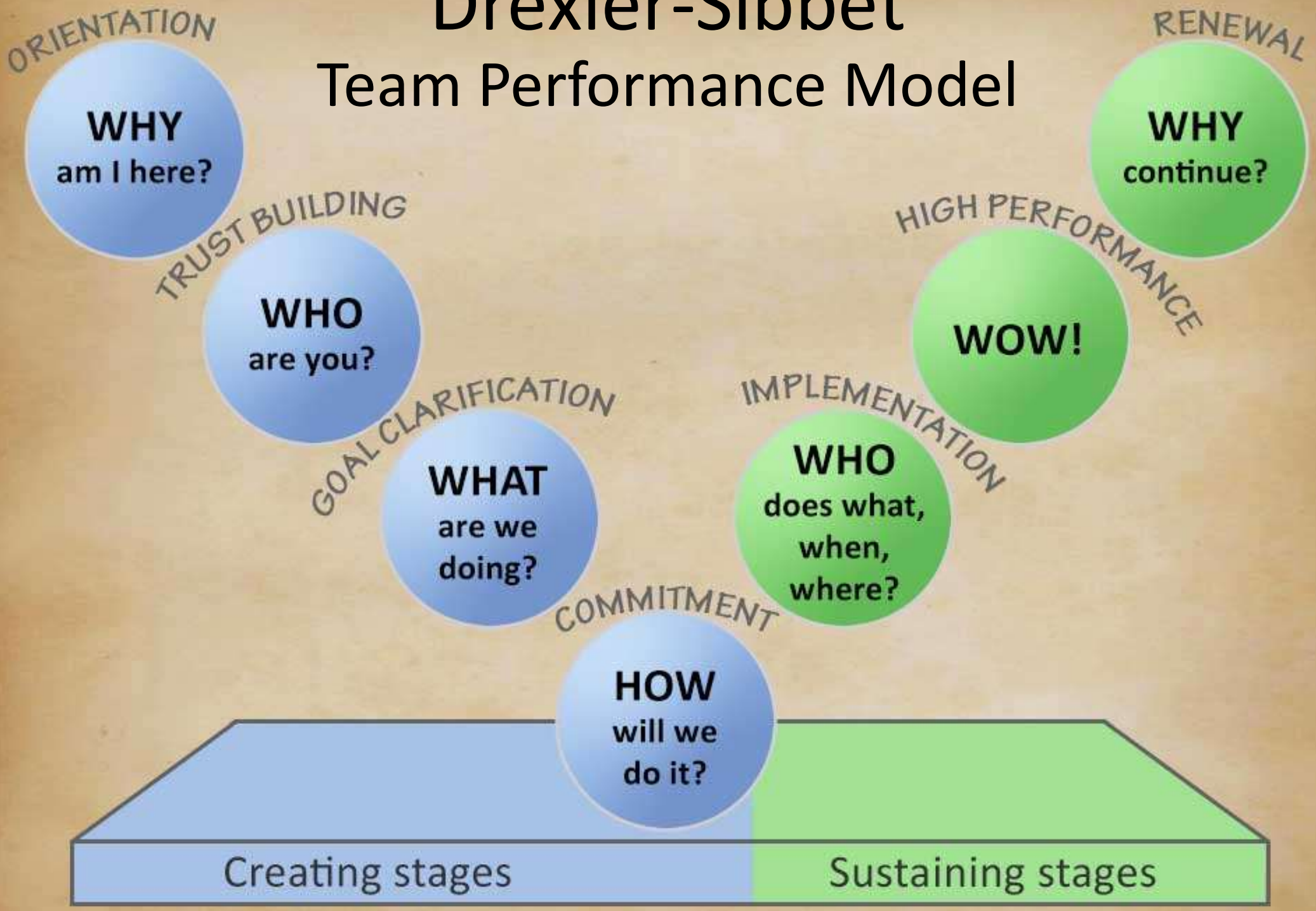
Drexler-Sibbet
Team Performance Model



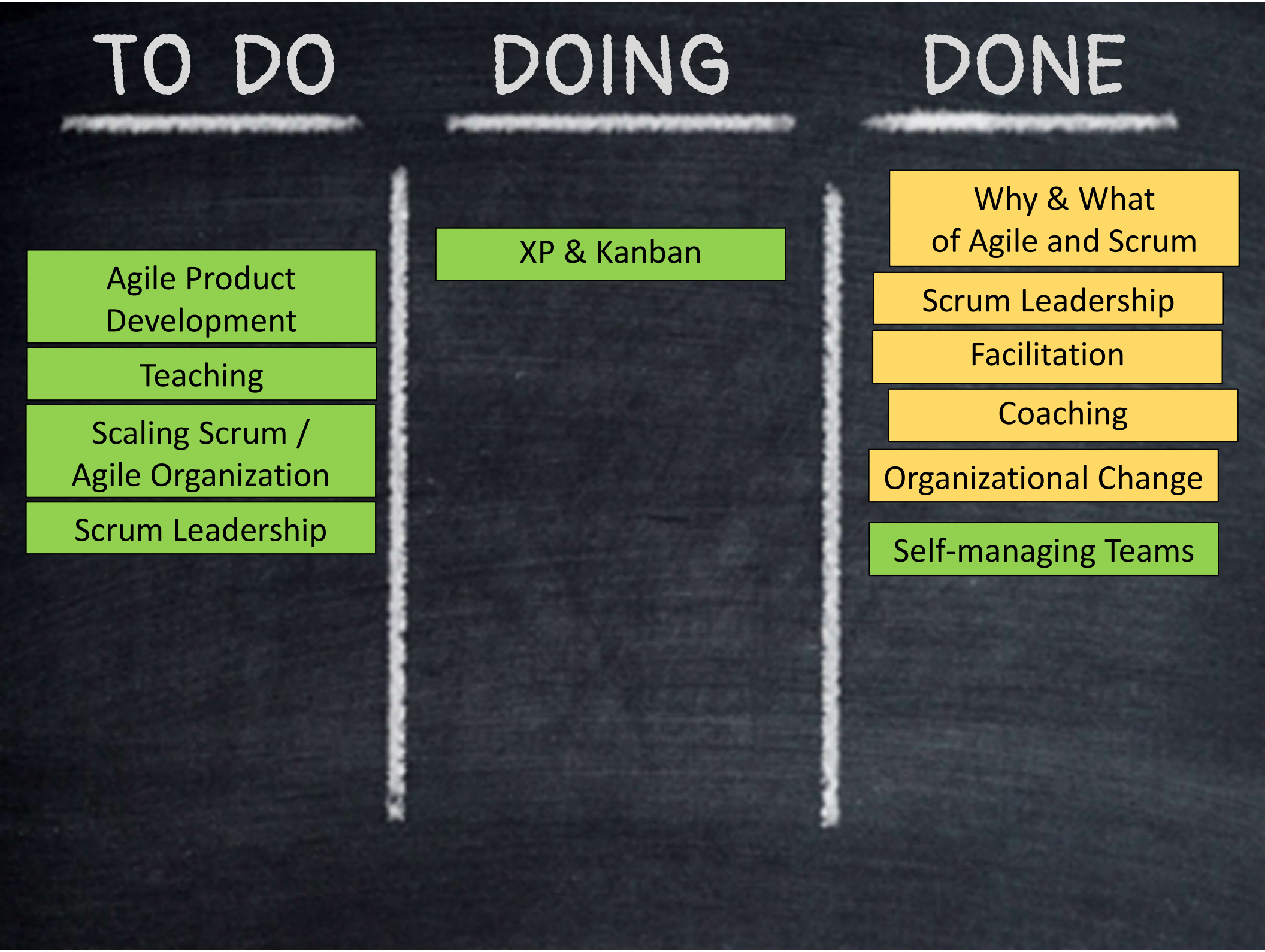
Drexler/Sibbet Team Performance Model from The Grove Consultants International


WHY
am I here?
WHO
are you?
WHAT
are we
doing?
HOW
will we
do it?
WHY
continue?
WOW!
WHO
does what,
when,
where?
Creating stages
Sustaining stages

Drexler-Sibbet
Team Performance Model



Grove website: https://grovetools-inc.com/collections/team-improvement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Why & What of Agile and Scrum
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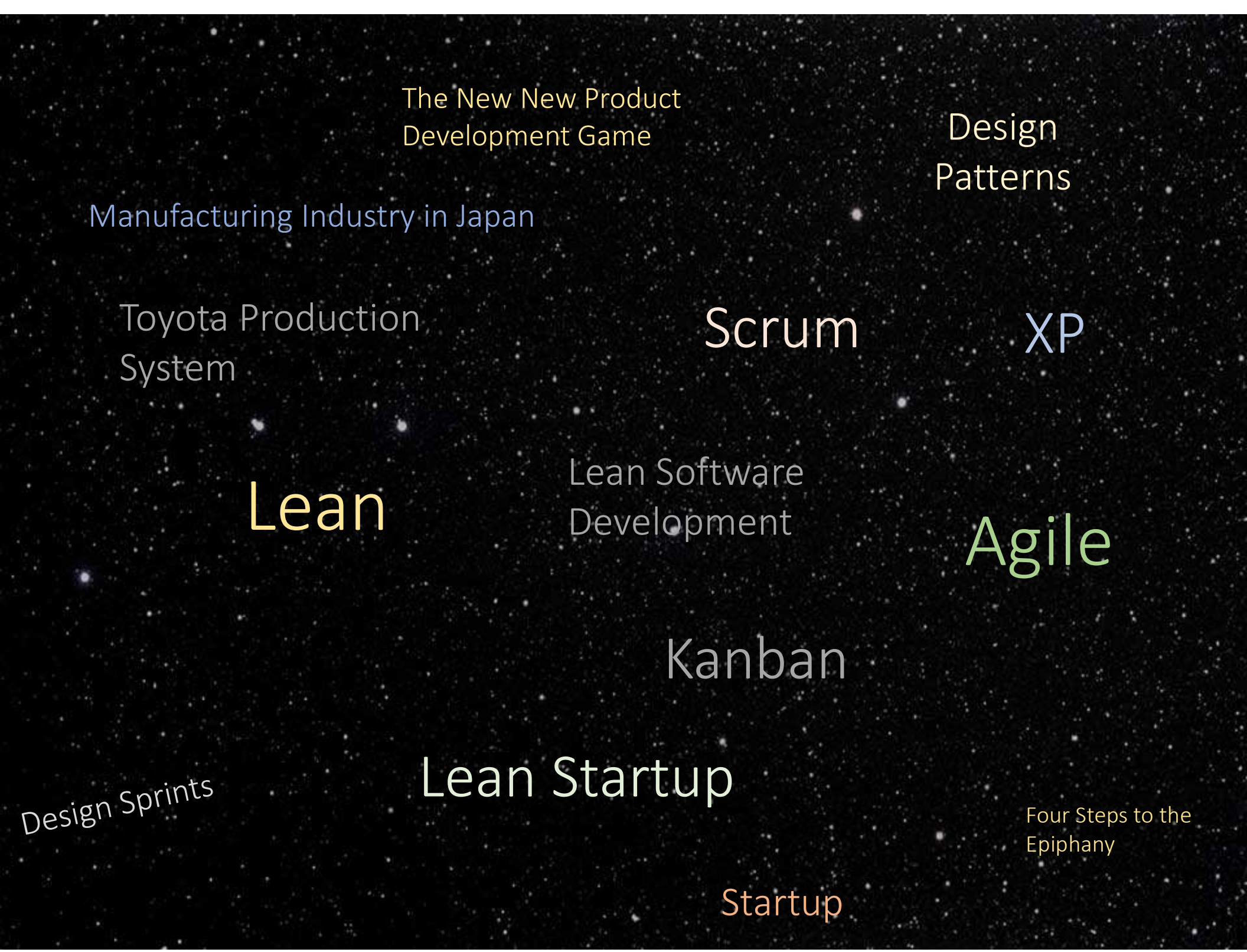
Facilitation
Coaching
Organizational Change
Self-managing Teams

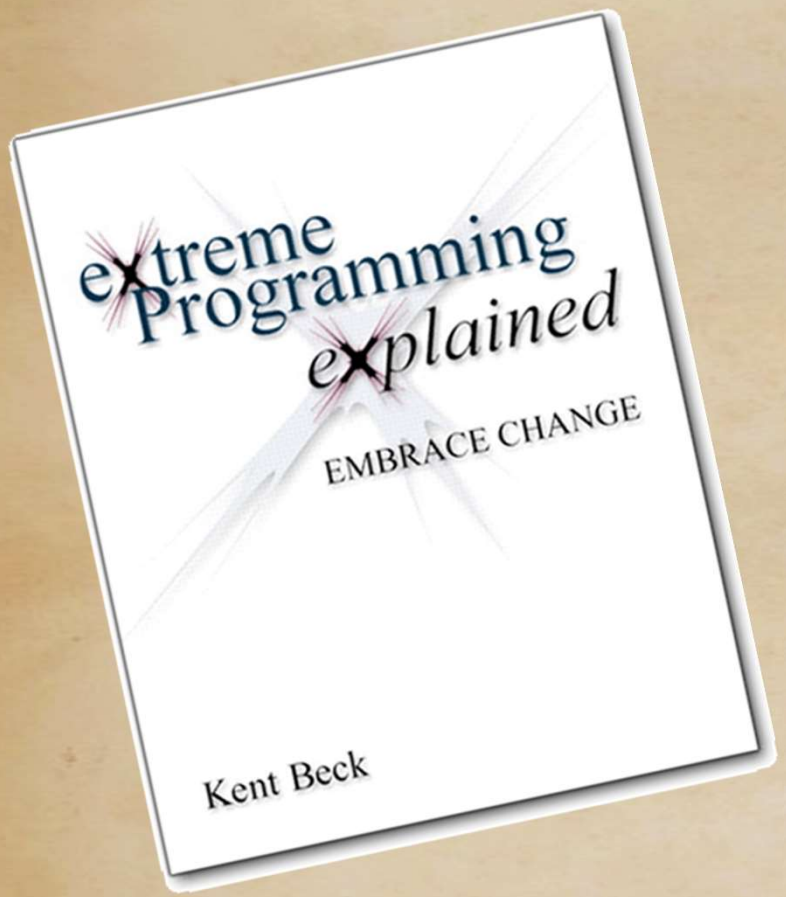

The New New Product Development Game
Design Patterns
Manufacturing Industry in Japan
Toyota Production System
Scrum
XP
Lean
Lean Software Development
Agile
Kanban
Lean Startup
Design Sprints
Four Steps to the Epiphany
Startup

Snowbird, Utah
February 2001


Writing Effective Use Cases
Alistair Cockburn
Robert C. Martin Series
PRENTICE HALL
Clean Code
A Handbook of Agile Software Craftsmanship
Foreword by James O. Coplien
DSDM
Business Focused Development
Second Edition
DSDM Consortium
Jennifer Stapleton
OBJECT-ORIENTED METHODS
A FOUNDATION
James Martin
and
James J. Odell
20th ANNIVERSARY EDITION
The Pragmatic Programmer
your journey to mastery
DAVID THOMAS
ANDREW HUNT
Foreword by SARON YITBAREK
DSDM consortium
Alistair Cockburn


The 1990s
World Cup USA 94
HARRY POTTER
J.K. ROWLING
intel
pentium
eBay
YAHOO!
George
The 19

eXtreme Programming (XP)



- Pair-programming
- Test-Driven Design (TDD)
- Unit Test first
- Continuous Integration
- Whole team
- Simple designs
- Small releases
- No overtime
- Sustainable Pace

XP: Paired Programming

- Paired programming is a technique in which two team members work together at one computer - one person is typically writing code while the other is performing a real-time code review
- The people working in the pair can switch off as needed
- This does not mean 2 people doing the work of 1…pairs typically complete work faster than one person assigned to do the same task alone
- Errors are usually caught earlier in this process reducing the overall defect rate and improving the quality of the application

XP: Test Driven Development (TDD)

- Test Driven Development, or TDD, is a technique in which the test case is written first - usually one that fails that helps define what the function or requirement should do
- Code is written to pass the test and improved to what the acceptance standards are
- This technique also helps to “move quality up in the process” and prevent defects as opposed to hunting for them later in the process

XP: Refactoring

"Refactoring is the process of changing a software system in such a way that it does not alter the external behavior of the code yet improves its internal structure."

Martin Fowler; Refactoring: Improving the Design of Existing Code

- Refactoring is a disciplined technique for improving or restructuring existing code
- These are typically small changes that do not modify requirements
- Refactoring is typically done to improve code readability, reduce complexity and to improve maintainability of source code

XP: Continuous Integration (CI)

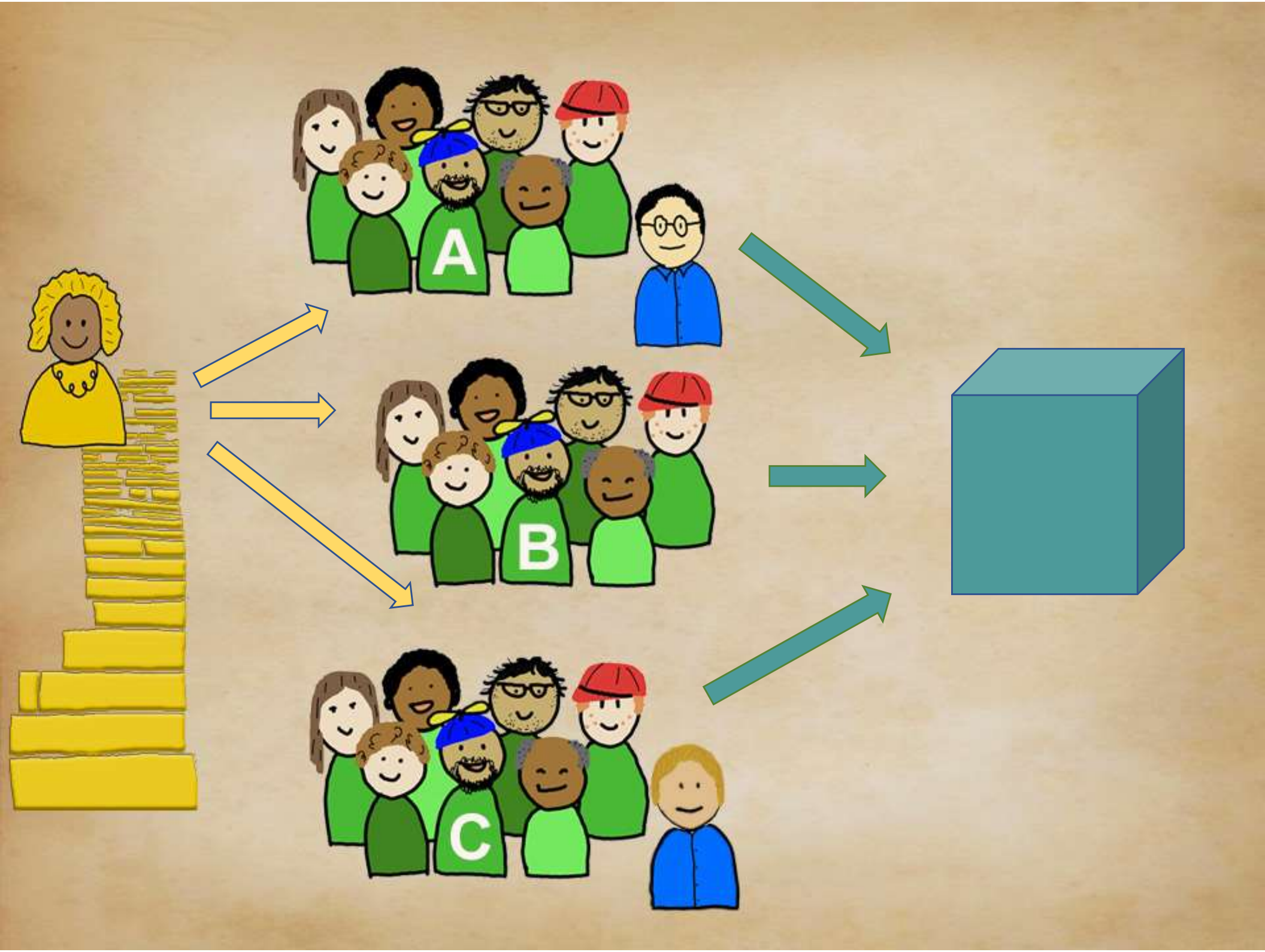
- Traditional software development practices involve testing for quality after code is developed and integrated in later stages in the development lifecycle
- Continuous integration involves frequently integrating new code with existing code to check for errors
- This moves quality up in the process and helps to prevent defects as opposed to searching for them later
- Checking in code once a day is not CI

XP: Collective Ownership

- No one programmer “owns” the code – it’s a shared responsibility to change functionality, fix any defects, improve design or to refactor
- The “test first” practice works well and hand-in-hand with this practice because instead of relying on a person to test the code, the automated testing is what prevents defects
- This is more reliable than one person since we can’t control when someone may leave the organization, be out sick, etc.

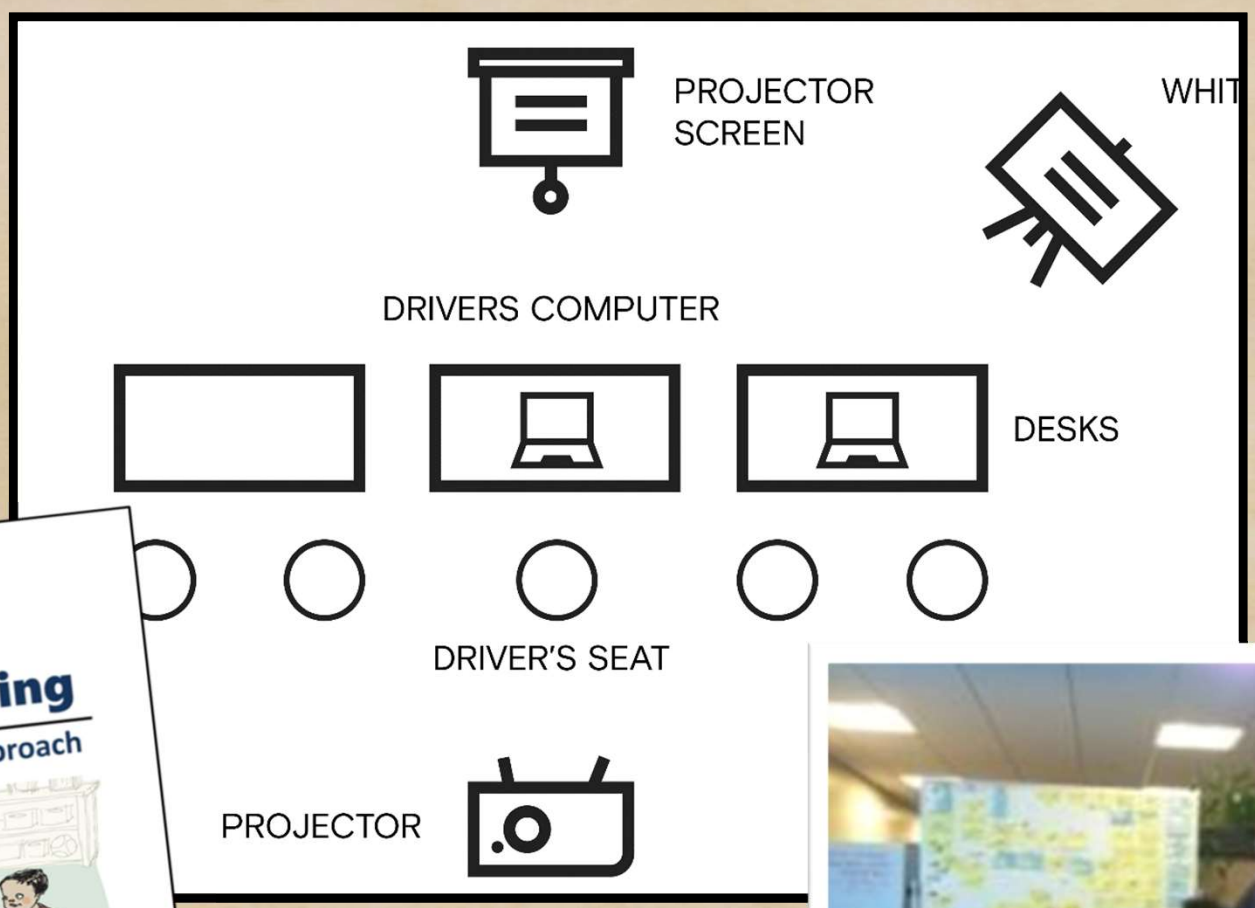
The Breakout Bunch

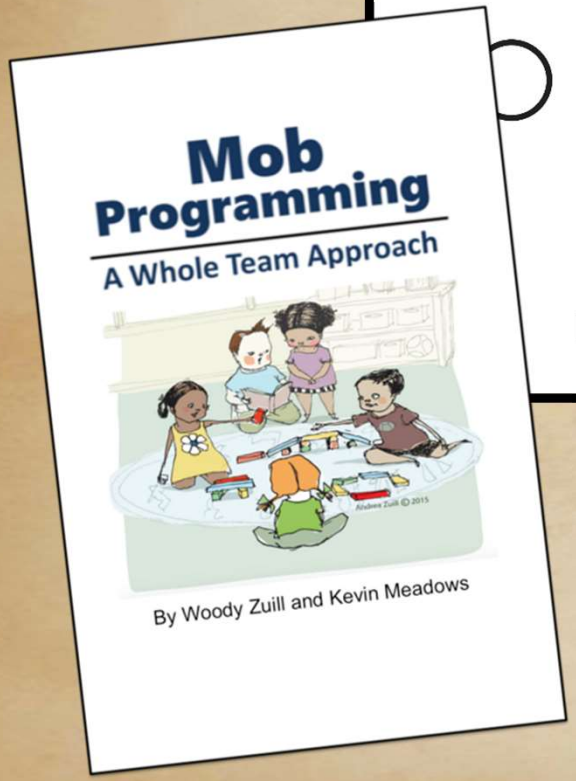
Explain at least two ways development practices may impact the Scrum Team's ability to deliver valuable, usable Increments each Sprint.

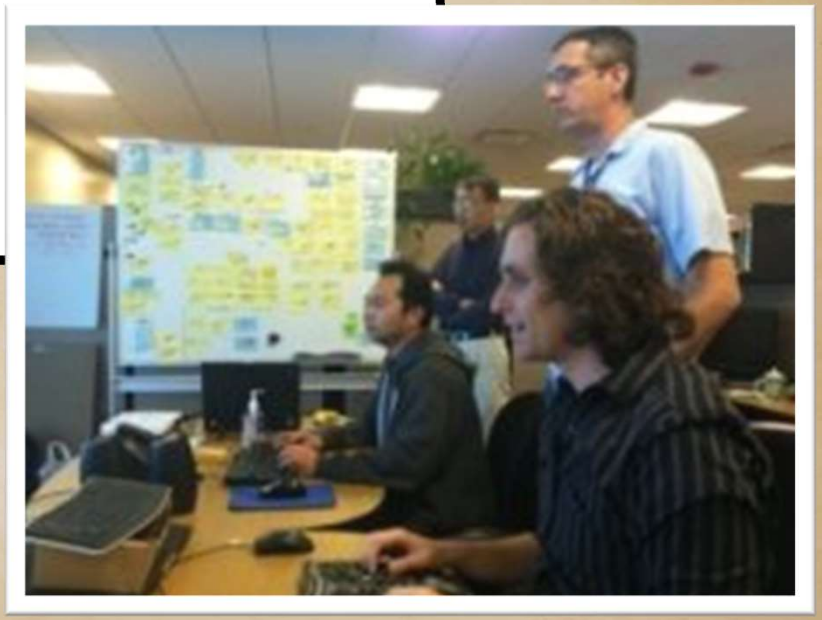

A
B
C

How could development practices be beneficial in a multiple team environment?

Mob Programming





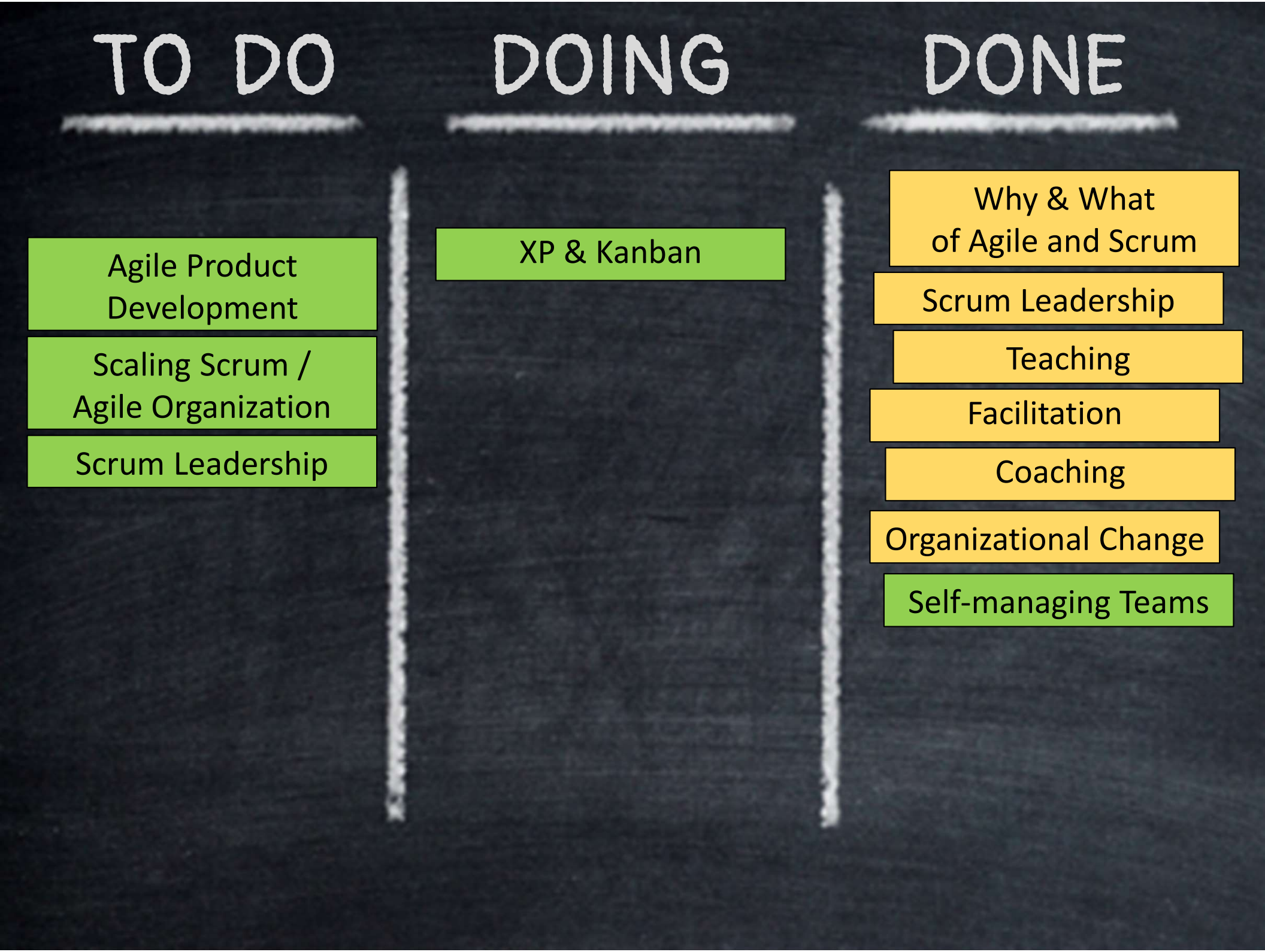


mobprogramming.org

A day of Mob Programming 2016 | Mob Programming

03:06

Kanban


TO DO
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Agile Product Development
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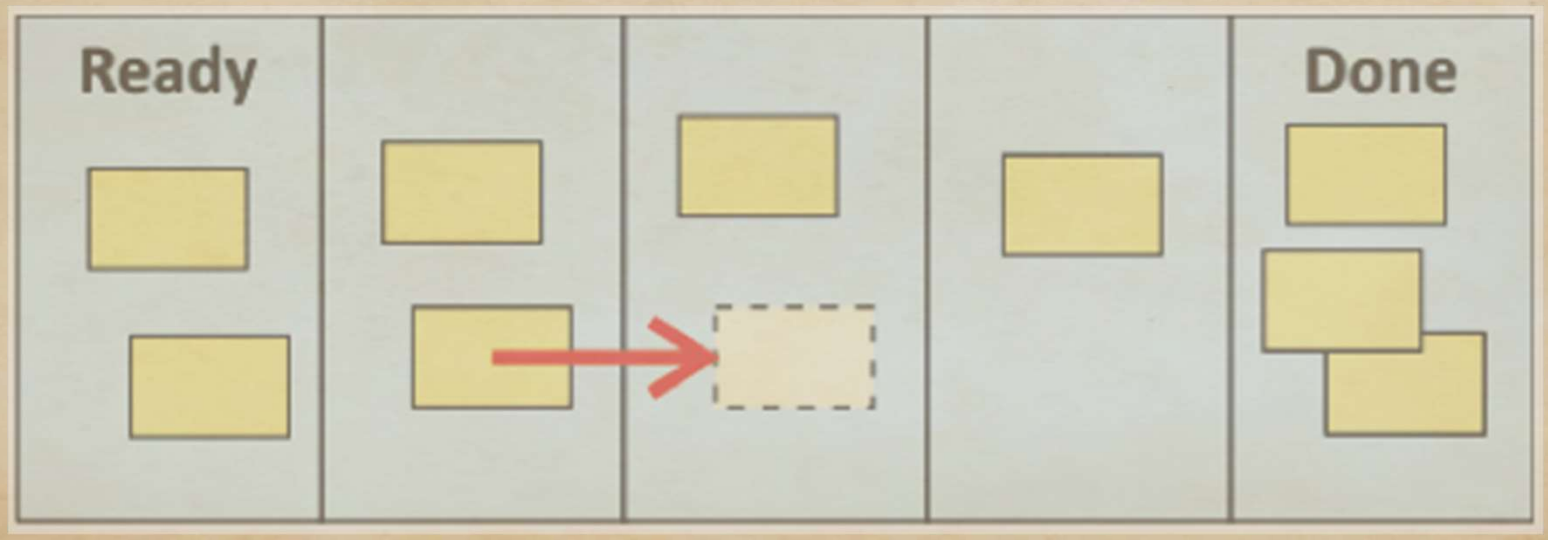
Self-managing Teams

Kanban

- Based on Lean Manufacturing at Toyota
- Taiichi Ohno produced kanbans to control production between processes and implement Just In Time (JIT) manufacturing
- Kanban = “Signboard” in Japanese
- Kanban = “Signal Card” at Toyota

Kanban: What are the Rules?

- There are no prescribed roles in Kanban
- Start with the existing process, the existing roles or “what you do now”
- Agree to pursue evolutionary change
- Initially, respect current processes, roles and responsibilities
- Encourage acts of leadership at every level



Kanban Practices

Visualize the Work

Make Policies Explicit

Limit WIP

`WiP = work in progress`

Implement Feedback Loops

Manage Flow

Improve Collaboratively, Evolve Experimentally

Visualize the Work

Unlike the construction of physical products, in the knowledge work processes the inventory is not visible, it does not take up space and it is not accounted for. If we do not visualize the work in progress we will not be able to see the queues or the points of improvement of the system.

In addition to visualizing the work process and work items, there are many other things to visualize. We must visualize everything that helps us make decisions and visual signals and controls that indicate when we have to act or when there is a problem.

Limit Work in Progress (WIP)

- Limiting work in progress is key to implementing a pull system, since by limiting the capacity of a process we know immediately when there is free capacity to take more work from the previous process.

- By putting the focus on the work in progress we begin the change of mentality from resource efficiency, typical of the traditional company, to flow efficiency, where what matters to us is that the work flows as quickly as possible and not who is doing what.

- Implementing and respecting WiP limits changes a “push” system to a “pull” system, where new items cannot start until the job is completed. Too much partially complete work is a common disease that lengthens the time-to-market and is an impediment to the organization responding to changing circumstances.

Manage Flow

- The workflow in a Kanban System must maximize value delivery, minimize time-to-market and be as predictable as possible. Therefore, empirical control requires transparency, inspection and adaptation.

- Bottlenecks and blockages are particularly important and must be properly managed to improve predictability and system performance.

- Kanban practitioners are obsessed with flow. We want the work to flow as quickly as possible to the client with the highest quality and safety. This is a lean heritage. We do not manage people, we manage the system to allow a fast flow.

Make Policies Explicit

- Human beings tend to have many assumptions and we cannot let assumptions and opinions lead companies. It is also very common that there are discrepancies between company strategy and what is really happening. Therefore, we must ensure that all decisions, processes, criteria and data are explicit and visible to all.

- Explicit policies restrict action and result in emerging behaviors that can be improved through experiments. Policies must be simple, well defined, visible, always applied and easily modified by those who provide the service.

Implement Feedback Loops

- Feedback loops represent the pulse that keeps an organization alive and connected. They allow to periodically connect different levels of decision-making in the organization by exchanging information for continuous improvement.

- The Kanban method has seven Kanban Cadences (or Kanban Ceremonies). Cadences are the cyclical reviews that drive continuous improvement and the effective provision of services:

Improve Collaboratively, Evolve Experimentally

- Of the six Kanban practices, this is the one that receives the input of the other five, because after all Kanban is a method of continuous improvement.

- Kanban starts with the organization as it is now to seek continuous and incremental improvement and takes advantage of an evolutionary process to allow beneficial changes to occur within an organization, protecting it from extinction.

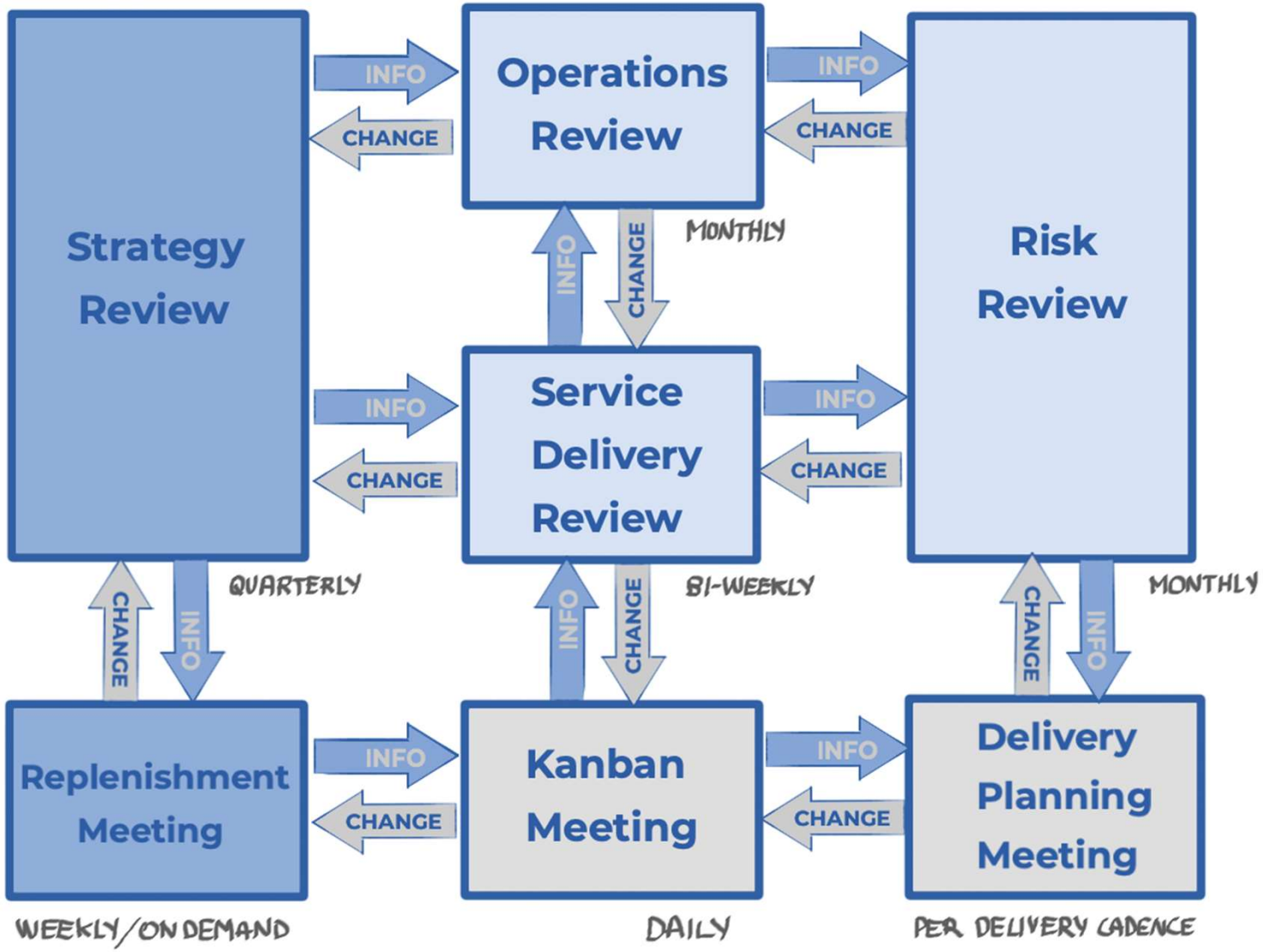
- The evolutionary process involves: dealing with differences; select to increase the value contributed to customers; maintain and amplify the useful change while rejecting or reversing the ineffective change.

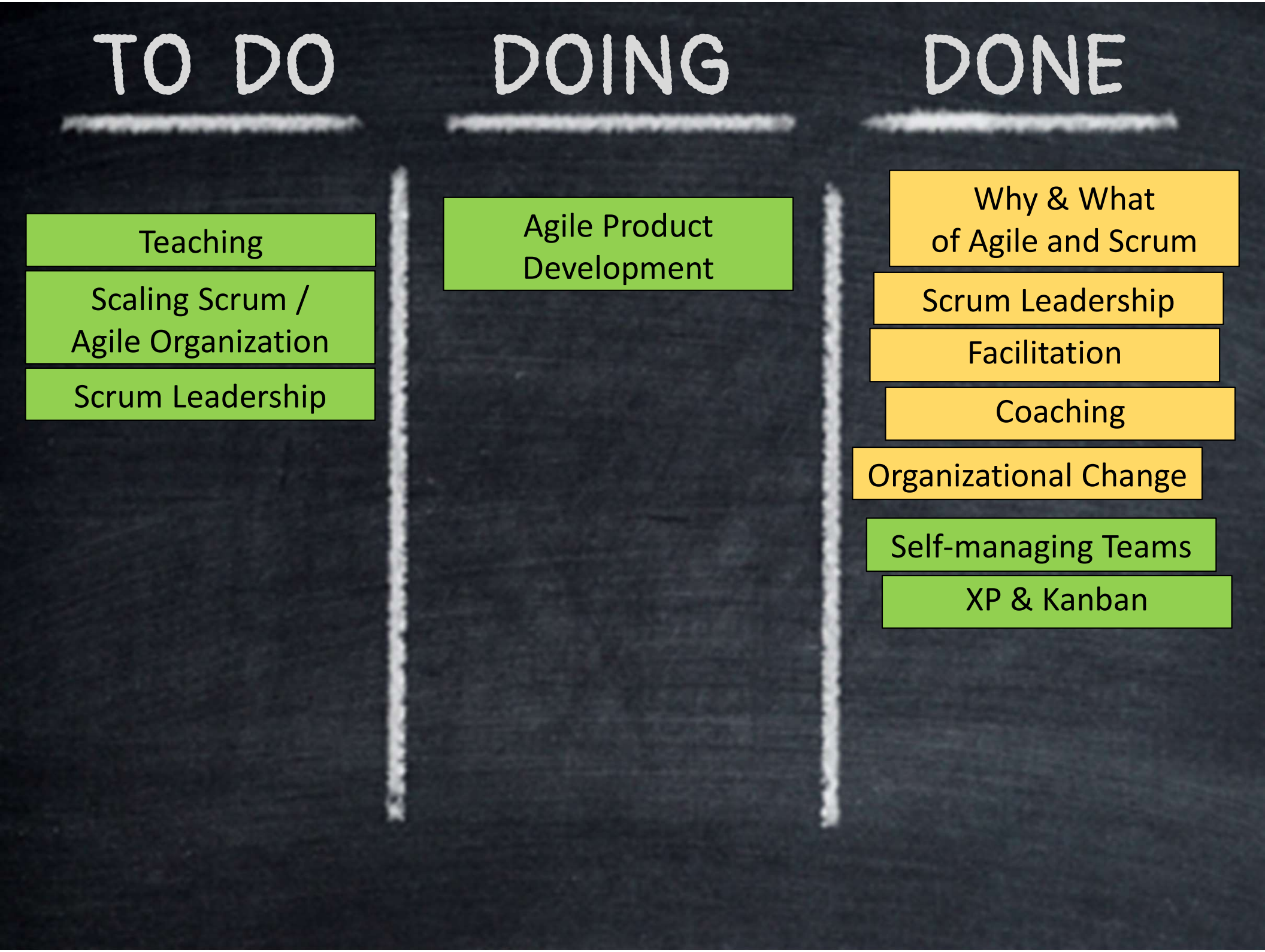
Kanban: Properties

- Visualize the flow: a common way to visualize the workflow is to use a card wall with cards and columns
- Limit Work In Progress (WIP): Limiting WIP implies that a pull system is implemented in parts or all of the workflow
- Improve Collaboratively, Evolve Experimentally: When teams have a shared understanding of theories about work, workflow, process, and risk, they are more likely to be able to build a shared comprehension of a problem and suggest improvement actions which can be agreed by consensus

Kanban: Properties

- Manage Flow: The flow of work through each state in the workflow should be monitored, measured and reported
- Make Process Policies Explicit: With an explicit understanding it is possible to move to a more rational, empirical, objective discussion of issues
- Implement Feedback Loops: The purpose of feedback loops is to be able to compare expected outcomes with actual outcomes and make adjustments.


Strategy Review
Operations Review
Service Delivery Review
Risk Review
Replenishment Meeting
Kanban Meeting
Delivery Planning Meeting
INFO
CHANGE
MONTHLY
QUARTERLY
BI-WEEKLY
WEEKLY/ON DEMAND
DAILY
PER DELIVERY CADENCE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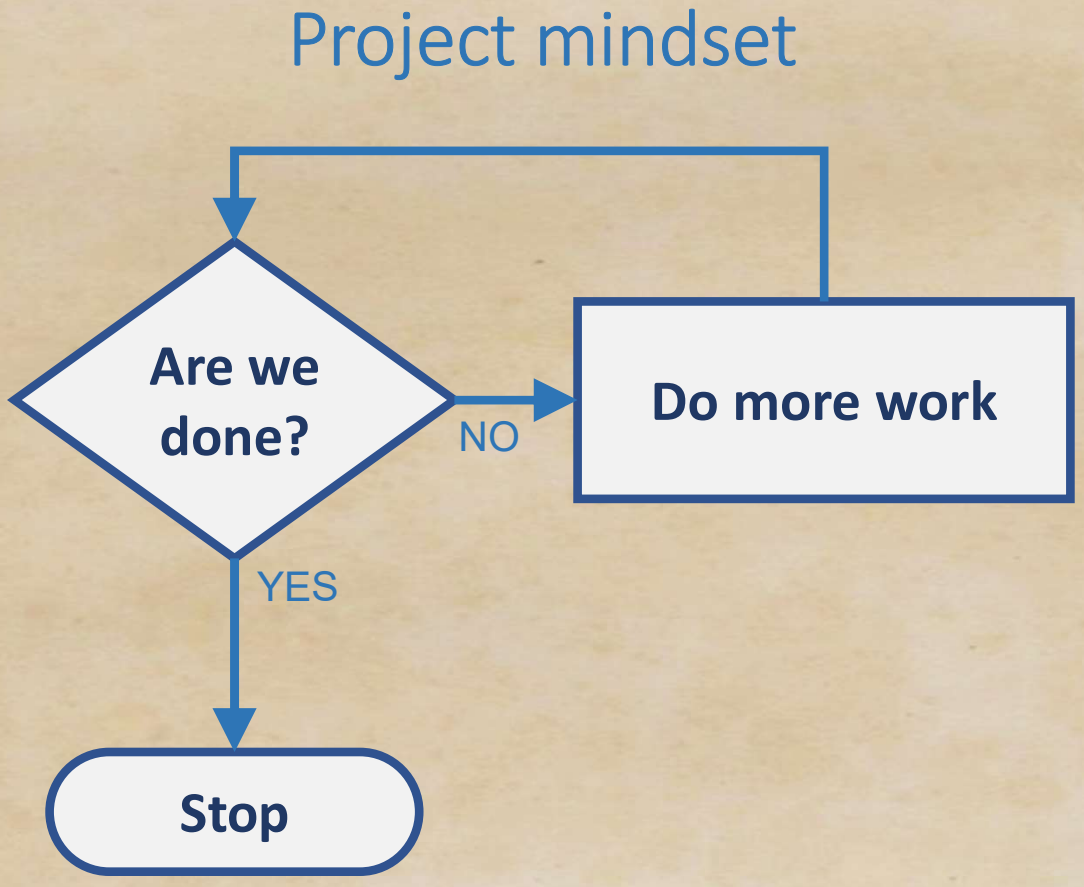
Project vs Product

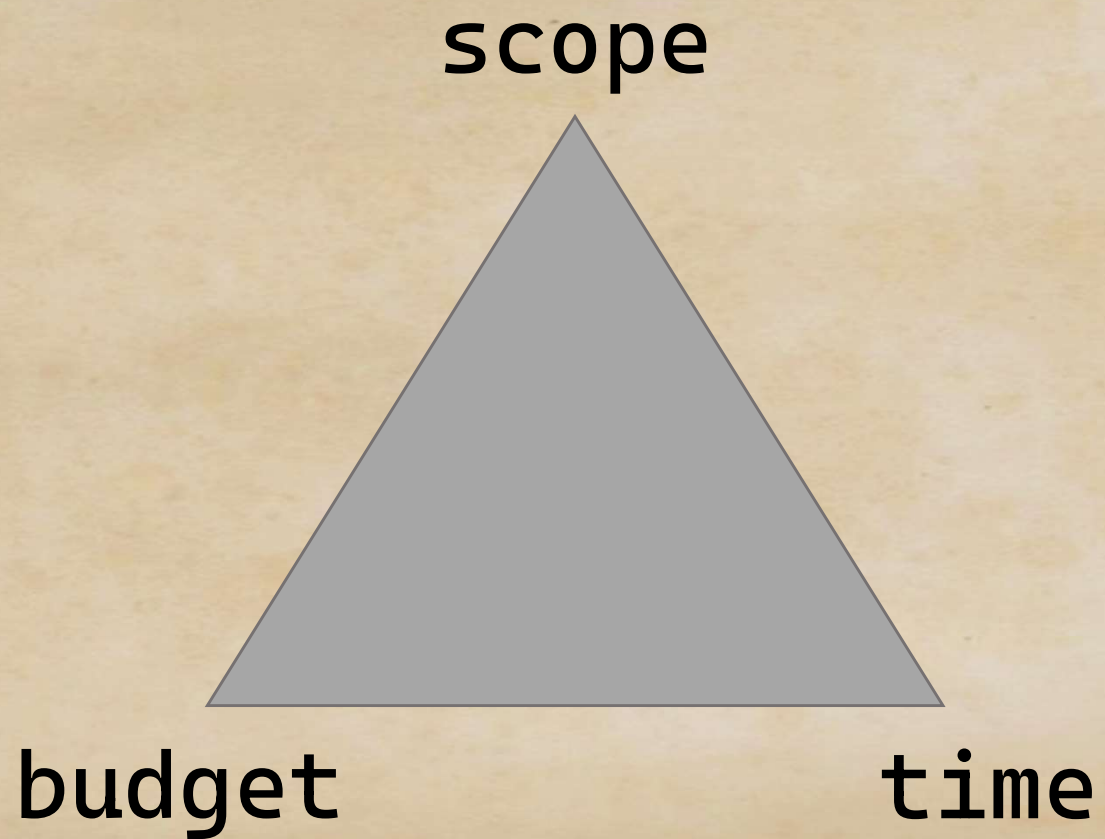
What's the difference?

Mindset: Project



Mindset: Project

Project mindset

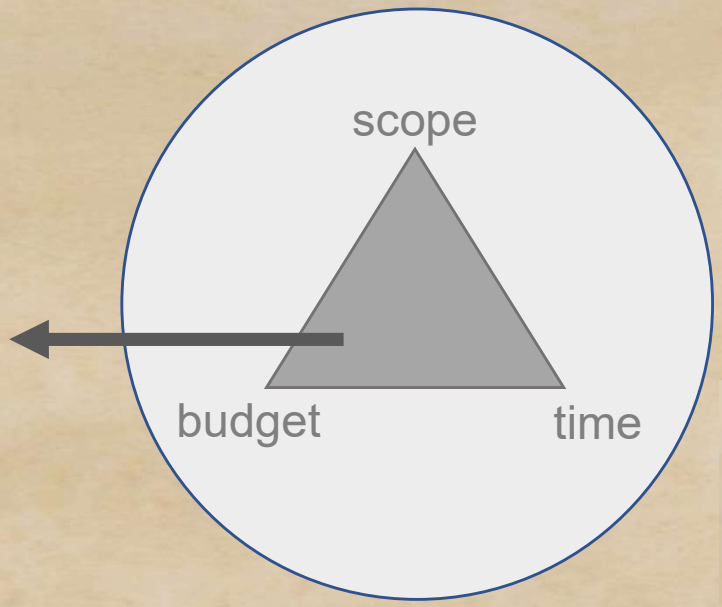


Mindset: Project

Project mindset

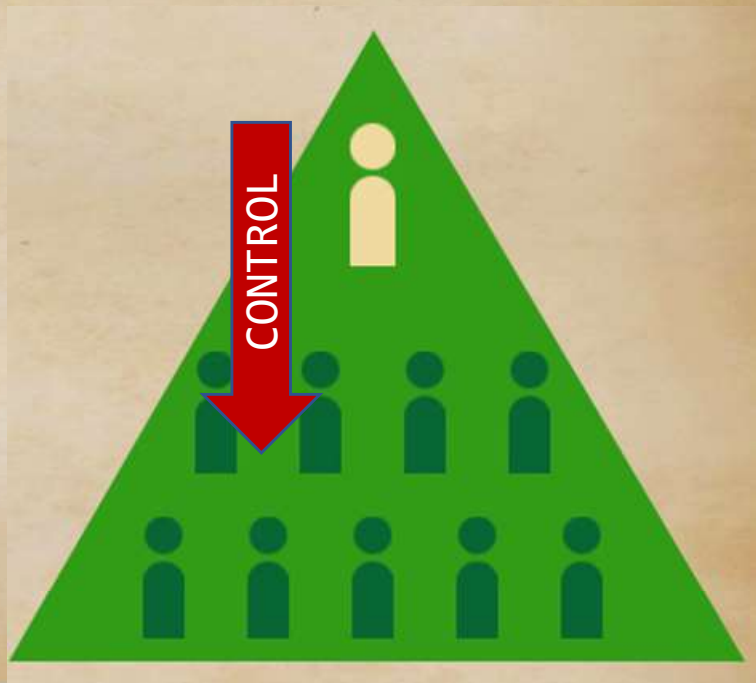
Success ***upfront*** defined inside out:

- Scope
- Budget
- Time

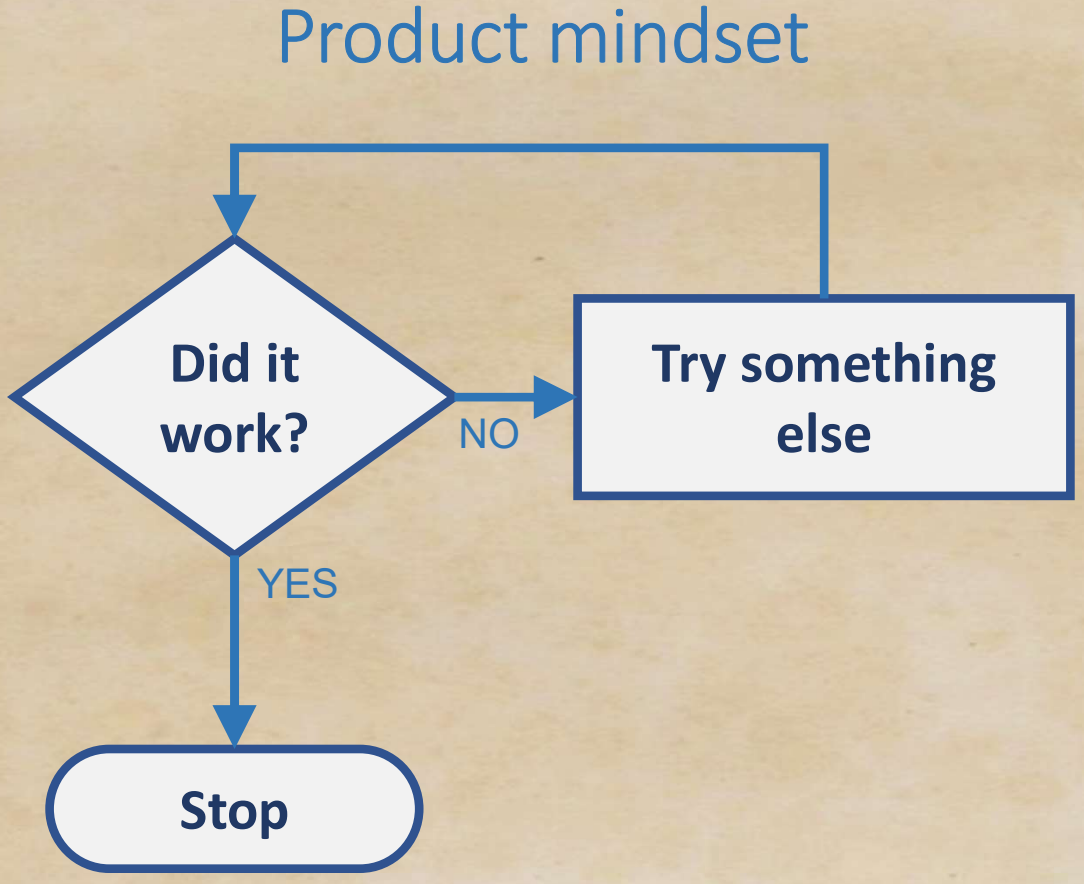


Leads to:

- Less business involvement
- More task management



Mindset: Product

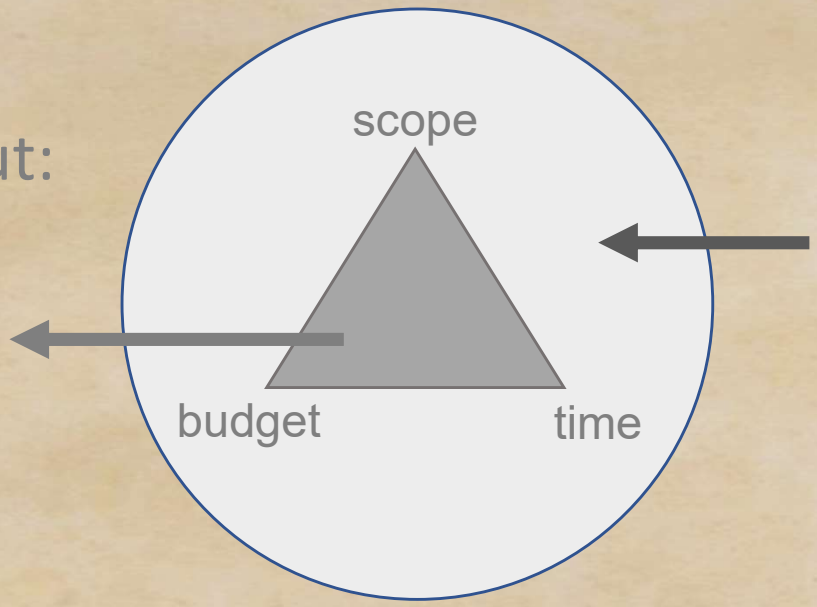


Mindsets compared

Project mindset

Success ***upfront*** defined inside out:

- Scope
- Budget
- Time



Product mindset

Continuously driven by business metrics outside in:

- User adoption
- Revenue
- Cost savings

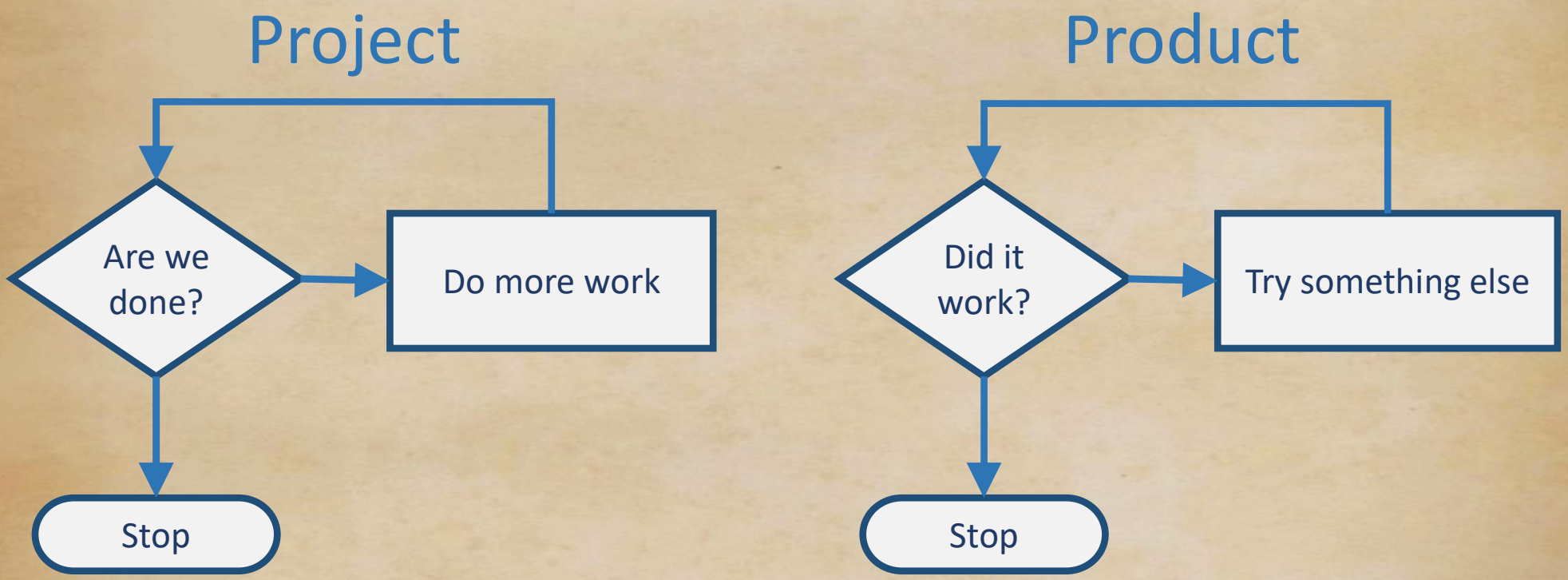
Leads to:

- Less business involvement
- More task management

Leads to:

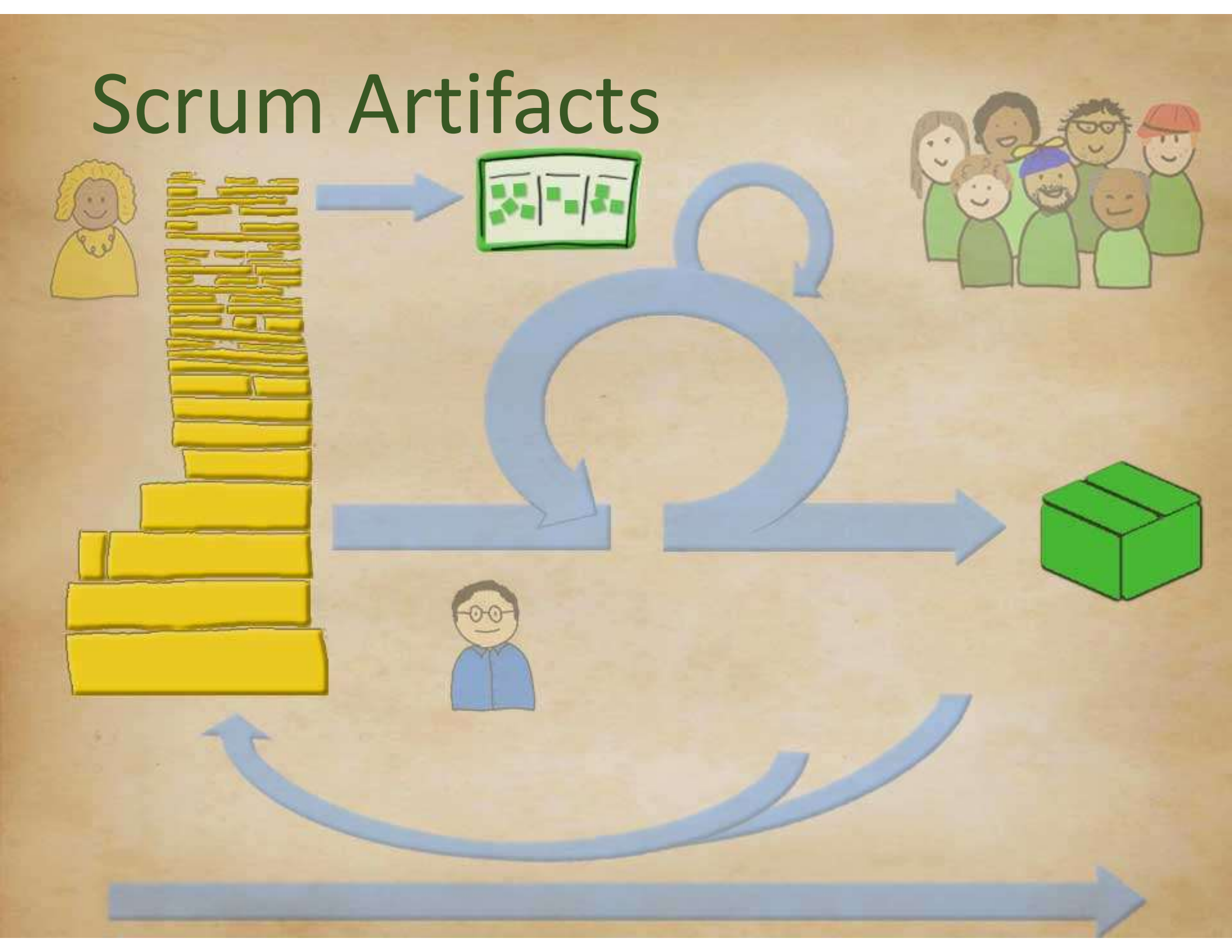
- Less waste
- More creativity
- More releases

Mindsets compared




ARTIFACTS
Live Healthy
Love Athens

Scrum Artifacts



Scrum Artifacts

Scrum's artifacts represent ***work*** or ***value***.

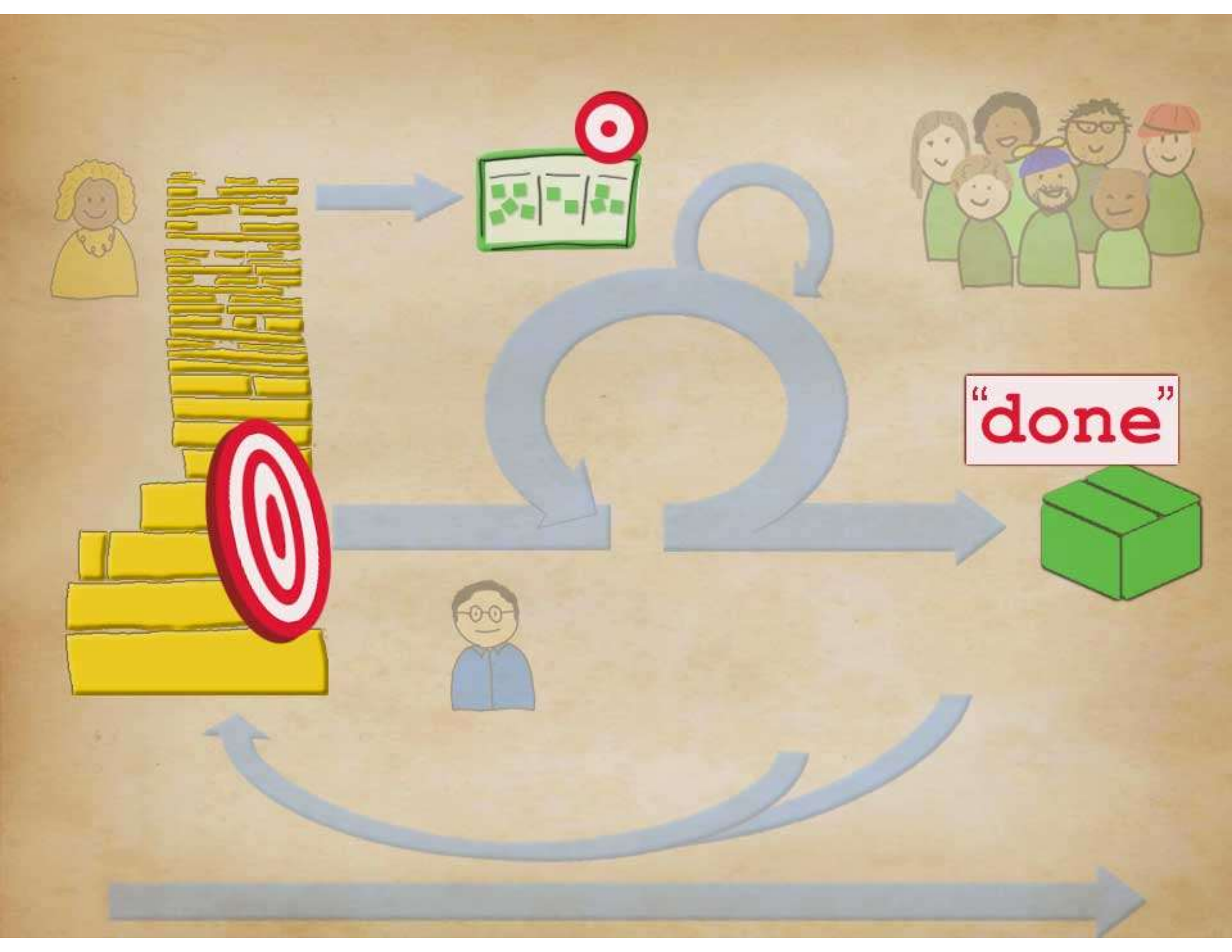
They are designed to maximize transparency of key information.

Thus, everyone inspecting them has the same basis for adaptation.

Scrum Artifacts

Each artifact contains a ***commitment*** to ensure it provides information that enhances transparency and focus against which progress can be measured:

- for the *Product Backlog* it is the _____
- for the *Sprint Backlog* it is the _____
- for the *Increment* it is the _____


"done"

Scrum Artifacts

Each artifact contains a ***commitment*** to ensure it provides information that enhances transparency and focus against which progress can be measured:

- for the *Product Backlog* it is the **Product Goal**
- for the *Sprint Backlog* it is the **Sprint Goal**
- for the *Increment* it is the **Definition of Done**

These commitments exist to reinforce empiricism and the Scrum values for the Scrum Team and their stakeholders.

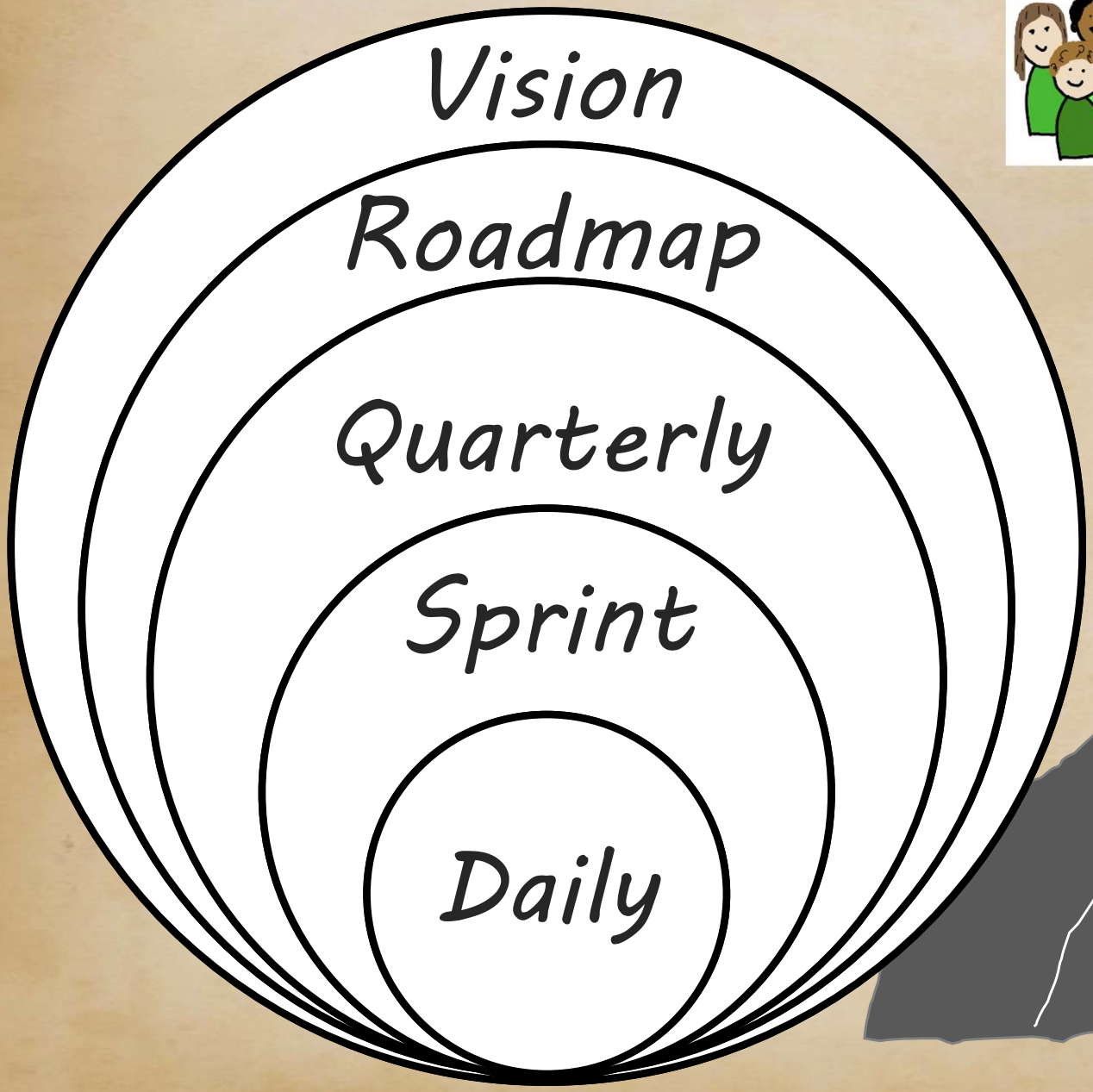
The Breakout Bunch

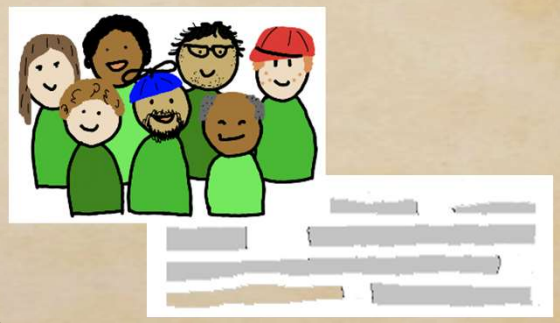
What is the difference between a Vision and a Goal?

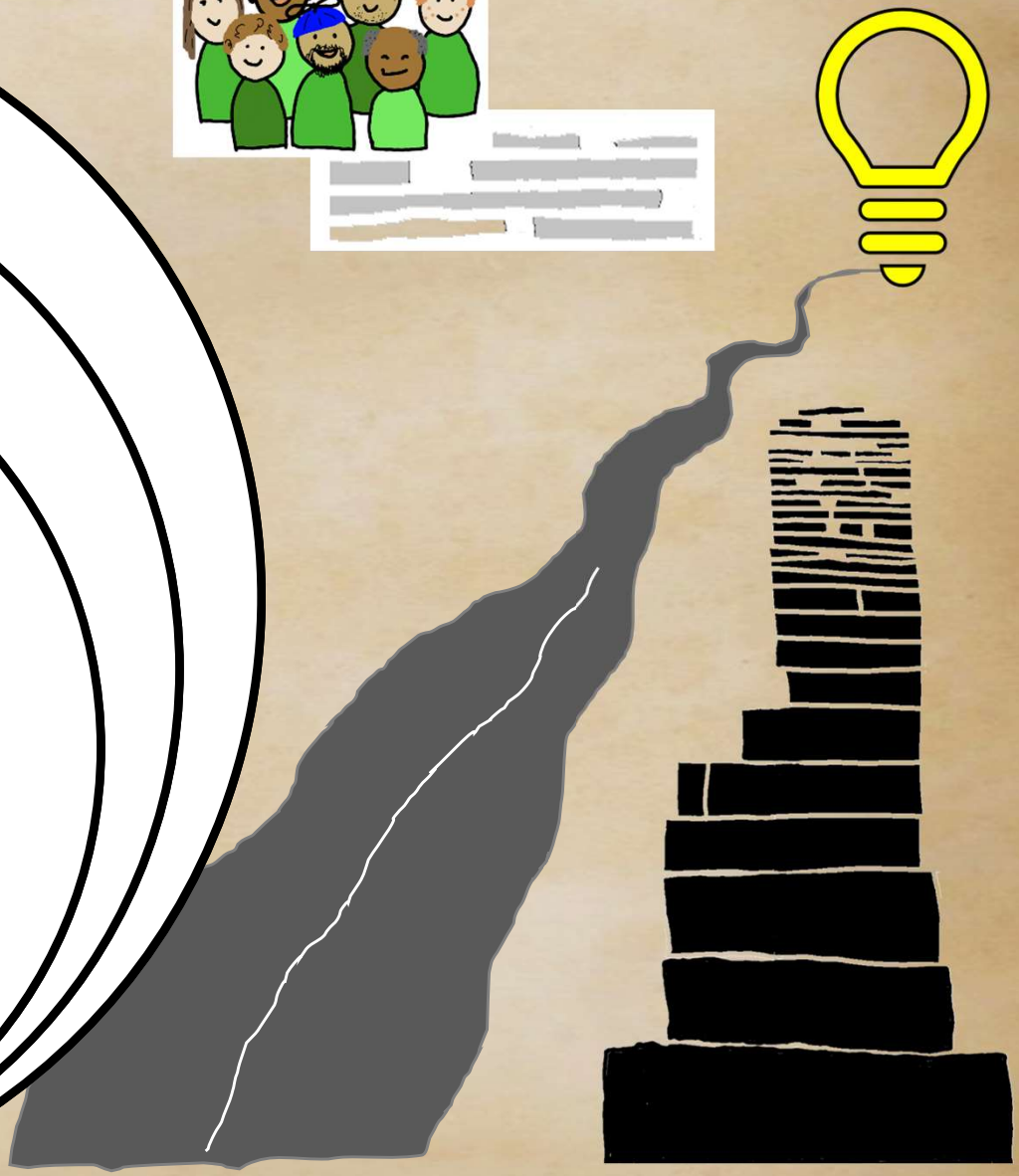
Why might they have removed “vision” from the Scrum Guide?

Why did they add “Product Goal”?

The Five Levels of Planning







Adapted from Hubert Smits Five Levels of Planning

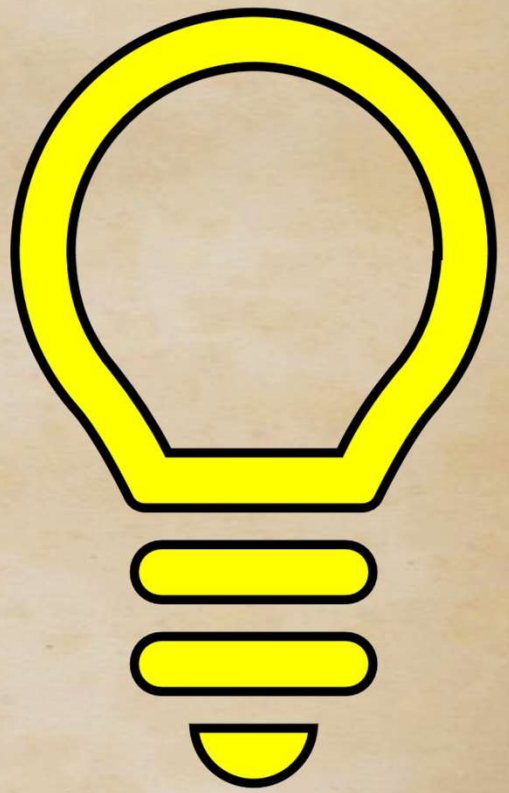
The Five Levels of Planning

Vision

BIG IDEA

>1 year

Elevator Pitch




Elevator Pitch
8
9
6
7
4
5
2
3
★1
DH
HELP
ELEVATOR 2

Vision

For _____

who _____,

the _____

is _____.

Unlike _____,

our product _____.

Geoffrey Moore - Crossing the Chasm

The Pixar Pitch

Once upon a time _____.

Every day, _____.

One day _____.

Because of that, _____.

Because of that, _____.

Until finally, _____.

Finding Nemo

Once upon a time … there was a widowed fish, named Marlin, who was extremely protective of his only son, Nemo.

Every day … Marlin warned Nemo of the ocean's dangers and implored him not to swim far away.

One day … in an act of defiance, Nemo ignores his father's warnings and swims into the open water.

Because of that … he is captured by a diver and ends up in the fish tank of a dentist in Sydney.

Because of that … Marlin sets off on a journey to recover Nemo, enlisting the help of other sea creatures along the way.

Until finally … Marlin and Nemo find each other, reunite and learn that love depends on trust.

Goals *vs* Visions

- Visions are limitless, goals are not
- Goals require action, visions don't
- Goals are short term, visions are not
- Goals are realistic
- Goals produce results

5 Differences between setting a goal and a vision - Bhattacharyya (2016)

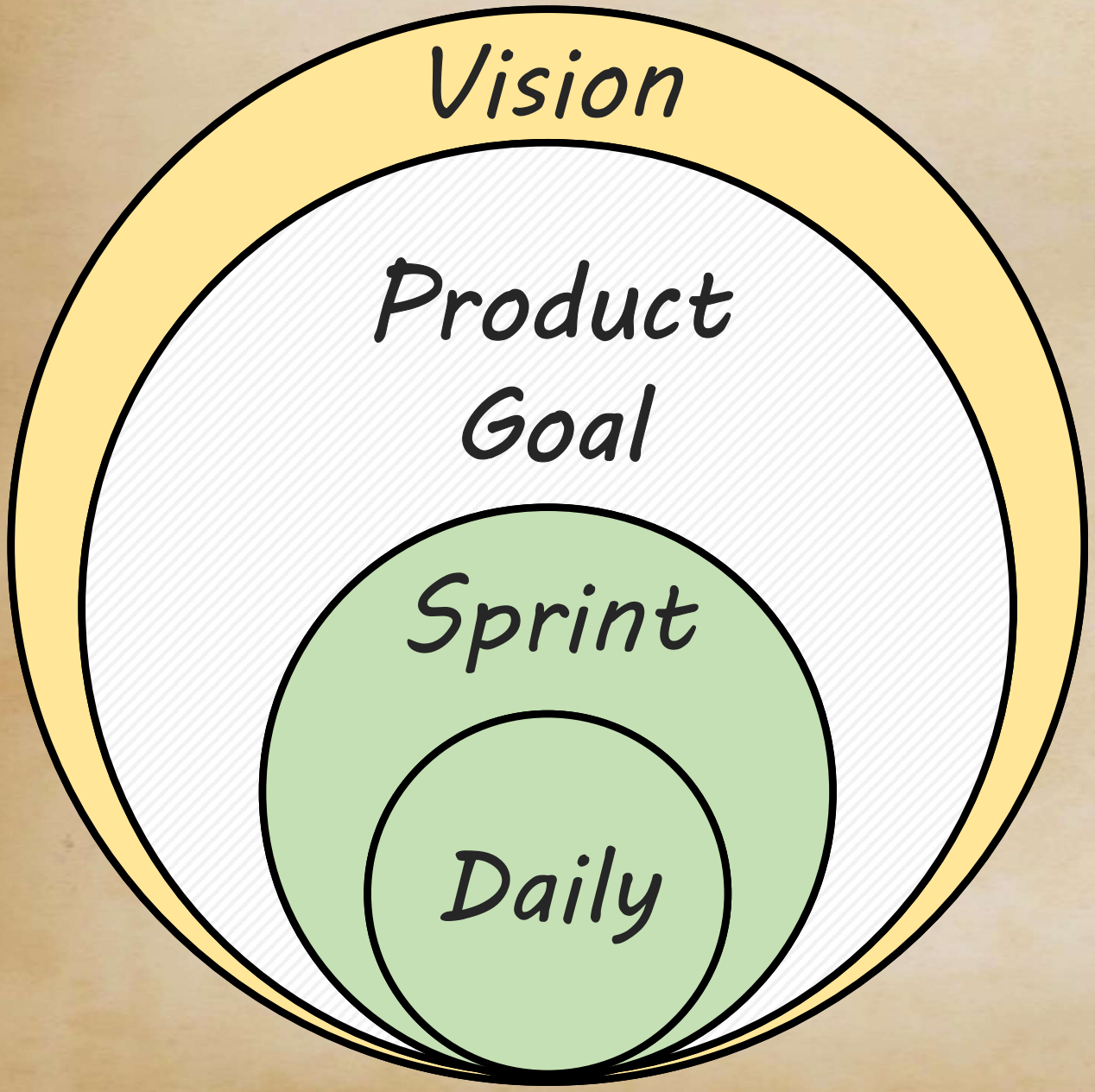
Product Vision

Vision

- Client/stakeholder's version of the product idea
- Aspirational, abstract, high-level
- Long-lasting (years)
- Hard to reach, but not impossible

Adapted from Hubert Smits Five Levels of Planning

Product Goal *bridges the gap*



Product Goal

- Derived from Vision
- Gives Focus to Vision
- Measurable
- Attainable (perhaps within 3-6 months)
- Product Goals emerge and change over time
- Each Product Goal may have multiple features

Adapted from Hubert Smits Five Levels of Planning

Decompose the Vision into Product Goals

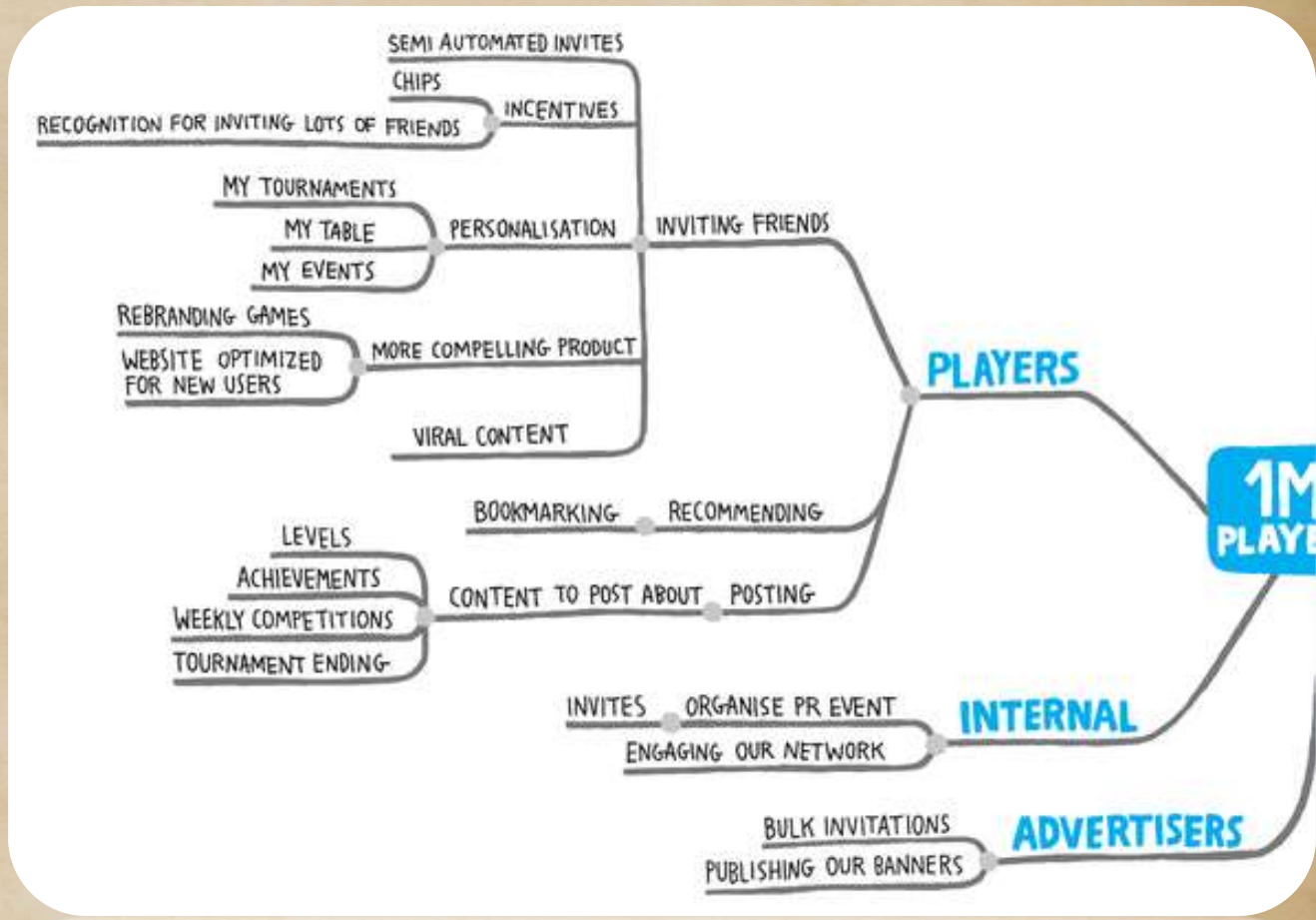
Impact Mapping

- Impact mapping is a lightweight, collaborative planning technique for Product Owners and teams to begin visualizing what's needed to turn a Product Vision into a reality.
- It is based on user interaction design, outcome driven planning and mind mapping.
- Impact maps help delivery teams and stakeholders visualize assumptions, explain how deliverables connect to user needs, and communicate how user outcomes relate to higher level organizational goals.

Source: impactmapping.org

What do impact maps look like?

Structuring information as a mind map allows you to describe many different dimensions of a product milestone plan in a single visualization.



Source: impactmapping.org

Impact Mapping

Goal - The objective that is trying to be achieved or answering:

- Why are we pursuing this idea?
- Why is it needed or wanted?

Actor - The people who can influence the outcome, including:

- Who can produce the desired results or effect?
- Who can obstruct it?
- Who are the consumers or users of the product?

Impact Mapping

Impacts - The next branch puts the actors in perspective of the business goal:

- How should actors' behavior change?
- How can they help achieve the goal?
- How can they obstruct the goal?

Deliverables - The third branch addresses scope:

- What can we do as a company or a delivery team to support the required impacts?
- What are the features desired or needed?
- What do we need to deliver the features?

Scaling Impact Mapping

- In a scaled situation, Impact Mapping can also be used to identify and reduce dependencies between teams
- It is important in those situations to color-code so that each team's work can be more easily identified
- Joint sessions will need to be held accommodating all respective team members or sending a few trusted ambassadors from each involved team to an initial, joint session

Decompose the Product Goal into Sprint Goals

Product Goal

The Product Backlog

- Single source of work undertaken by the Scrum Team
- Ordered list of what is needed to improve the product
  - *features, functions, requirements, enhancements, and fixes*
- Anything on the Product Backlog is a P.B.I. or Product Backlog Item
- Persists as long as there is a Product Goal
- Dynamic
  - *Constantly changes to identify product needs*
  - *Frequently reprioritized*
  - *Is emergent or progressively elaborating*

Assignments #5 & 6:

When you get back to a work environment:

- create or refine a Product Goal with the Scrum Team and stakeholders;
- create a Product Backlog that supports achievement of a Product Goal;

Document this (and your reactions, learnings) in your personal journal.

The Breakout Bunch

What's the difference between Meetings and Activities ?

Why is Product Backlog Refinement an activity, not a meeting?

What does "refinement" look like, who participates, and is it one-and-done?

Product Backlog Refinement

… the act of breaking down
and further defining
Product Backlog items
into smaller
more precise
items

This is an ongoing activity to add details,
such as a description, order, and size

The Scrum Guide - November 2020

Product Backlog Refinement

Why split?

Too big:

- Cannot give accurate estimate
- Cannot fit into iteration

Dependencies exist:

- Compound PBIs need to be split – look for:
  - Conjunctions (and, but, or)
  - Limiting Phrases (unless, until, without, except)

Cannot satisfy INVEST:

- Independent
- Negotiable
- Valuable
- Estimable
- Small
- Testable

INVEST

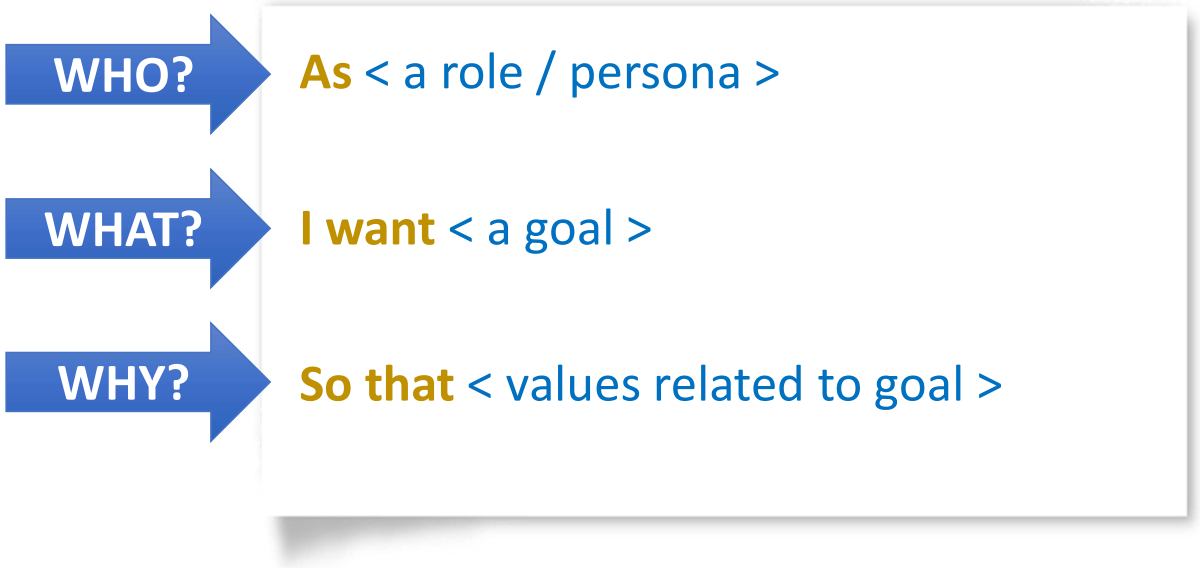
Independent	The story should be self-contained, in a way that there is no inherent dependency on another story.
Negotiable	User stories, up until they are 'in-implementation', can be negotiated (between PO and team), changed or rewritten.
Valuable	A user story must deliver value to the end user.
Estimable	You must be able to estimate the size of a user story.
Small	User stories should not be so big as to become impossible to plan/task/prioritize with a high level of certainty.
Testable	The user story or its related description must provide the necessary information to make test development possible.

Product Backlog Refinement

- PBIs should represent some level of end-to-end functionality
- Do not split PBIs into components such as design, code front end, code middle tier, code back end
- Deliver cohesive subset of all layers
- Do simplest thing that could possibly work

Product Backlog Refinement

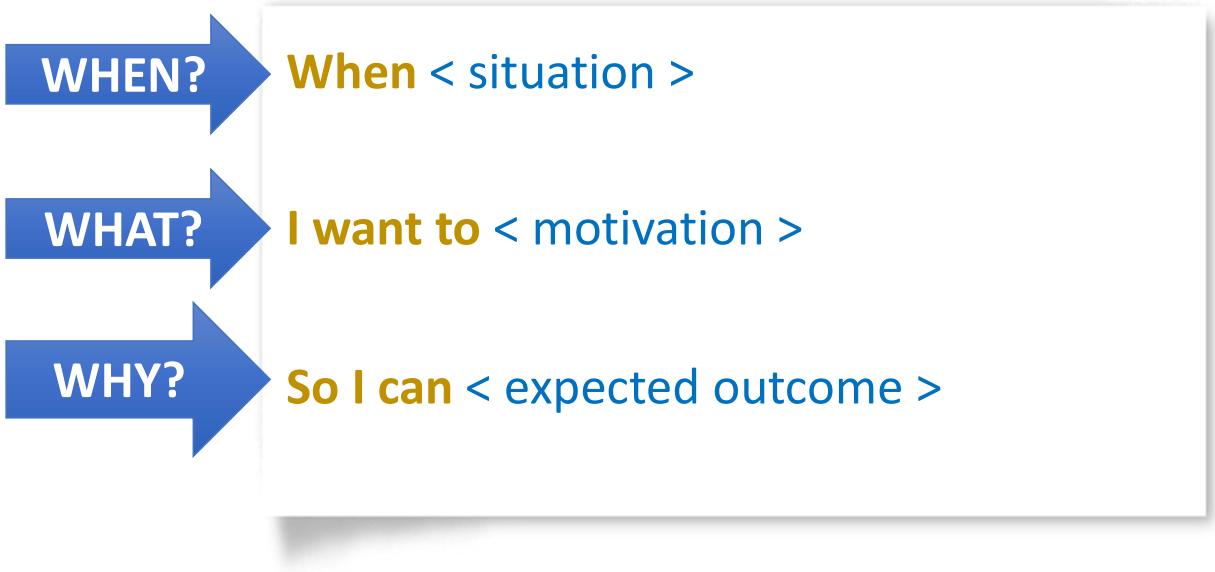
USER STORY – TEMPLATE



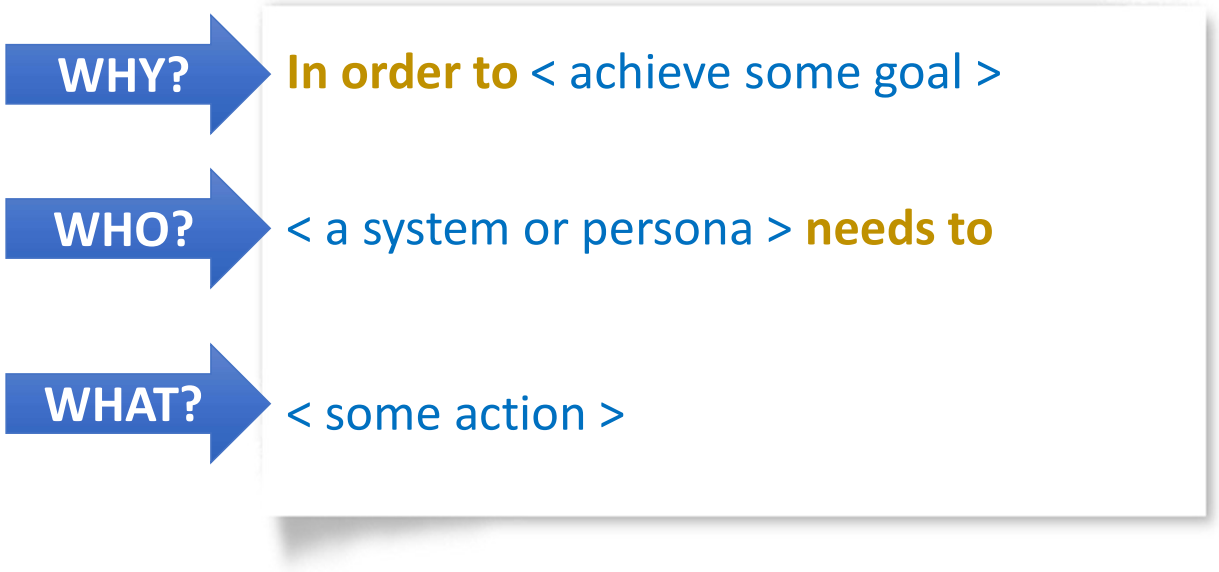
Tip: Write user stories in a "first person" perspective

Any story template is a suggestion, not a rule.

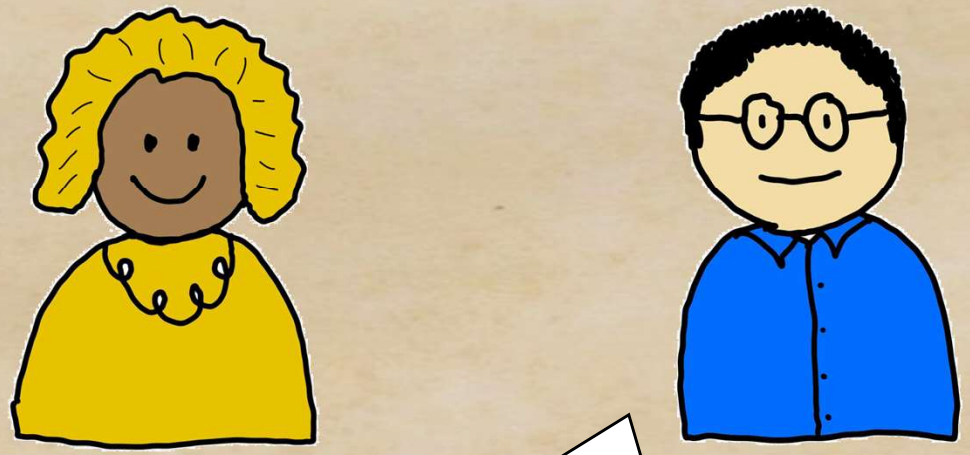
JOB STORY – TEMPLATE



“SYSTEM” STORY – TEMPLATE



Can you help me refine the Product Backlog with the rest of the team?



Sure! I know some simple techniques that will help.

?

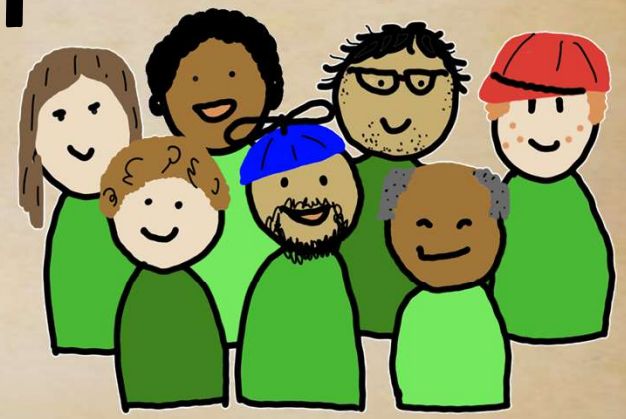
STORY MAPPING

STORY WRITING WORKSHOP

PERSONA CREATION

CUSTOMER JOURNEY MAP

IMPACT MAPPING



Definition of Done

- Th the opportunity to realize value at the end of each Sprint
- The minimum Scrum DoD is “Potentially Shippable”
- If the Team extends this Definition they should explicitly capture their additions
- The Team should strive to have “production worthy” code/product, even if the Product Owner doesn’t intend to release it

Definition of Done – SW example

- Unit tests created, checked in, all passing
- Code builds successfully on integration environment
- Automated unit test coverage > 80%
- All acceptance criteria pass
- Peer code review complete
- No open defects
- Needed documentation is complete
- ***Product owner has reviewed and accepted story***

What if your product isn't software?

Definition of Done - examples

Talent Recruiting:

- Interviews completed; background check; offer extended or pass on applicant

Sales Organization:

- Proposals moved to signature or closed

Home Renovation:

- Completed to acceptance; inspections pass; regulations met; mess hauled away

Do the Dishes:

- Washed, Dried and put back into cupboard

The Breakout Bunch

Discuss how to create a strong Definition of Done.

Who participates?

How will you facilitate? What techniques could you use?

Are there any people or artifacts outside the team that you can call upon?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Agile Product Development

The Breakout Bunch

How would you explain Scrum and its benefits to a business stakeholder?

Teach Back

Scrum is...

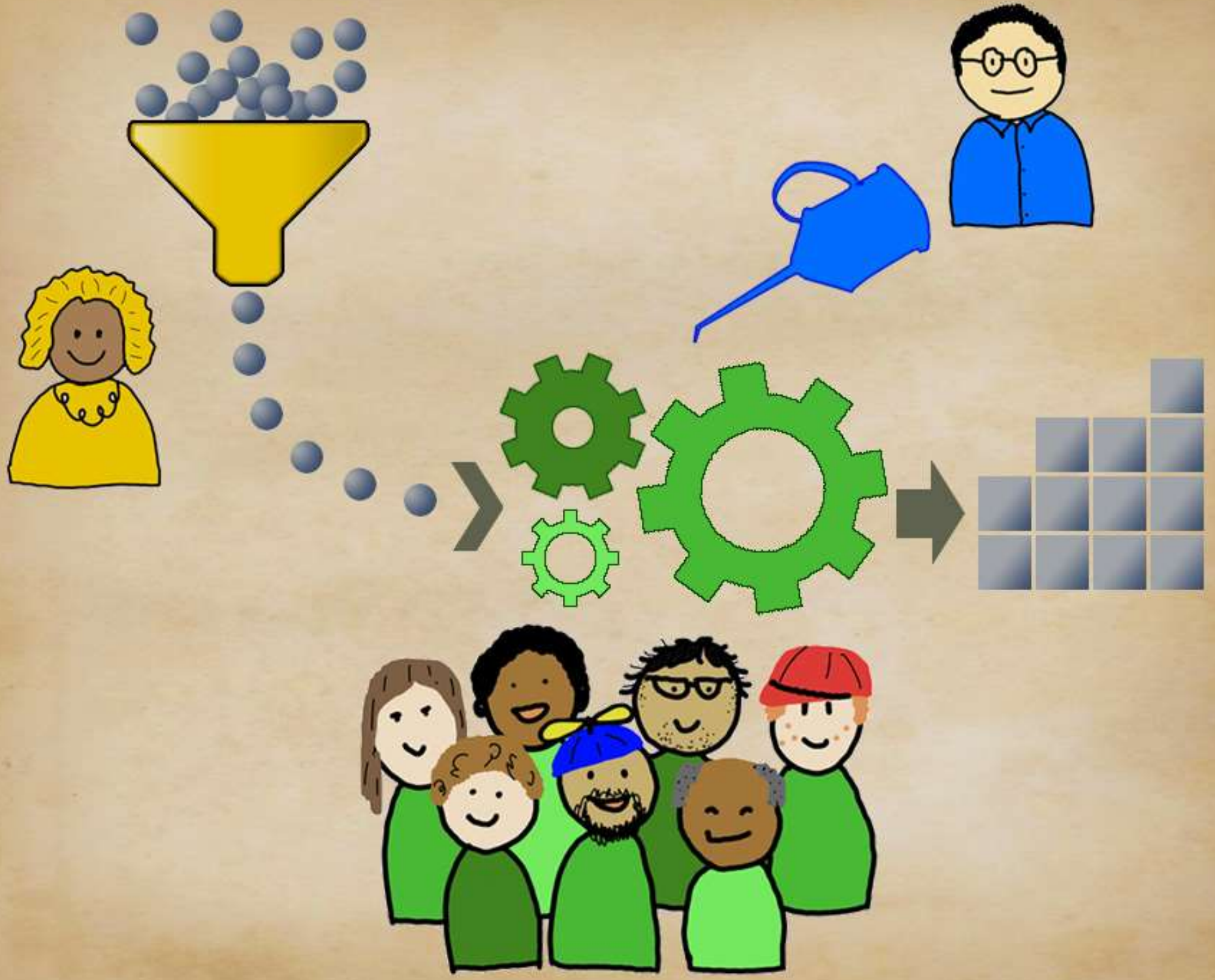
a lightweight, Agile framework for iterative development

Lightweight - Set is small, not comprehensive

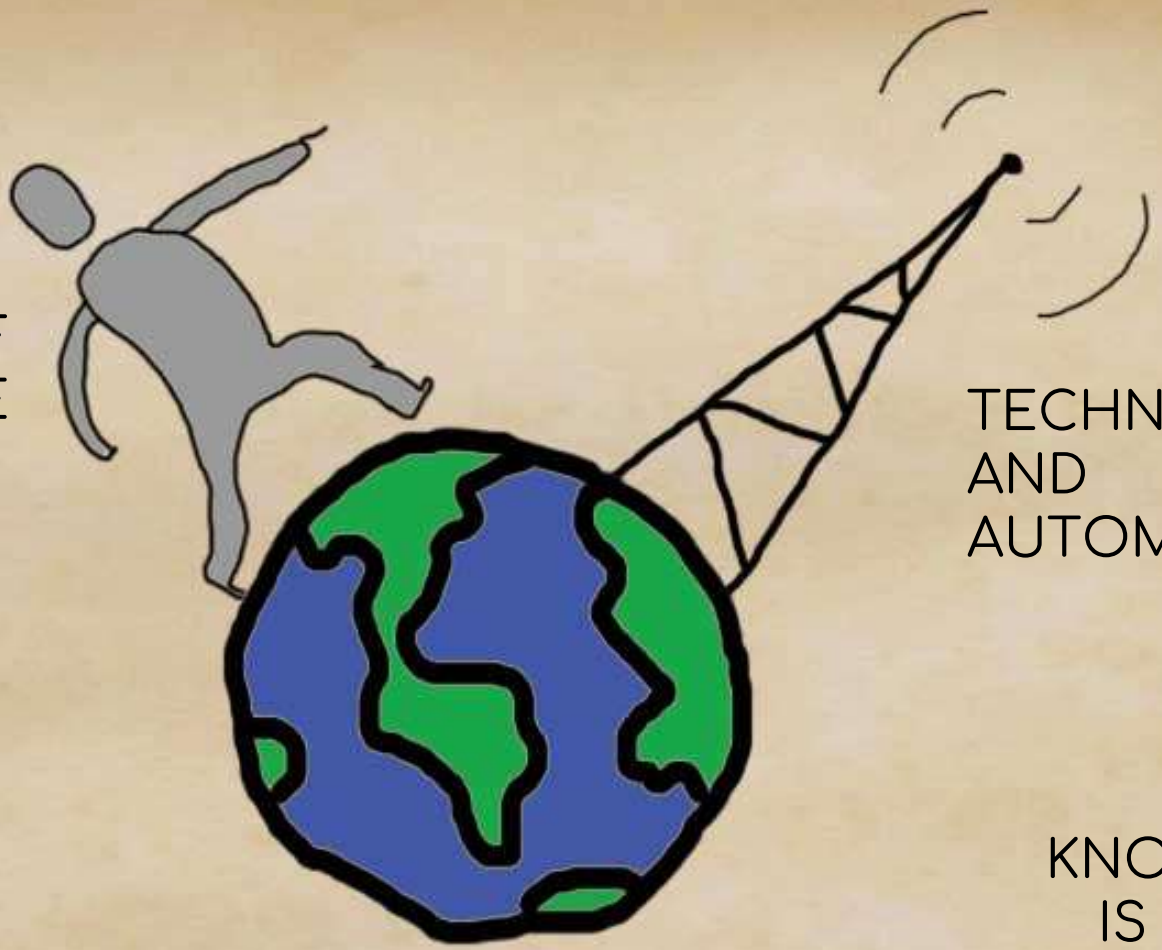
Agile - Reflects the *Agile Manifesto*

Process Framework - A specific set of practices

Iterative - Deliver results in frequent increments



PACE OF CHANGE



TECHNOLOGY AND AUTOMATION

CUSTOMER EXPECTATIONS

KNOWLEDGE IS NOW A COMMODITY

GLOBALIZATION

PRODUCT COMPLEXITY

HYPER-COMPETITION

INCREASED REGULATIONS

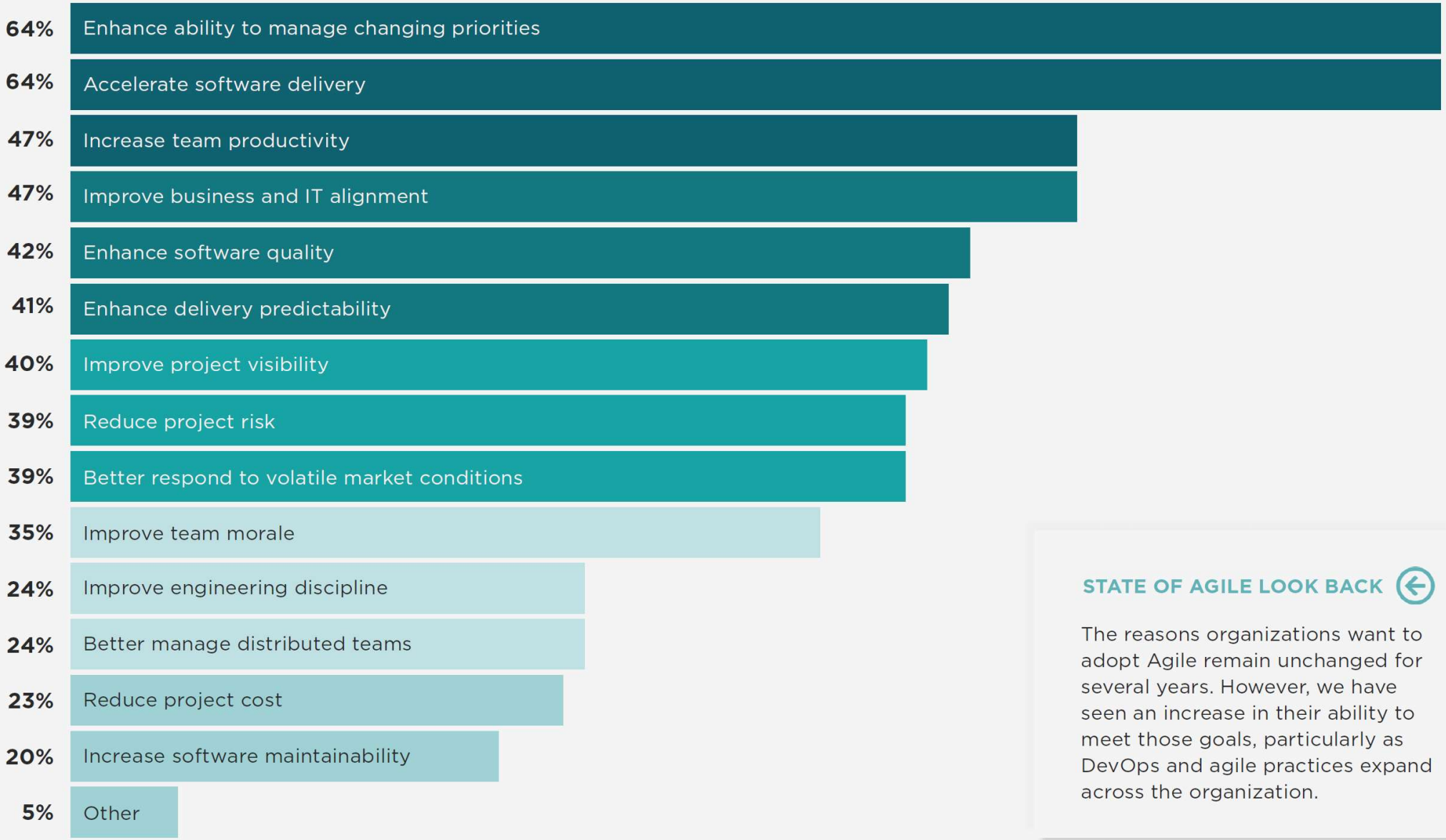
Agile Adoption

15th State of Agile Report (2021)

stateofagile.com

What were the most important reasons for adopting Agile within your team or organization?

**Respondents were able to select multiple responses to this question.*



STATE OF AGILE LOOK BACK

The reasons organizations want to adopt Agile remain unchanged for several years. However, we have seen an increase in their ability to meet those goals, particularly as DevOps and agile practices expand across the organization.

The Breakout Bunch

What are a few common organizational impediments outside the scope of a team that can affect the effectiveness of Scrum Teams?

(Remember to Stretch)

Root Cause Analysis

Helps answer **why** a problem or impediment has occurred:

- what happened?
- why did it happened?
- what can be done to reduce the likelihood of the problem happening again?

Root Cause Analysis

Define the Problem:

- *What is happening? What are specific symptoms?*

Collect Data:

- *What proof do you have that the problem exists?*
- *How long has it existed? What is the impact?*

Identify Possible Causal Factors:

- *What sequence of events lead to the problem?*
- *What conditions allow the problem to occur?*

Identify the Root Cause:

- *Why does the causal factor exist?*
- *What is the real reason the problem occurred?*

Recommend and Implement Solutions:

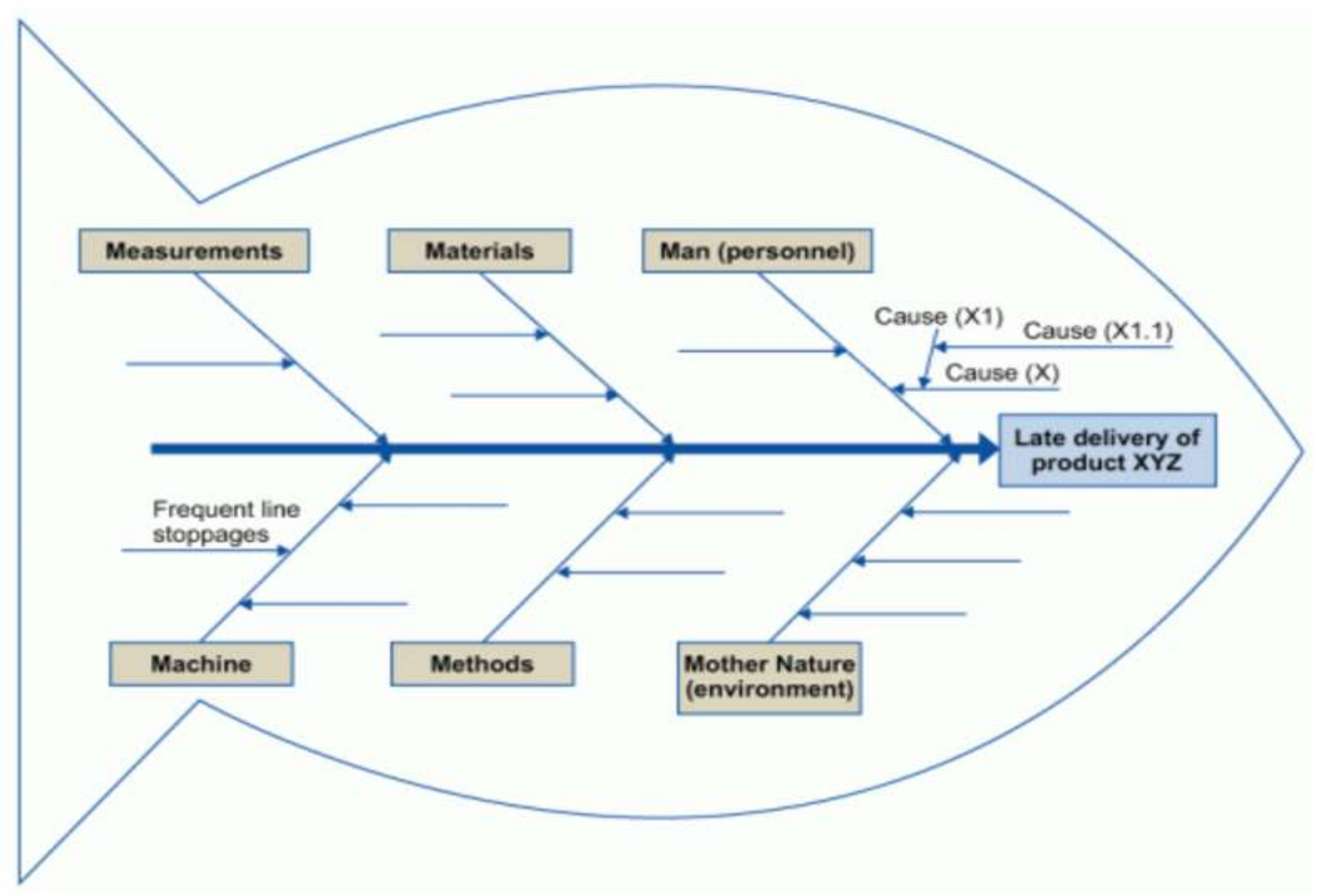
- *What can be done to prevent the problem from happening again?*
- *How will the solution be implemented?*
- *Who will be responsible?*

The 5 Whys

- An iterative technique that repeats the question “Why?” to identify the root cause of a problem
- Formally developed and used within Toyota (Japan)
- No hard and fast rules about lines of questioning or how long to keep looking for additional root causes
- Analysis can be tested by reversing the order and using “Therefore”

The 5 Whys at Leno's Garage

Fishbone Diagram



www.isixsigma.com/tools-templates/the-fundamentals-of-cause-and-effect-aka-fishbone-diagrams/

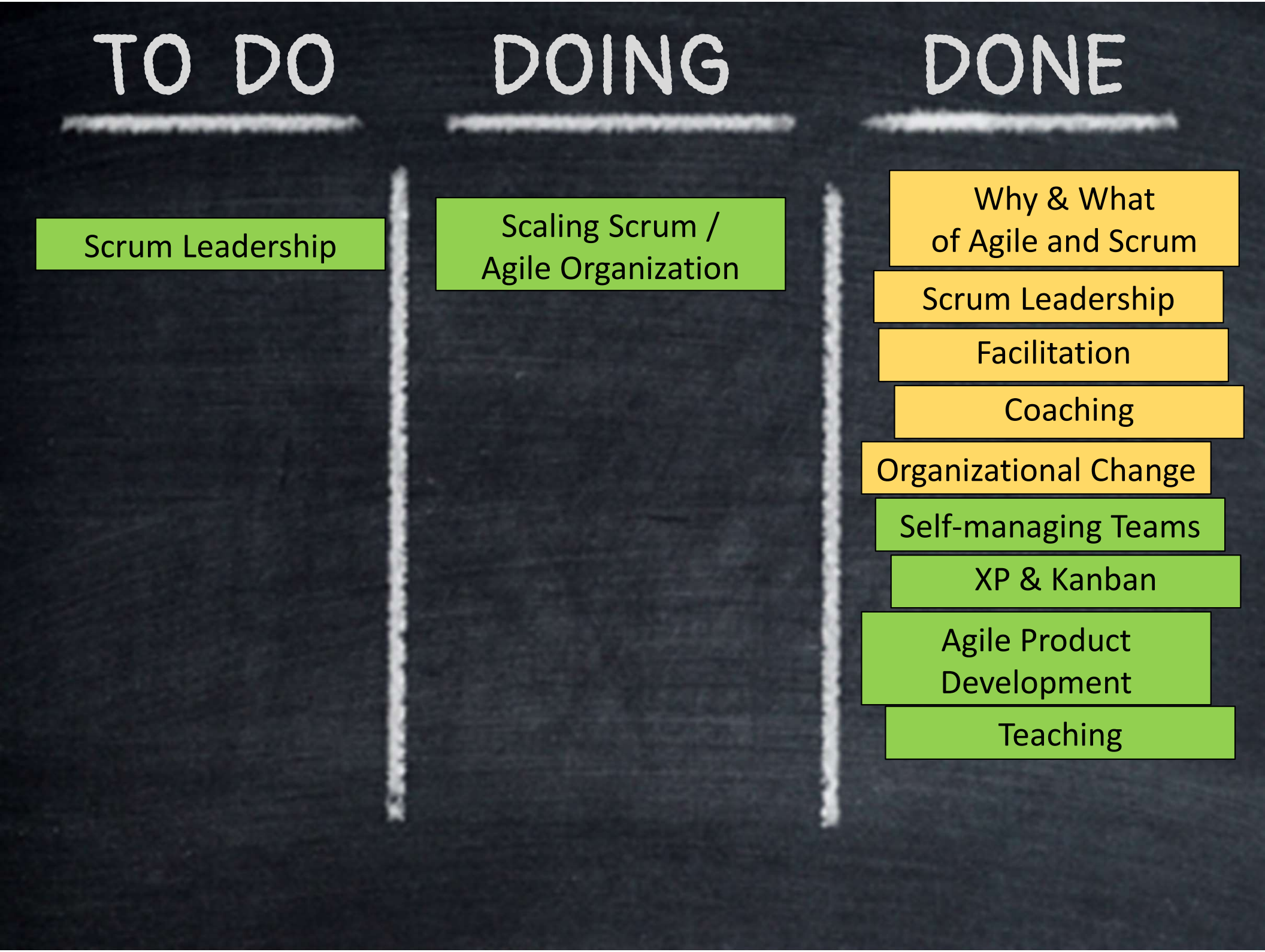
Group Exercise

- Let’s see if we can use Root Cause Analysis to help a classmate drill down on an impediment or issue
- We need 1 volunteer willing to present a problem or impediment to the group
- Together, we’ll then use the 5 Whys and/or Fishbone analysis to get to the potential root cause of the issue

Assignment #7:

When you get back to work, use Fishbone analysis and/or the 5 Whys to find the root cause of an organizational impediment, then resolve the issue.

Document this (and your reactions, learnings) in your personal journal.


TO DO
DOING
DONE
Scrum Leadership
Scaling Scrum / Agile Organization
Why & What of Agile and Scrum
Scrum Leadership
Facilitation
Coaching
Organizational Change
Self-managing Teams
XP & Kanban
Agile Product Development
Teaching

Scaling Scrum

Agile Organizations

What is Scaling?

What do we even mean by “Scaling” Scrum:

- Across a large product?
- Across an entire organization?
- Across distributed, geographic locations?
- All of these at once?!?

Why Scale?

What do we need to scale Scrum?

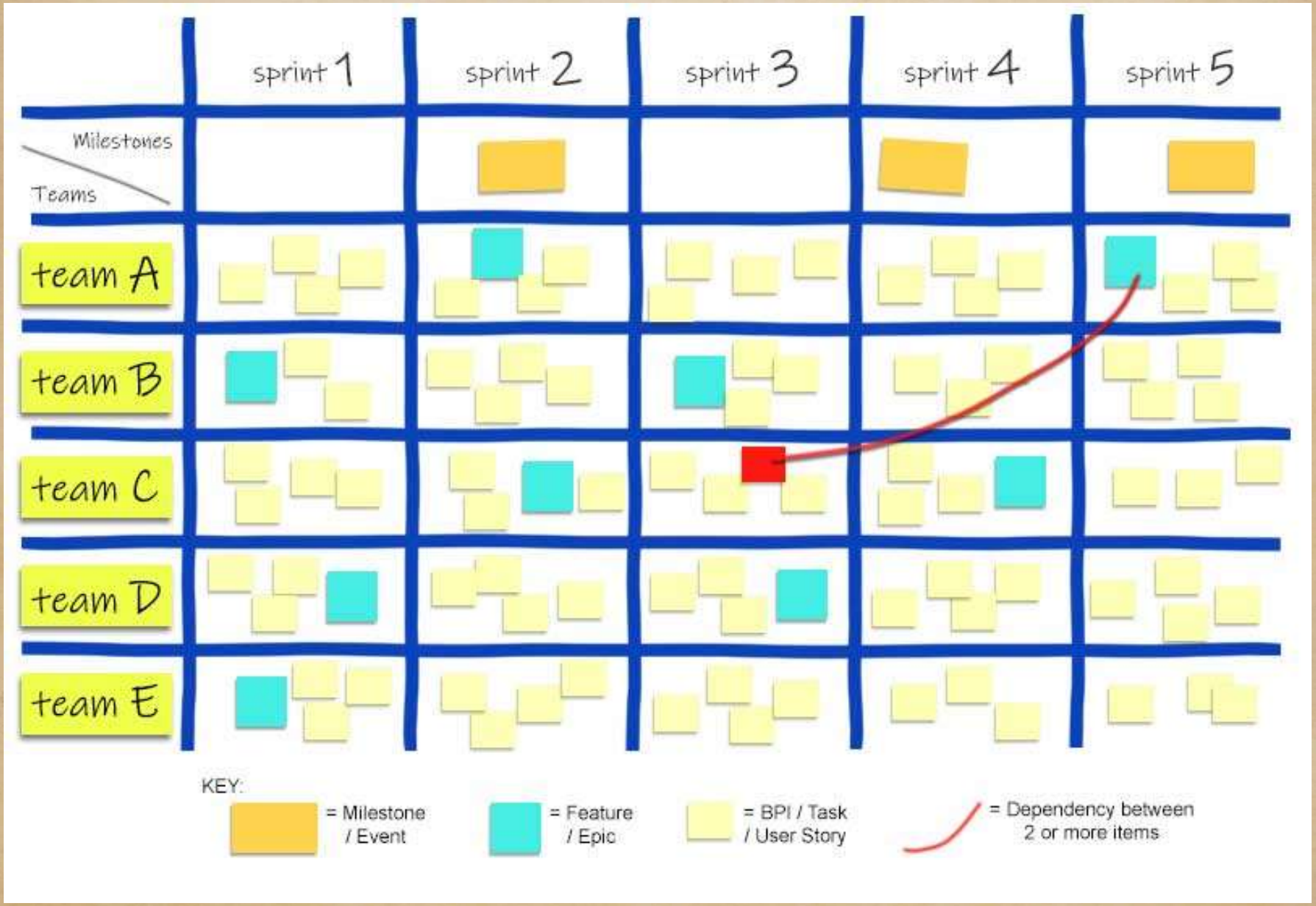
- Across a large product?
- Across an entire organization?
- Across distributed, geographic locations?
- All of these at once?!?

Why might an organization decide to NOT scale Scrum?

Dependencies

What are some examples of dependencies?

Make Dependencies Visible



Make Dependencies Visible

Source: @michael_p_stump

Make Dependencies Visible

Manage Dependencies

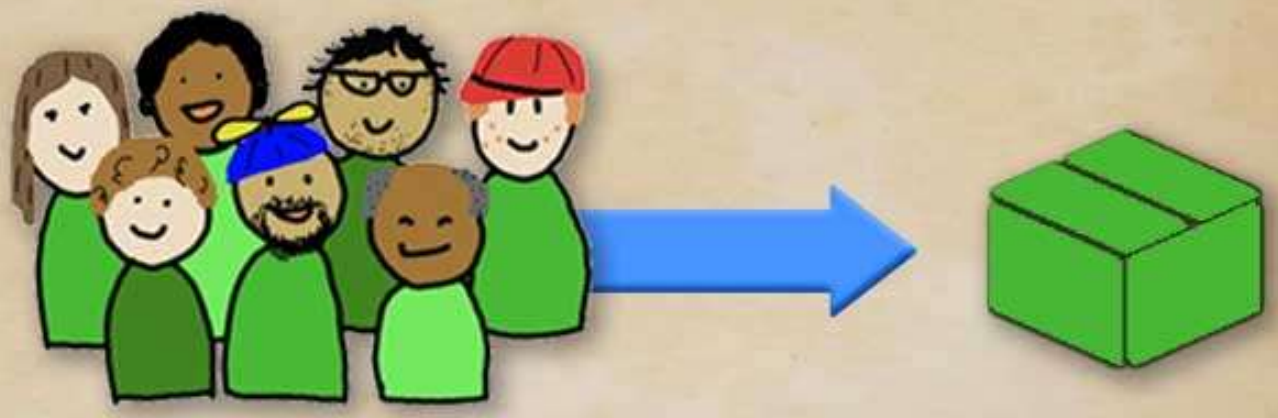
Reduce Dependencies

Feature vs. Component Teams

- A **feature team** is a cross-functional team that can pull end-customer features from the Product Backlog and complete them.
- A **component team** focuses on development of a component or subsystem that can be used to create only part of the end-customer feature
  - Component teams are also referred to as *asset* or *subsystem teams*

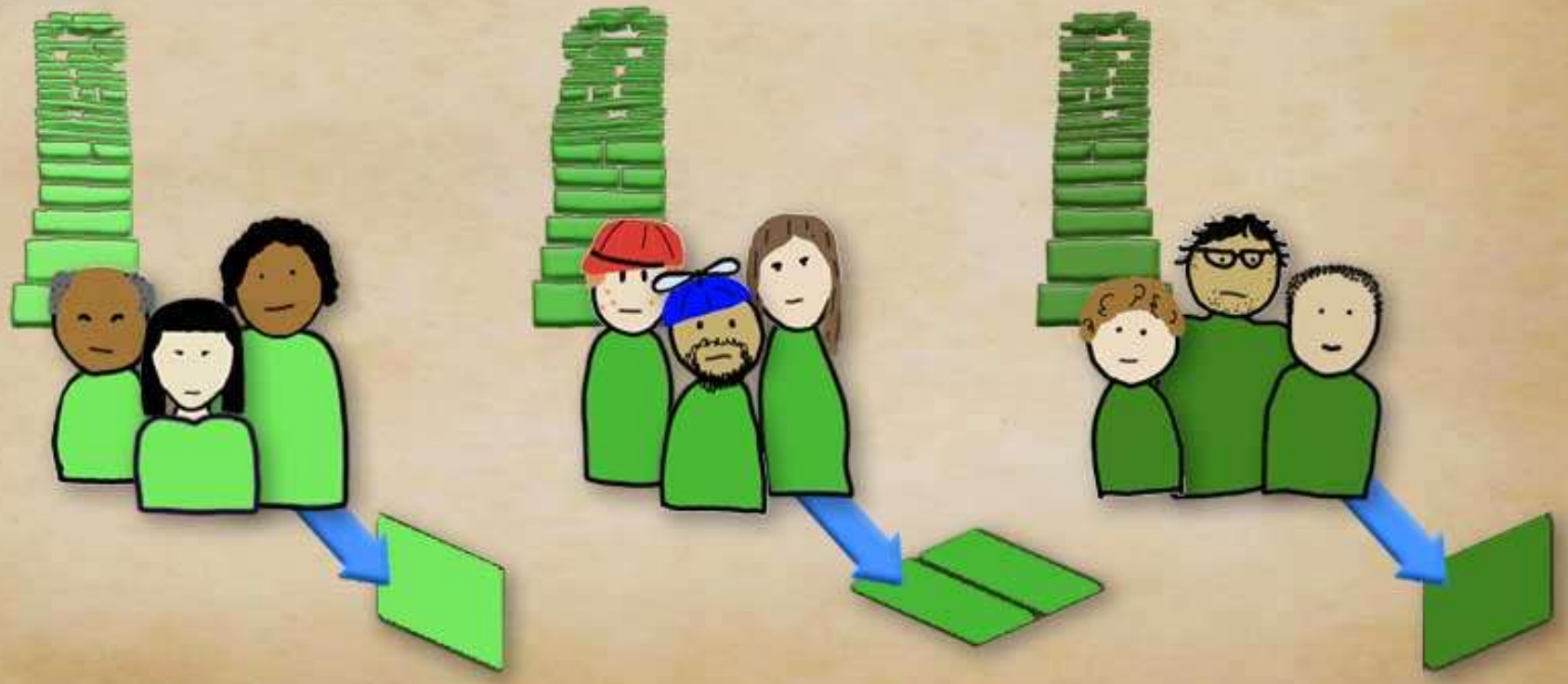
Feature Teams

- Feature teams have all the skills necessary to perform task-level work to deliver the entire PBI
- Team members would work on tasks related to the complete Product Backlog Item (PBI):
  - UI, middle-tier, database, etc.

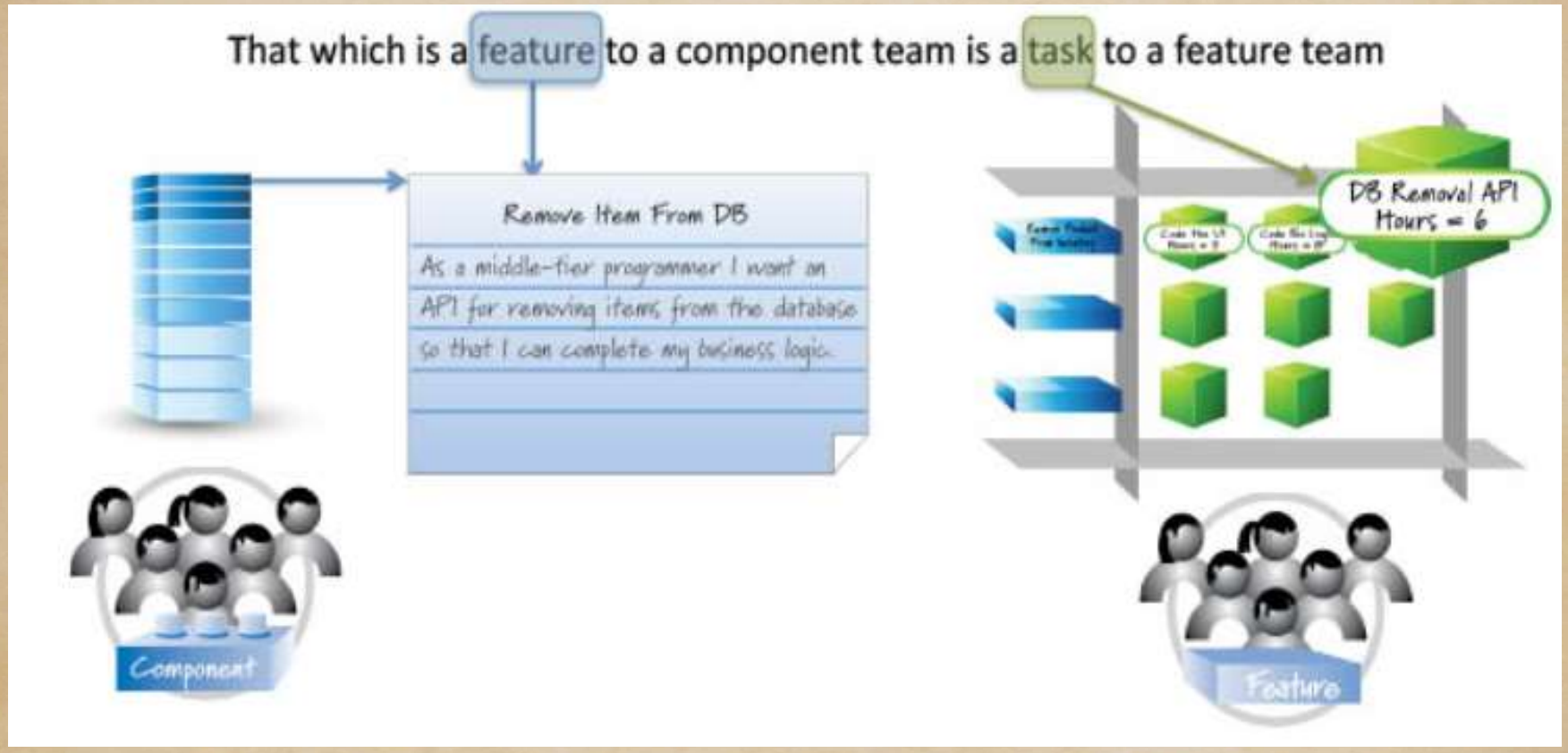


Component Teams

- No one team could deliver a given feature
- PBIs are created for each component team's work
- Further task breakdown occurs to deliver the item



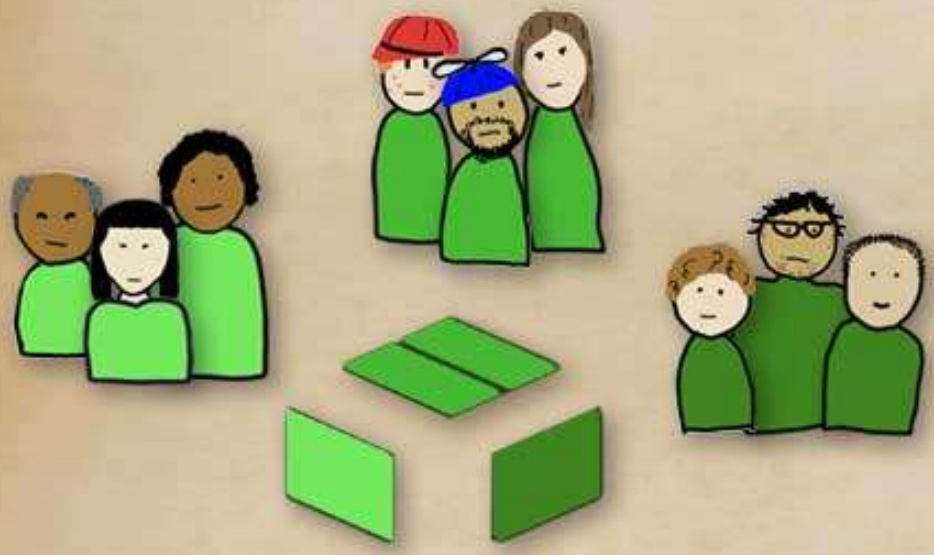
Component Teams

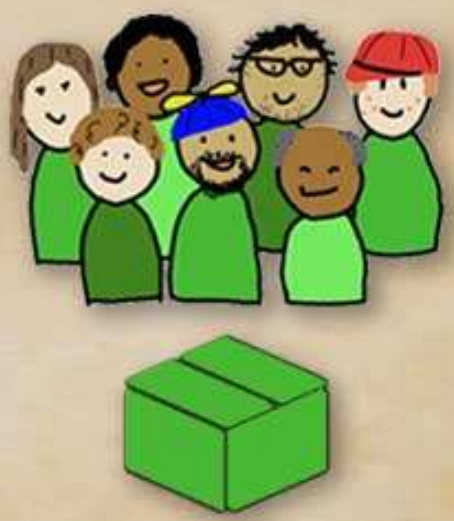


That which is a ***feature*** to a Component Team is a ***task*** to a Feature Team

Component vs. Feature Teams

What are the trade-offs?

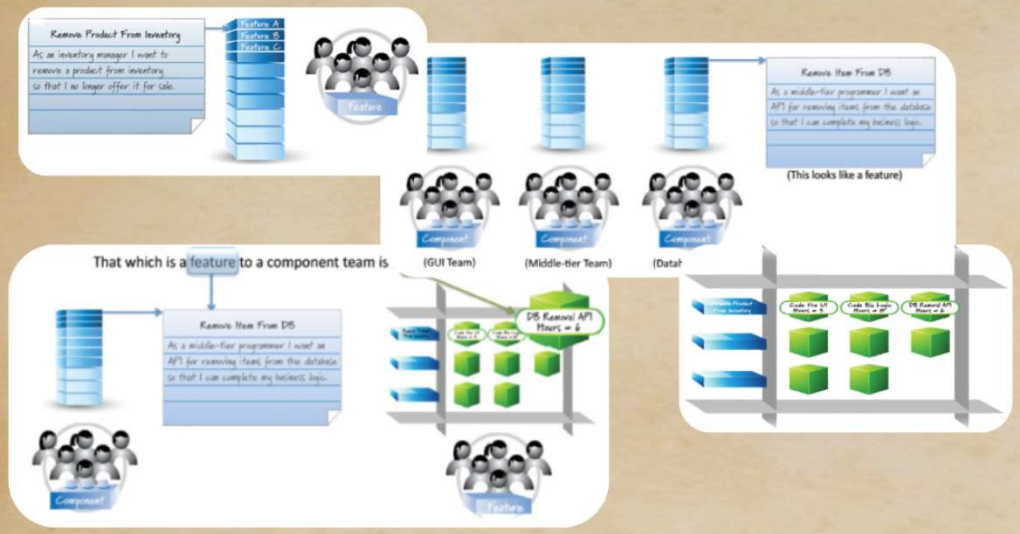


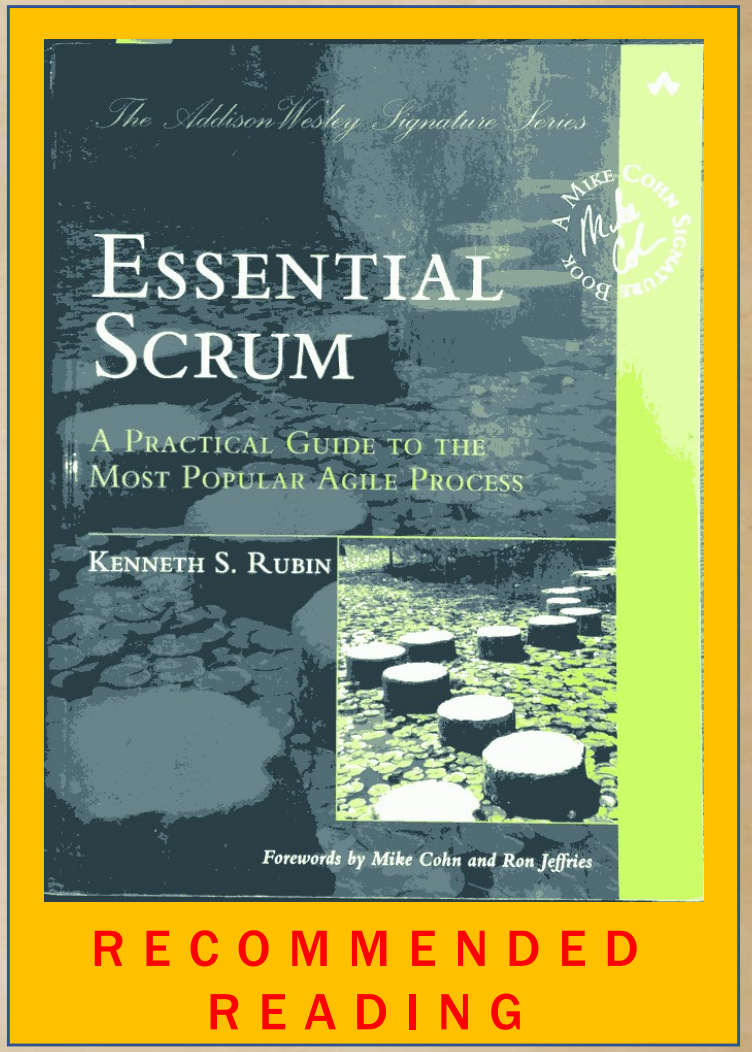


Feature vs. Component Teams

- Which structure optimizes for delivery: Feature Teams or Component Teams?
- Is the organization willing to form Feature Teams to enable delivery of product to customers?
- Is the organization willing to change existing team structures?
- What are the trade-offs?

Feature vs. Component Teams



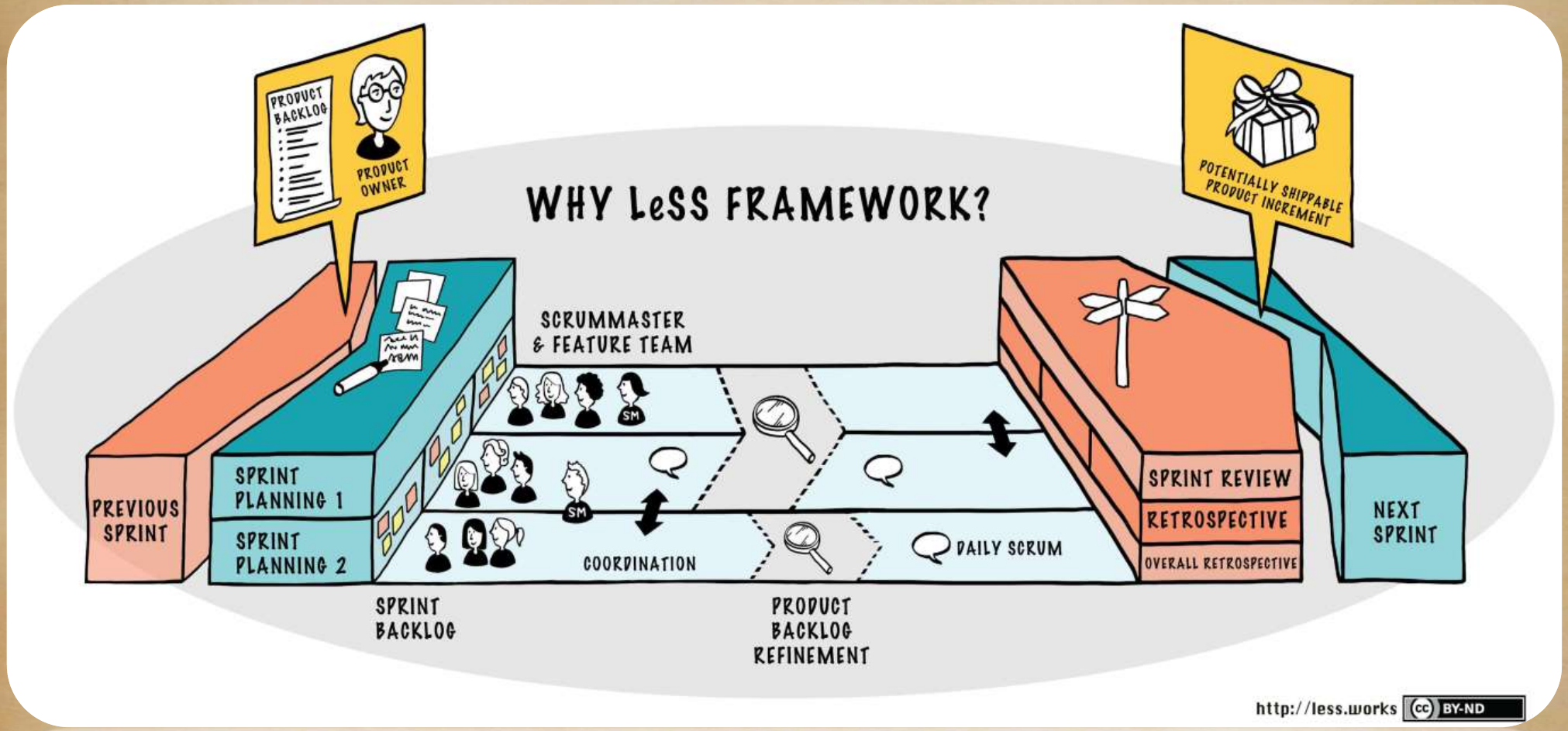


RECOMMENDED READING

Scaling Challenges

- How to be consistent with the Scrum Guide
- Slower delivery?
- Descaling – the elimination of bad habits – followed by incremental rollout of functioning team is critical
- Minimal viable bureaucracy (much coordination)

Large Scale Scrum (LeSS)



#LeSSWorks @less_works https://less.works

Large Scale Scrum (LeSS)

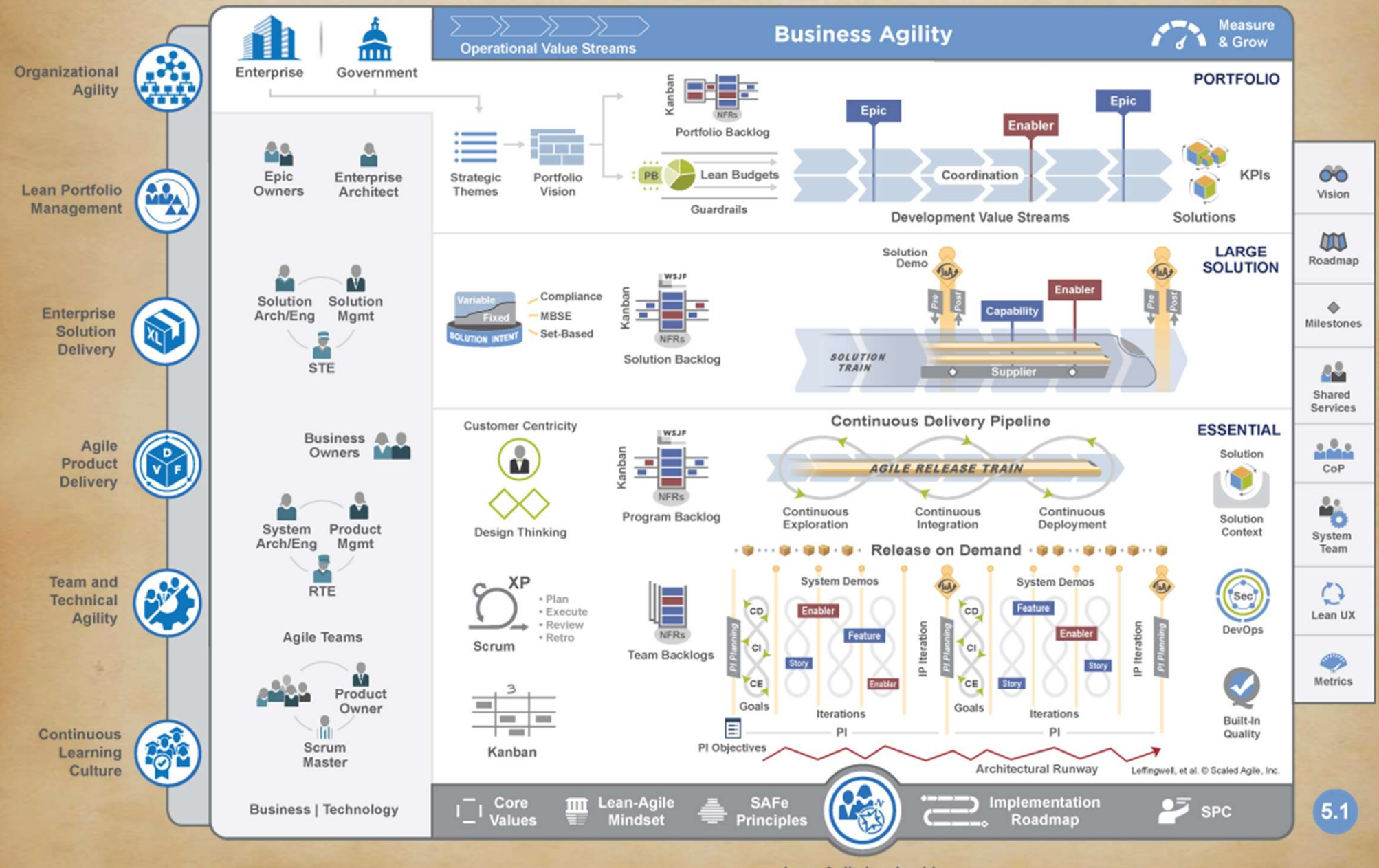
What is the Same as One Scrum Team?

- No separate analysis group, testing group, architecture group, user experience group, platform group, etc.
- No “tester” or “architect” within the team
- That implies the dissolution of existing single-function groups and the management supervising roles, and the elimination of traditional career paths and job titles
- The concept of “it is not ready until the end” dissolves
- Scrum is not for the programming phase after the analysis and before testing – the sequential lifecycle is eliminated
- There is no team lead or project manager that directs or tracks team members

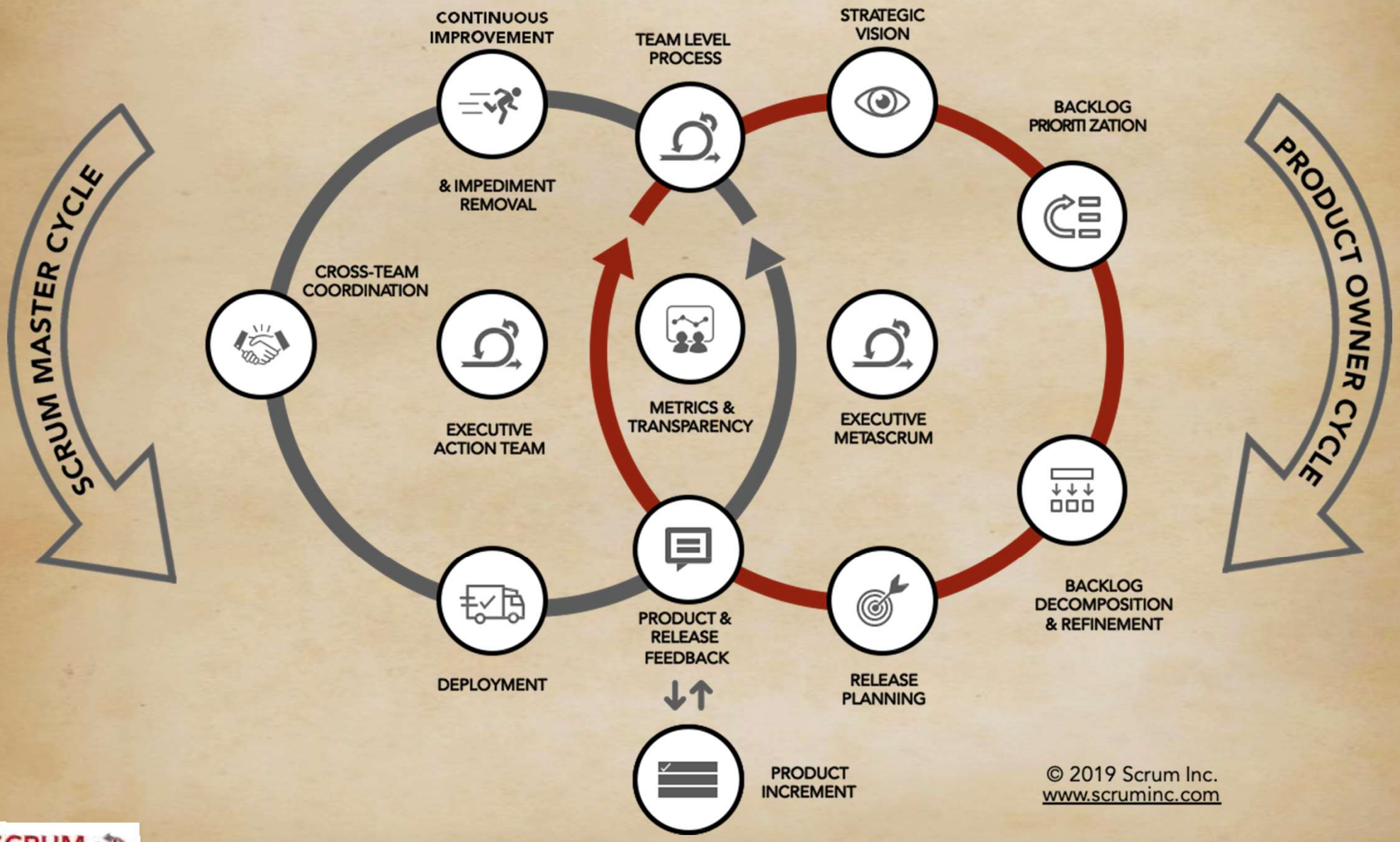
What is Different?

- For the roles, nothing
- Meetings and artifacts may change slightly

Scaled Agile Framework (SAFe)



Scrum at Scale (S@S)

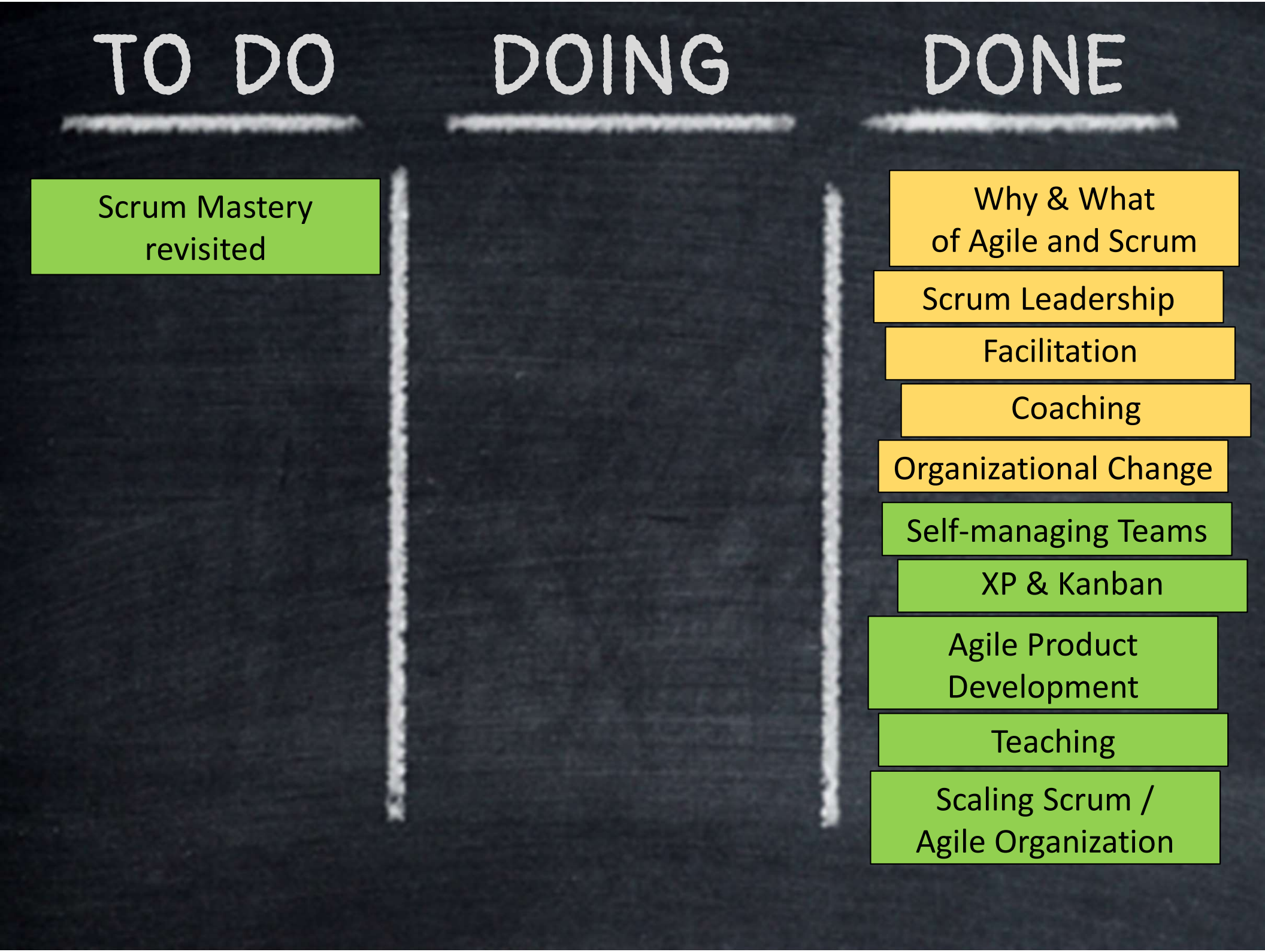


SCRUM @SCALE

Scrum at Scale (S@S)

- Jeff Sutherland's 2016 approach to scaling Scrum
- A incremental approach to scaling Scrum that preserves Scrum's contextual and fractal nature
- A scale-free architecture for promoting organizational agility
- Includes a set of patterns that are effective for small scale Scrum and how to use effectively "larger scale"

What are your (new) thoughts on scaling at your organization?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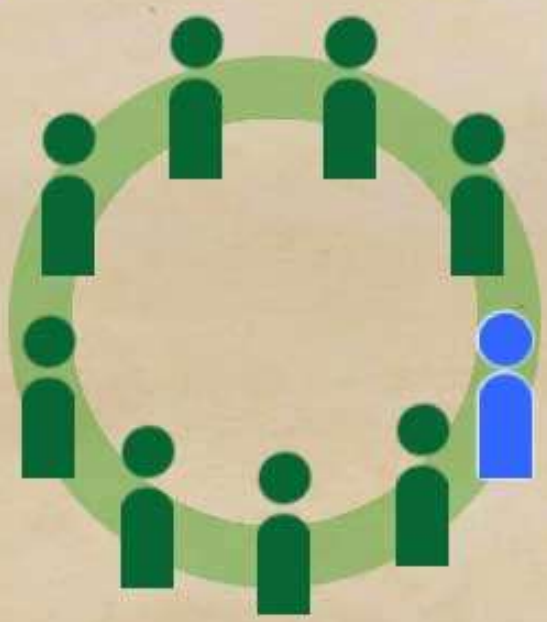
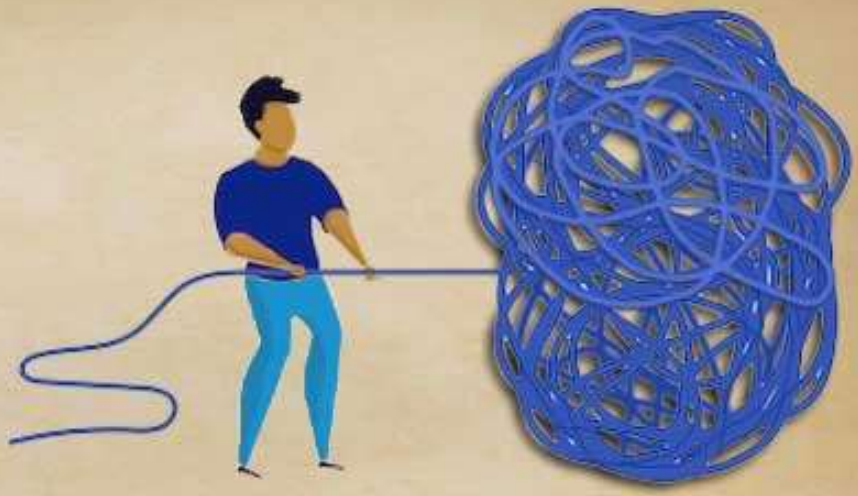
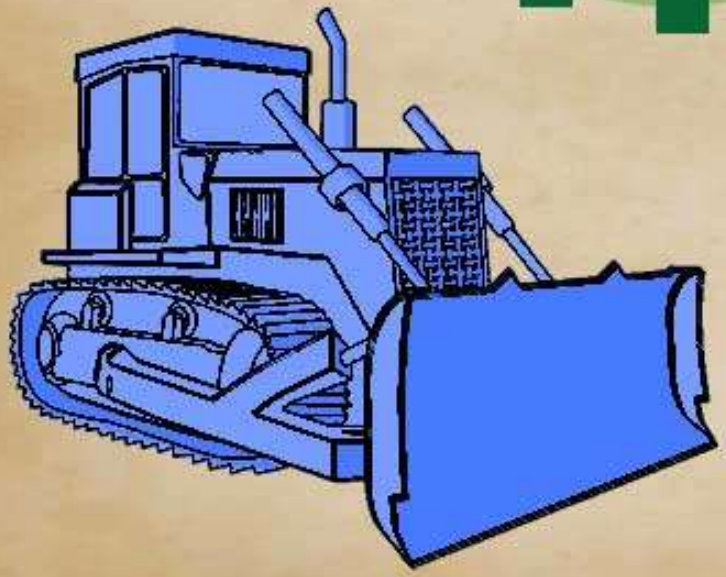
Scrum Mastery

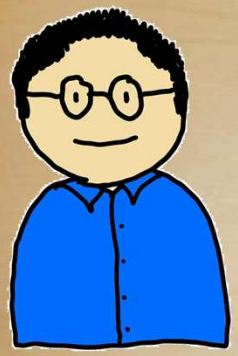
Module: 9

So you're a Scrum Master …





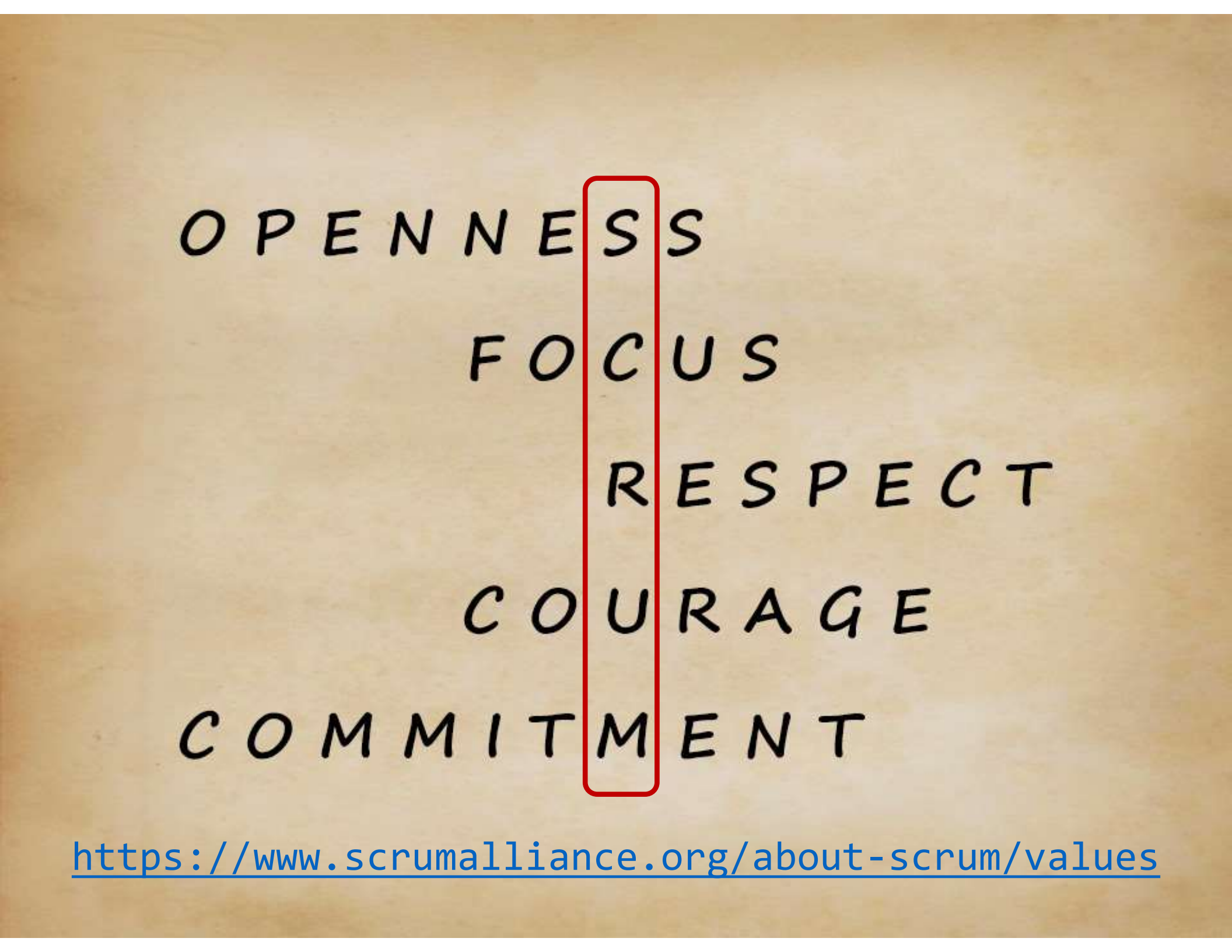




Serving the Organization

- Leading, training, and coaching the organization in its Scrum adoption;
- Planning and advising Scrum implementations within the organization;
- Helping employees and stakeholders understand and enact an empirical approach for complex work; and,
- Removing barriers between stakeholders and Scrum Teams.

Source: Scrum Guide



https://www.scrumalliance.org/about-scrum/values

Self-Reflection

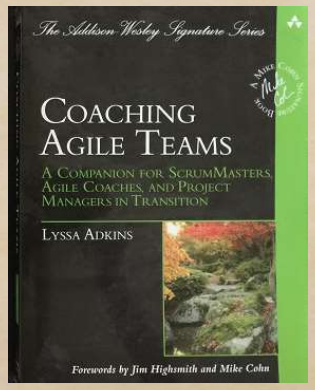
How well do you fulfill/embody the Scrum values?

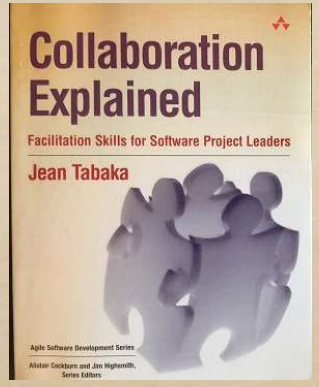
How you could improve?

Wrapping Up

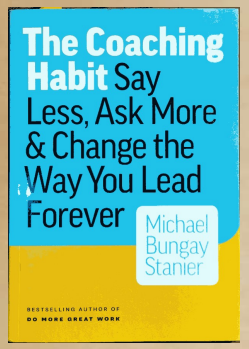
Recommended Reading

Coaching Agile Teams:
A Companion for ScrumMasters, Agile Coaches, and Project Managers in Transition
- Lyssa Adkins



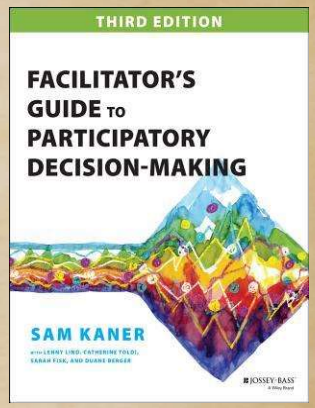


Collaboration Explained:
Facilitation Skills for Software Project Leaders
- Jean Tabaka

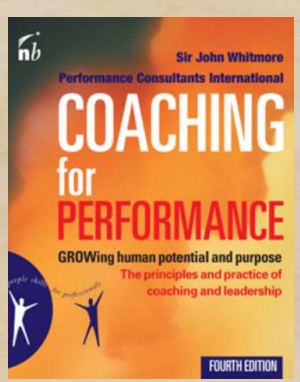


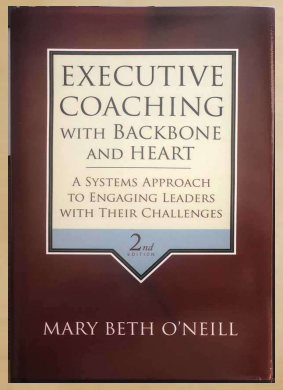
The Coaching Habit:
Say Less, Ask More & Change the Way You Lead Forever
- Michael Bungay Stanier

Facilitator's Guide to Participatory Decision-Making
- Sam Kaner



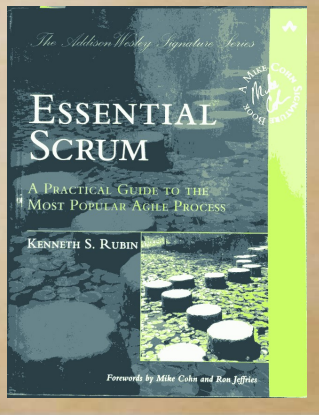
Coaching for Performance:
GROWing Human Potential and Purpose
- the Principles and Practice of Coaching and Leadership
- John Whitmore



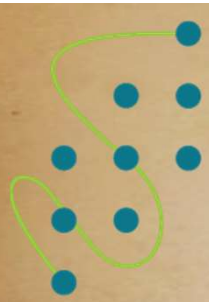


Executive Coaching with Backbone and Heart:
A Systems Approach to Engaging Leaders with Their Challenges
- Mary Beth A. O'Neill

Essential Scrum:
A Practical Guide to the Most Popular Agile Process
- Kenneth S. Rubin




Parking Lot



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