



# The Agile Project Manager!

“3 Power Tools of Communication and Collaboration”

**Why the Agile Project Manager?** Moving more classical methods of project management to a more Agile approach to project engagement and leadership.

**Why Power Tools?** When communication and collaboration on teams is vital to your organization’s success, we need to change our collective thinking about the importance of these skills!

Agenda: Introduce the Power Tools, Part 1, Part 2 and Part 3.

## PART ONE -----

The Power of the Daily Stand Up – Engage!

15 minutes to better communication and collaboration...

1. 3 keys: Why the Daily Stand Up is a top Power Tool ...
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  
2. Simple but powerful agenda:
  - a. What did you do since \_\_\_\_\_?
  - b. What will you do \_\_\_\_\_?
  - c. What \_\_\_\_\_ are blocking your way?
  
3. Who should attend The Daily Stand Up? 2 Key roles
  - a. The \_\_\_\_\_ (Invested)
  - b. The \_\_\_\_\_ (Interested)
  
4. Important Structural Features of The Daily Stand Up:



Alicia is an Operational Strategist who works with enterprise leaders to build effective teams through training, coaching and mentoring of Agile (Scrum) work methods. She is available as a contractor or internal consultant to lead or help continue your implementation of Scrum. Contact her directly at 619-972-0453 or [innovate@operational-innovations.com](mailto:innovate@operational-innovations.com).





- a. Time boxed \_\_\_\_\_ Minutes
- b. Conducted \_\_\_\_\_ UP
- c. Same \_\_\_\_\_ Same \_\_\_\_\_
- d. Preparation \_\_\_\_\_
- e. Kick off the meeting
  - i. LIFU
  - ii. Round Robin
  - iii. Pass the token

5. Key Themes: (notes)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

6. Smells. What to do if your stand up is broken.

- i. Takes too long
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
- ii. People start talking design
  - 1. Ask, 'Can we take this \_\_\_\_\_' "
  - 2. \_\_\_\_\_

7. Important benefits

- i. Avoids \_\_\_\_\_ of efforts
- ii. Detect and Clear \_\_\_\_\_
- iii. Boost teams \_\_\_\_\_
- iv. Increase whole team \_\_\_\_\_
- v. Greater \_\_\_\_\_

Summary

- The Daily Stand UP is a major power tool
- It's about completely 'engaging' your team in the importance of their role, how it fits into the overall project



Alicia is an Operational Strategist who works with enterprise leaders to build effective teams through training, coaching and mentoring of Agile (Scrum) work methods. She is available as a contractor or internal consultant to lead or help continue your implementation of Scrum. Contact her directly at 619-972-0453 or innovate@operational-innovations.com.





PART TWO -----

“The Sprint Review – the Power of Recognition”

“Build the Right Thing...”

What is it?:

1. 3 keys:

- a. \_\_\_\_\_
- b. More than just a \_\_\_\_\_
- c. \_\_\_\_\_

2. Important set up tips:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

3. Demo Methods:

- a. Demonstrate \_\_\_\_\_ in priority order. Simple list of the features.
- b. Demonstrate the features \_\_\_\_\_ of how the end user will use them.

4. Key Themes:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

8. Smells. What to do if your Sprint Review is broken.

- i. Sprint Review becomes a distraction
  - 1. \_\_\_\_\_
  - 2. Prep time is \_\_\_\_\_
- ii. The Meeting is too long



Alicia is an Operational Strategist who works with enterprise leaders to build effective teams through training, coaching and mentoring of Agile (Scrum) work methods. She is available as a contractor or internal consultant to lead or help continue your implementation of Scrum. Contact her directly at 619-972-0453 or innovate@operational-innovations.com.





- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

9. Important benefits

- i. Promotes \_\_\_\_\_
- ii. Regular \_\_\_\_\_
- iii. Builds \_\_\_\_\_

“Let’s Build Something Together!”

PART THREE -----

“The Sprint Retrospective – Look back, to look forward”

“The Sprint Retrospective – Look back, to look forward” – The Power of Continuous Improvement.

1. 5 tips for set up

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. Always “set the tone” with \_\_\_\_\_
- d. Conduct a \_\_\_\_\_
- e. Read the \_\_\_\_\_

2. Simple but powerful agenda:

- a. What \_\_\_\_\_?
- b. What \_\_\_\_\_?
- c. What \_\_\_\_\_?
- d. \_\_\_\_\_

3. Who should attend The Sprint Retrospective?

- a. The \_\_\_\_\_ teammates.

5. Key Themes:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_



Alicia is an Operational Strategist who works with enterprise leaders to build effective teams through training, coaching and mentoring of Agile (Scrum) work methods. She is available as a contractor or internal consultant to lead or help continue your implementation of Scrum. Contact her directly at 619-972-0453 or innovate@operational-innovations.com.



10. Smells. What to do if your Retrospective is broken.
  - i. Not a safe environment
    1. Read the \_\_\_\_\_
    2. Take the \_\_\_\_\_
  - ii. Answers before you start or from the leader
    1. Set \_\_\_\_\_ for how all will participate.
  
11. Important benefits
  - i. Puts \_\_\_\_\_ to nagging issues plaguing the team.
  - ii. Team feels apart of \_\_\_\_\_
  - iii. Long term benefits can lead to building \_\_\_\_\_
  - iv. Contributes to \_\_\_\_\_

## Summary



Alicia is an Operational Strategist who works with enterprise leaders to build effective teams through training, coaching and mentoring of Agile (Scrum) work methods. She is available as a contractor or internal consultant to lead or help continue your implementation of Scrum. Contact her directly at 619-972-0453 or [innovate@operational-innovations.com](mailto:innovate@operational-innovations.com).

