



Transformation to Agility Handholding for agile way of working

Introduction:

It is said that Agile is a mindset. It is not the tool. Classroom training alone cannot bring in this mindset. The training develops the intrinsic willingness. Once it is done, it is important to handhold the team. It is necessary to take them through all the ceremonies of agile way of working.

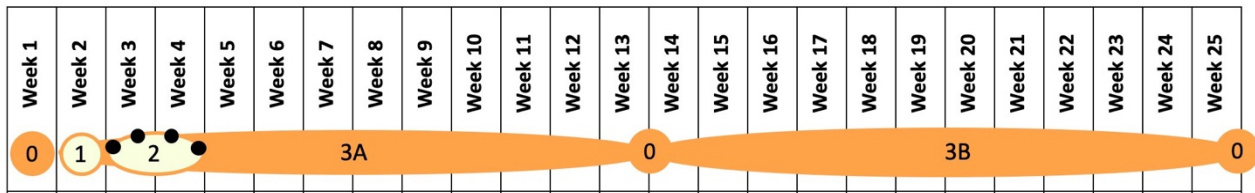
These handholding services fundamentally works as CATALYTIC contributor to transform to agile way of working. The coaches help the team to practice the fundamentals on the live project. This is done in a very conducive environment.

Roadmap with deliverables:

0: Indicates PI Planning ceremony.

3B is a repeat cycle like 3A with enhanced competency levels of the team.

We are assuming that there will be PI Planning after 3A and after 3B



1	Agile sensitization workshop	1 day	
2	4 Scrum Orientation sessions (user stories, estimating, planning, monitoring scrum)	4 hours each	4 to 5 such sessions anticipated
3A	Hand-holding and mentoring (3 sprints of 3 weeks each)	20 days	(8 days each for 2 sprints and 4 days for 3 rd sprint)

Deliverables:

Week 1: (Part 0) PI Planning Support

Observe and help in PI planning During PI Planning

- Handhold Program Manager, SMs, POs to complete PI planning
- Encourage discussions around risks, dependencies,
- Identify areas for improvement
- Do a short retrospective of the event
- Enable team to Share Final PI results with US teams (and Kevin Tong) for assembling the Plan of Record

Week 2 to 4: (Part 1 and 2) Role specific Trainings

(These can be spread depending upon development observed)

- Leading SAFe refresher (1d): for Managers/Director, Architect, Sr Principle/ Principle Dev, SM, PO
- Scrum Master Training for dedicated SM and part-time SMs (1 day)
- PO Training for all POs (1 day)





Week 5 to 14: (Part 3A) Coaching & Hand-holding

Embedded coaching for 5 teams

- Embed with teams and coach them during planning, standups, retrospectives, demos.
- Identify focus areas of improvement based on team agile maturity assessment
- Assess SM and PO levels
- Mentor SMs & POs in 1:1 sessions and/or team sessions
- Provide feedback to dev director on optimizations in team sizing, arrangement, empowerment

Next PI preparation

Week 15 to 25 (Part 3B) Coaching & Handholding

- Enable epic / Feature discovery with Chief PO, POs & agile team members
- Ensure readiness for PI by enabling team readiness on all fronts - product backlog, PI objectives, Infrastructure readiness, velocity-based planning
- The description mentioned in Part 3A is also applicable here.
- Need based role-specific and team-based trainings shall be facilitated

Exclusions:

- Any certifications
- Defining feature teams
- Overall plan for trying out pilots
- Handholding & consulting to US based team is not considered here.

Assumptions:

- Overall transition strategy is defined and communicated
- The support is need for Collocated team (at Pune)
- There are five Scrum (or feature) teams for Efficacy (STAR) at Pune
- Expectation setting is done with the teams (before the journey starts)

What we need from you

Senior Management

- Executive sponsorship by articulating importance of transition in achieving specific business goals
- Conscious encouragement for agile mindset – doing vs being
- Autonomy to the team to tailor practices as needed

Agile/ SCRUM Teams

- Scrum teams defined
- Close collaboration with the consultant
- Learning attitude
- Open to accept criticism and adapt

Infrastructure

- Required software, hardware as appropriate
- Onsite work place for consultant
- Access to internal tools (e.g. Jira, Confluence etc) in the context of engagement
- Additional logistical support as needed





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Plans & Procedures

- Plan for transition (pilot projects)
- Release plans and details for chosen pilot projects
- Understanding of present processes, templates, tools as appropriate
- Strong governance, clearly defined escalation mechanism, communication channels



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