

AGILE 101

University of California Riverside

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AGILE 101

OBJECTIVES

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03	Sprint Roles and Responsibilities
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THE AGILE MANIFESTO

AGILE KEY VALUES

Individuals and interactions	OVER	Process and tools
Working software	OVER	Comprehensive documentation
Customer collaboration	OVER	Contract negotiation
Responding to change	OVER	Following a plan

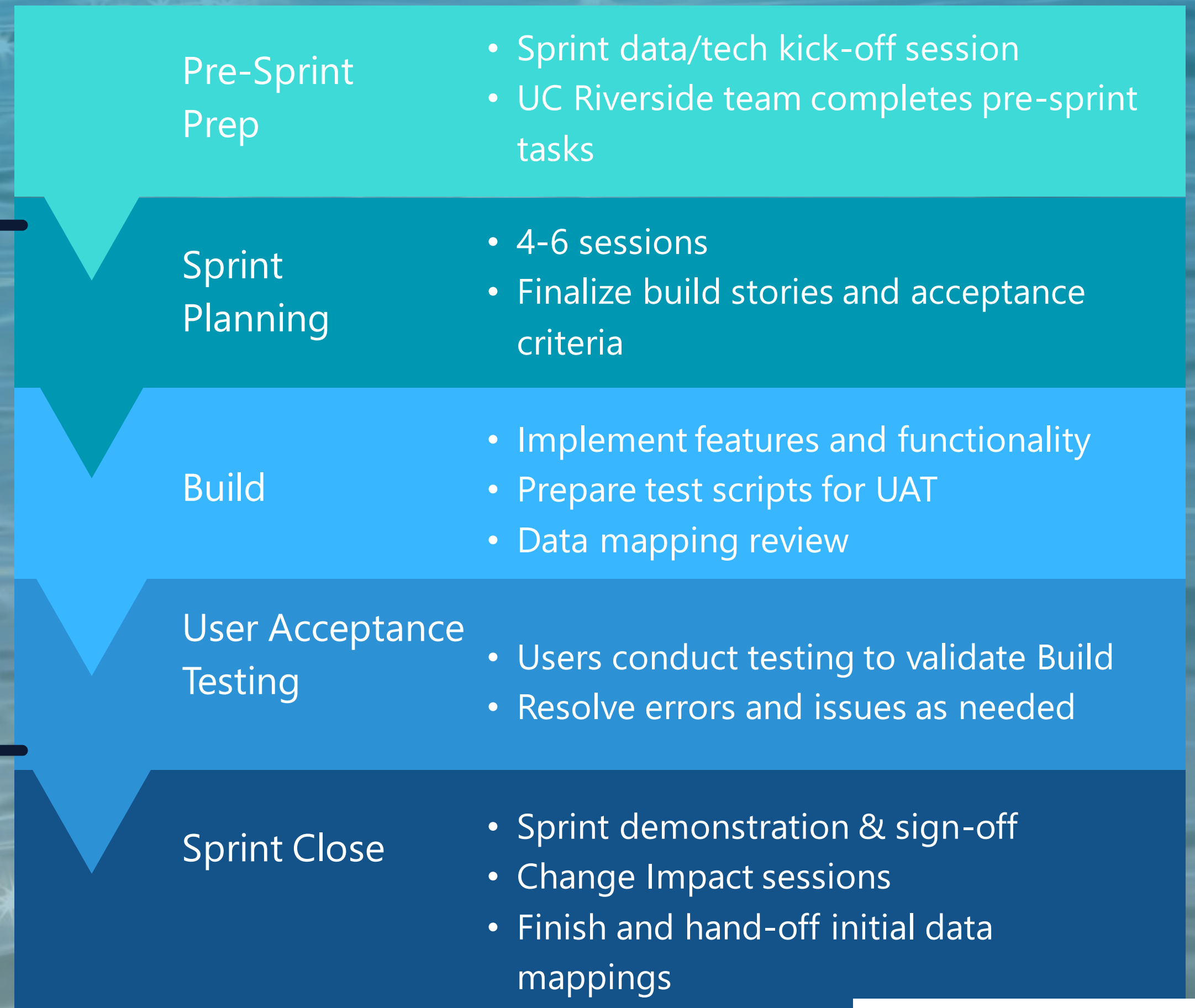
Though we acknowledge the items to the right have their place, we place greater value on the items to the left. The items to the right should help accomplish the items to the left.

AGILE APPROACH AND CEREMONIES

THE AGILE APPROACH DEFINED

NOTE: Agile is a framework with many variations. We use a loose Scrum-like approach originally outlined by UCI and refined by Attain over many *ascend* implementations

6-week iterations



PLANNED CEREMONIES AND MEETINGS

SPRINT PLANNING MEETINGS

WHEN

Four to six 90-minute sessions at the beginning of each sprint

WHY

- Better understand UCR's needs and current state
- Demonstrate OOTB (out-of-the-box) functionality
- Determine what needs to be built during sprint

WHO

Functional area experts

DATA MAPPING REVIEW

WHEN

Two 90-minute sessions during the Build phase of each sprint

WHY

- Review/validate data mapping
- Discuss open data and integration items

WHO

Data experts

UAT ACTIVITIES OVERVIEW

WHEN

One 60-minute session during the UAT phase of each sprint as needed

WHY

- Formally open UAT
- Discuss activities required
- Walk through items logged in Agile Accelerator

WHO

Testers

PLANNED CEREMONIES AND MEETINGS

CHANGE IMPACT SESSIONS

WHEN

One 60-minute session at the close of each Sprint

WHY

- Assess the effect that sprint's work will have on business processes, stakeholders, and overall adoption

WHO

Functional area experts

PRODUCT DEMONSTRATIONS

WHEN

One 90-minute session at the close of each Sprint

WHY

- Present build work completed during the Sprint
- Request sign-off on the work to close out the sprint

WHO

Project Sponsors and Leadership
Any other interested parties

CONFIGURATION REVIEWS

WHEN

One 60-minute session at the close of each Sprint

WHY

- Show product configuration
- Provide a backend walkthrough of configuration steps taken during the Build phase

WHO

UCR Admins



SPRINT ROLES & RESPONSIBILITIES

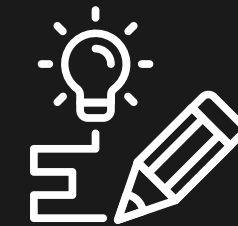
ROLES AND RESPONSIBILITIES

Team Attain



PROJECT MANAGER

- Facilitates oversight of planning activities, comms, and scheduling alongside UCR PM
- Attain Partners resource management
- Communicates and manages risks/issues and defines mitigation/resolution strategies alongside UCR PM
- Secures and documents Sprint sign-off from UCR leadership and/or PM team

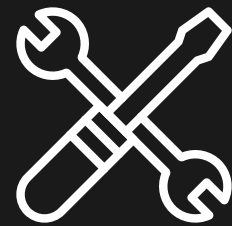


SOLUTION ARCHITECT

- Responsible for oversight of requirements gathering, solution design
- Provides implementation strategy leadership and facilitates cross-team coordination
- Oversees and supports Sprint activities
- Serves as primary functional architect
- Assists in software configuration as needed

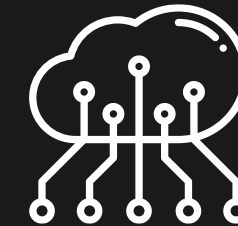
ROLES AND RESPONSIBILITIES

Team Attain



SR. CONSULTANT/CONSULTANT

- Primarily responsible for software configuration in area of expertise
- Lead Sprint Planning, Build and UAT activities
- Lead post-Sprint product demonstrations
- Supports data migration/integration activities
- Provides go-live and post-implementation support



TECHNICAL ARCHITECT

- Primarily responsible for design and implementation of data migration and integration requirements
- Supports development and deployment of custom solutions
- Provides go-live and post-implementation technical support

ROLES AND RESPONSIBILITIES

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PROJECT MANAGER

- Ensure the correct stakeholders are present for Sprint meetings
- UCR resource management
- Assist in scheduling meetings as needed by Attain Partners/UCR
- Assist in obtaining sprint sign-off



DECISION MAKER(S)

- Empowered arbitrator responsible for ensuring timely decisions throughout each sprint phase
- Coordinate and follow-through on escalations when necessary

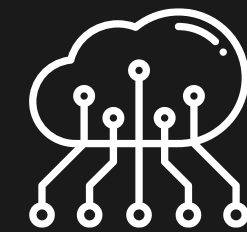
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SUBJECT MATTER EXPERTS

- Completion of homework items defined during the pre-sprint and sprint planning phases
- Actively participate in Sprint Planning meetings and help design solution, answer questions, provide documentation, and give feedback as needed
- Test and validate final configuration/build work (UAT)



DATA EXPERTS

- Assist with homework items defined during the pre-sprint and sprint planning phases
- Attend Sprint Planning meetings and help provide answers/context as it pertains to data requirements
- Attend separately scheduled data migration meetings to finalize data mappings and plan related migrations/integrations

ROLES AND RESPONSIBILITIES

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SALESFORCE ADMINS

- Assist with homework items defined during the pre-sprint and sprint planning phases
- Shadow Attain Partners Consultants during Sprint Planning and Build phases, assisting when possible/feasible
- Support UCR UAT participants and error/issue handling



SPONSOR(S)

- Attend Sprint Product Demonstrations
- Make tie-breaker decisions or escalate decisions as needed

TIME COMMITMENT PER PHASE

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	Pre-Sprint	Sprint Planning	Build	UAT	Sprint Close
Project Manager	1-2	6-7	1-2	1-2	2-3
Decision Maker(s)	2-4	6-10	1-2	0	1-2
Subject Matter Experts	2-4	6-10	1-4	2-6	1-2
Data Experts	2-4	6-10	1-4	1-2	1-2
Salesforce Administrators	1-2	6-10	8-10	2-4	1-2
Sponsor(s)	0	1-2	0	0	1-2

Appendix

FREQUENTLY USED TERMS

Sprint

- Timeboxed cycle of development in which needed work is completed to deliver value.
- Each sprint will have a number of user stories and tasks which the delivery team plans to complete during the timebox. Stories are finalized during the Planning phase of each sprint.
- The timebox for our sprints will be six weeks

Epic

- Large body of work that can be broken down into distinct feature deliverables captured in user stories within sprints
- Examples: Bio Demo, Gift Processing, Prospect Management

FREQUENTLY USED TERMS

User Story

- A brief description of deliverable value for a specific user. It is a promise for a conversation to clarify details.
- Example: As a user, I can start typing an address and the system will populate with potential options that I can click on to fill in remaining details about the address.

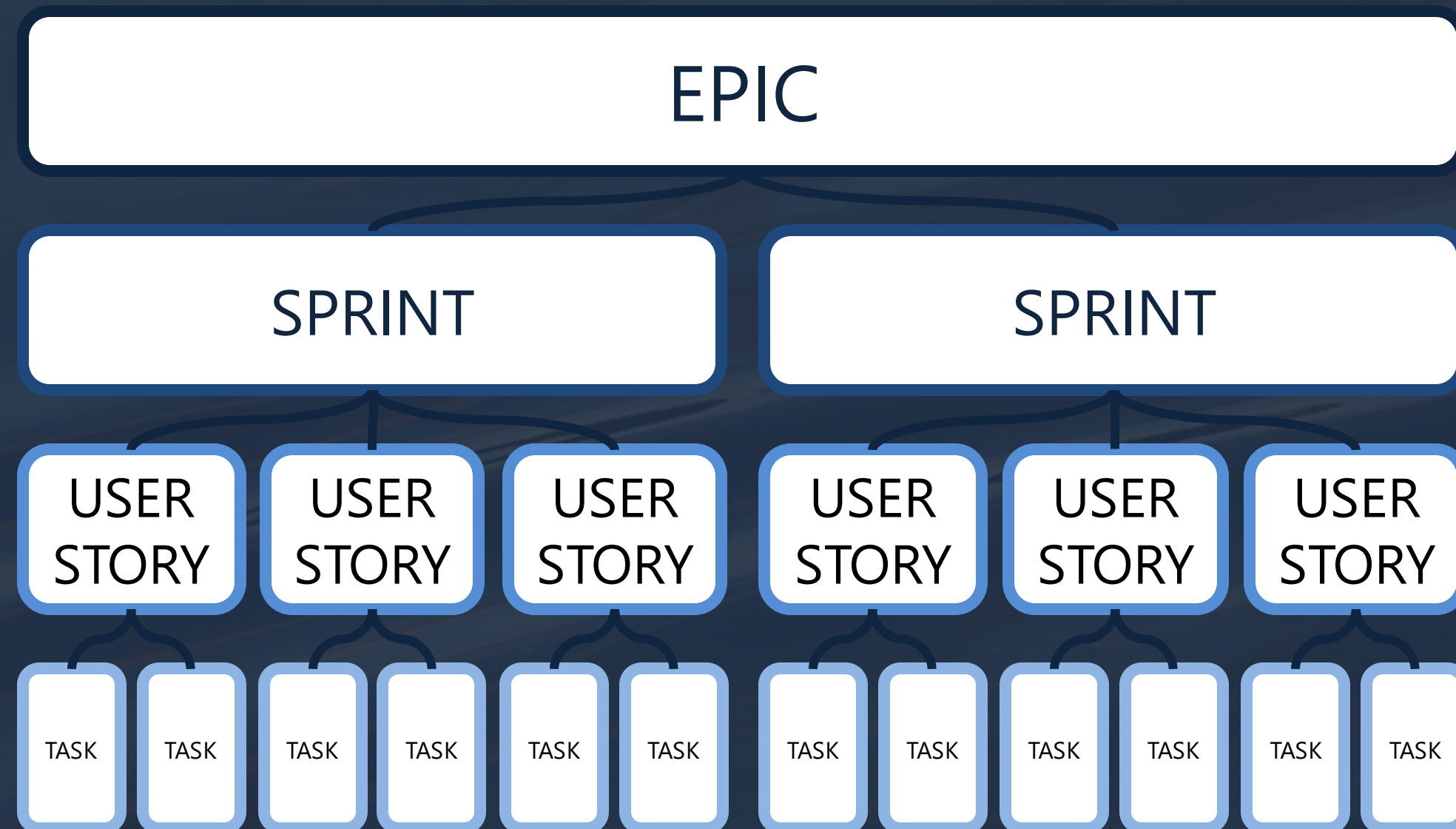
Task

- Defined work that needs to be completed to meet the acceptance criteria of a user story. Each user story will have several child tasks.

Acceptance Criteria

- Conditions that build work must satisfy to be accepted by a user

AGILE WORK STRUCTURE



EXAMPLE

Gift Processing

Gift Processing 1

As a user, I can start typing an address and the system will populate with potential options that I can click onto fill in the remaining details

Determine required fields when creating an address record