

AGILE / SCRUM METHODOLOGY



BREADTH



MINUTES

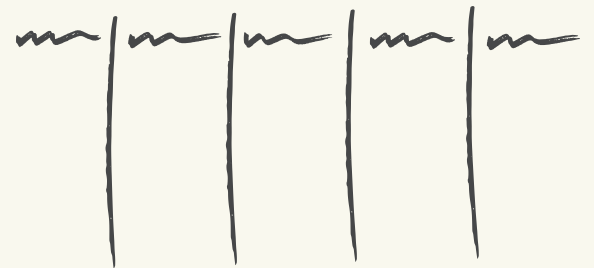


LARGE GROUP

Short bursts for fast movers.

The Agile/Scrum Model divides projects into various modules to be tested and delivered in increments. Assemble a small team whose roles represent the entirety of your project — this team will meet often throughout the duration of the project. Then get ready to race!

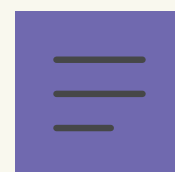
- 1.** Begin your Agile/Scrum by finding a large wall that is accessible to all group members. Create individual headers for each of the following: Story, To Do, In Process, To Verify and Done. Place each of the headers (in the order mentioned) in a row at the top of your wall.



- 2.** Next, write a complete list of the functions/features that need to be added to the project. These are referred to as “stories”.
- 3.** Write down each story separately on a Post-it® Note and arrange beneath the Story column. Color-code each story in relation to the team member responsible for it.

STORY

TO DO



**COLLABORATION
CENTRAL**

Find the products that bring this method to life at post-it.ca/collaborate

4. Identify the to-dos associated with each story. Jot down each requirement on a Post-it® Note and place it a row directly next to the relevant story.
5. If a To Do task is ready to be worked on, the team member responsible for it moves it to the In Process column.
6. The In Process column represents all tasks that are currently being worked on — whether just underway or close to being completed.
7. If a task has been worked on but requires testing, the team member responsible for it moves it into the To Verify column.
8. Once a task has been completed, it can be moved into the Done column. At the completion of the project, remove all notes from this column.

