Requirements 101 Workshop for Agile Teams

This 1-2 day onsite interactive workshop is for teams looking to improve how they collect, write and manage requirements in an Agile process. It is useful for practitioners and managers to understand leading practices for writing effective Epics, User Stories and other agile artifacts.

Benefits

- Improve consistency and quality of requirements by providing teams with foundational skills in collecting and authoring requirements in Agile process
- Improve communication of requirements with various product and business stakeholders
- Accelerate team adoption of and increase value from your Jama Connect™ implementation

Agenda (can be structured in one or two-day format)

- 30 min: Introduction, agenda and general housekeeping
    - Exercise: survey or test to understand current state of team
- 30 min: Why agile: Fail story + Agile manifesto
    - Exercise & discussion: Manifesto
- 1 hour: Agile principles
    - Incremental delivery
    - Exercise: Feature delivery chart
    - Work in progress limits and batch sizes
    - Exercise: Penny batch game
- 1 hour: Agile methods (focus on SCRUM)
    - Principles vs. Methods
    - Agile team roles
    - Agile terms & taxonomy (e.g. Story, Feature, Epic, Sprint, etc.)
    - Requirements: Samples of epic vs. feature vs user story
    - Releases vs. Iterations vs. Springs
- Lunch Break
- 1 hour: Sprint activities
    - Backlog, prioritization, development, demos
    - Continuous feedback – standups and retrospectives

- 30 min: Eliciting requirements
    - Discussion on different methods
    - Exercise: Stakeholder Interview
- 1 hour, 30 min:
    - Exercise: Writing agile requirements
    - Teams pick a new product or software and write 1 epic
    - Teams decompose into features
    - Teams decompose into User stories & acceptance criteria
    - Teams review and provide feedback to each other
- 30min: Conclusion - takeaways and recap
    - Closing survey/test

Terms and Assumptions

Professional Services described in this Services Description are provided on a fixed fee basis. Any effort beyond the scope defined in this document will require a signed change request or statement of work detailing the scope change and any associated impacts to schedule and fees. All Professional Services must be used within 6 months of purchase. All Professional Services, except those expressly identified as onsite, will be delivered remotely via email, phone and web.

Preparing for the Workshop

To get the most out of your workshop experience:

- Expect 1-2 days (up to 16 hours) of onsite services for this workshop.
- No more than 24 total customer participants can be in attendance of this workshop.
- Expect to spend 1 to 2 hours in advance of the workshop working remotely with your Jama consultant. Stakeholder involvement is critical to success, so you'll want to ensure that decision makers and subject matter experts are available to take part in the onsite workshop and understand their roles.