

# Agile Fundamentals (ICAgile ICP Certification)

3 Days | Virtual and Face-to-Face

The objective of the course is for attendees to learn and apply the techniques needed to work effectively on an agile team. They will practice approaching a project using the terminology, principles, techniques, and foundational concepts from the most popular Agile Frameworks: Scrum and Kanban Method, within the Lean-Agile philosophy. At a higher level, this course impresses upon students what Agile really is: a mindset, not a methodology.

Students who demonstrate understanding and application of the course materials will receive the ICAgile ICP Fundamentals certification.

## Learning Objectives

- Understand the basics and principles of Agile
- Plan and manage projects using Scrum
- Understand the new way of working that agile entails and its day-to-day application
- Apply new ways of working to create effective teams
- Prepare, manage, and/or participate in the iterative cycles of agile teams
- Use techniques and tools to tackle management using agile frameworks
- Apply techniques for visual work management
- Understand value management and outcome-based thinking

## Intended Audience

Anyone who wants to understand the agile mindset and ways of working, including team members, anyone who plays a supporting role for a team, all levels of leadership, and members of the Human Resources department who need to understand how they can support new ways of working.

## Prerequisites

There are no prerequisites for this course but it is recommended that students have experience working on projects as a team member.

## Learning Topics

Topic
<b>Introduction</b>
<ul style="list-style-type: none"><li>• Develop a working agreement</li><li>• Review learning objectives</li></ul>
<b>What is Agile?</b>
<ul style="list-style-type: none"><li>• Understand why organizations adopt agile</li><li>• Learn the history of agile</li><li>• Exercise: Apply the Agile Principles and Values to your work</li><li>• Discuss agile as a mindset</li></ul>
<b>Agile in Practice</b>
<ul style="list-style-type: none"><li>• Explore how work can be iterative &amp; incremental</li><li>• Learn agile planning basics</li><li>• Distinguish between outcomes and outputs</li></ul>
<b>The Scrum Team</b>
<ul style="list-style-type: none"><li>• Understand the characteristics of a scrum team</li><li>• Learn the roles on a scrum team and how they differ from traditional project team roles</li><li>• Exercise: Using a case study or real-life project, develop a team competence matrix</li><li>• Review ways to collaborate on a distributed agile team</li><li>• Design an information radiator to promote team transparency</li><li>• Exercise: Troubleshoot common issues with distributed teams</li></ul>
<b>Scrum Ceremonies</b>
<ul style="list-style-type: none"><li>• Learn the purpose and value of the scrum ceremonies</li><li>• Exercise: Scrum ceremony quiz</li><li>• Exercise: Summarize and explain a scrum ceremony</li></ul>
<b>Scrum Artifacts – User Stories &amp; the Backlog</b>
<ul style="list-style-type: none"><li>• Learn to develop key scrum artifacts:<ul style="list-style-type: none"><li>○ Product Vision</li><li>○ Personas</li><li>○ User Stories</li><li>○ Acceptance Criteria</li><li>○ Product Backlog</li><li>○ Sprint Backlog</li></ul></li><li>• Exercise: Using a case study or real-life project, develop a vision statement, a persona, and user stories</li><li>• Explore approaches to value and scope management<ul style="list-style-type: none"><li>○ Prioritization techniques</li><li>○ Definition of Minimum Viable Product</li><li>○ Estimation techniques</li></ul></li><li>• Exercise: Estimate and assign value to the stories from the prior activity</li><li>• Review the concept of velocity<ul style="list-style-type: none"><li>○ Learn ways to track velocity with burn-down and burn-up charts</li><li>○ Learn to use velocity to aid in release planning</li></ul></li></ul>

<b>Visual Management</b>
<ul style="list-style-type: none"> <li>• Understand the value of managing work with visualization</li> <li>• Review tools for visualizing work</li> <li>• Learn the purpose of the “Definition of Ready” and the “Definition of Done”</li> </ul>
<b>Scrum Simulation</b>
<ul style="list-style-type: none"> <li>• Exercise: Work with a scrum team to build a product</li> </ul>
<b>Kanban Method and Metrics</b>
<ul style="list-style-type: none"> <li>• Learn fundamental concepts and terminology for Kanban</li> <li>• Exercise: Assess the functionality of various Kanban board examples</li> <li>• Connect Kanban principles to daily work: <ul style="list-style-type: none"> <li>○ Establishing a consistent flow of work</li> <li>○ Minimizing Work In Progress (WIP) and multitasking</li> <li>○ “Pulling” work when there is capacity versus “pushing” work into the system</li> <li>○ Visualizing the work</li> <li>○ Implementing feedback loops</li> </ul> </li> <li>• Exercise: Create a simple Kanban board for a case study or a real-life project</li> <li>• Review key Kanban metrics and corresponding visualizations: <ul style="list-style-type: none"> <li>○ Throughput</li> <li>○ Work in Progress</li> <li>○ Lead Time</li> <li>○ Cycle Time</li> <li>○ Capacity</li> </ul> </li> </ul>
<b>Closing</b>
<ul style="list-style-type: none"> <li>• Class Retrospective</li> <li>• Build an individual Post-Class “Go Do It!” Plan</li> </ul>