

Project Plan: Scrum Lead Role Training

Objective

The goal of this project is to develop the Scrum Team Lead role training course in Rise. This course will provide structured learning on technical and business responsibilities, best practices, and key skills for the Scrum Lead role.

Scope

Introduction

- Agile and Scrum Frameworks 101
 - Intro-define Agile, Scrum, and Scrum Principles
 - Define Scrum Ceremonies (artifacts and roles)
- The Scrum Lead Role
 - What is a Scrum Lead? (Key Responsibilities and adherence to Scrum)
 - Distinctions Between Scrum Leads, Scrum Masters, and Product Owners
 - What is Servant Leadership?
 - Handling distributed/remote Scrum teams
 - Aligning Scrum with organizational goals
 - Key Leadership Principles in Agile

Jira for Scrum Leads

- Beginner's Guide to Jira
 - Jira support links
- Key Metrics and Performance Measurement
 - Key Agile metrics (velocity, burndown/burnup charts, cycle time)
 - Searching for Issues (JQLs, how to use for what you need)
 - Using data to improve team efficiency
 - Balancing speed vs. quality
- Sprint Boards
 - Kanban-logging work
 - Sprints

Storypoints/Estimations

- PMW 240 Test and Training Matrices

Sprint Facilitation

- Driving Agile Success
 - Understand the importance of collaboration in Scrum teams
 - What collaboration means in a Scrum environment
 - How cross-functional teamwork contributes to Agile success
 - The role of psychological safety in team collaboration
 - Culture and Risk Management
 - Creating a high-performing team culture
 - Best practices from successful teams
 - Managing expectations with Product Owners and leadership
 - Facilitating communication between technical and non-technical stakeholders
 - Balancing facilitation vs. direct intervention
 - Coaching team members for continuous improvement
 - Encouraging accountability and self-organization
- Sprint Planning and Execution
 - Utilize facilitation techniques to enhance collaboration
 - Facilitation Techniques
 - Active listening and questioning strategies
 - Brainstorming and decision-making frameworks (e.g., dot voting, affinity mapping)
 - Conflict Resolution
 - Identifying common team conflicts
 - Managing stakeholder expectations
 - Mediation strategies and fostering constructive discussions
 - Effective Scrum Meetings
 - Managing the backlog and prioritizing work
 - Sprint planning meetings
 - Daily stand-ups: Keeping them engaging and focused
 - Facilitating sprint reviews
 - Sprint retrospectives: Encouraging honest feedback

Reporting

- Sprint Health
 - Overview
 - Evaluating Sprint Health
 - Key Indicators
 - Positive
 - Negative

- o Mitigating Potential Issues
- Reading and Responding to the Data During Sprints
 - o Reports
 - How/when to complete
 - Reading and Responding to the Data at End of Sprints
- Briefs (Sprint Planning, Mid-sprint Drumbeat, Test)
 - o How to complete
 - o Who's doing what?
 - o Communication/Cross-training
 - o Sprint Health reports

Effort Estimation

1. Allocation

- Project Plan Development: 2 hours
- Storyboard Development: 1 hour
- Content Research & Course Development in Rise: 55 hours

2. Timeline & Milestones

- To ***** by Friday, March 14th:
 - o Scope the Effort and Provide the Project Plan with Dates
 - o Submit Storyboard
- Develop & Build Rise Course – Estimated Completion: Wednesday, April 9th
- Deliver to ***** for Final Review & QA – Due: Thursday, April 10th

4. Project Owner & Stakeholders

- Project Lead: Kristen Suarez
- Review & Approval: *****
- Contributors: TBD

5. Tracking

To effectively monitor progress, I will utilize:

- Jira Kanban Board
- Rise Storyboard link: