Document for a Friendly Audit

Cf. Training www.SolidCreativity.com/Agile-Training.php

Date:

Auditor:

Project company:

Site location / Department:

Contact:

Team / project:

Scrum Master:

Product Owner:

Agile Project

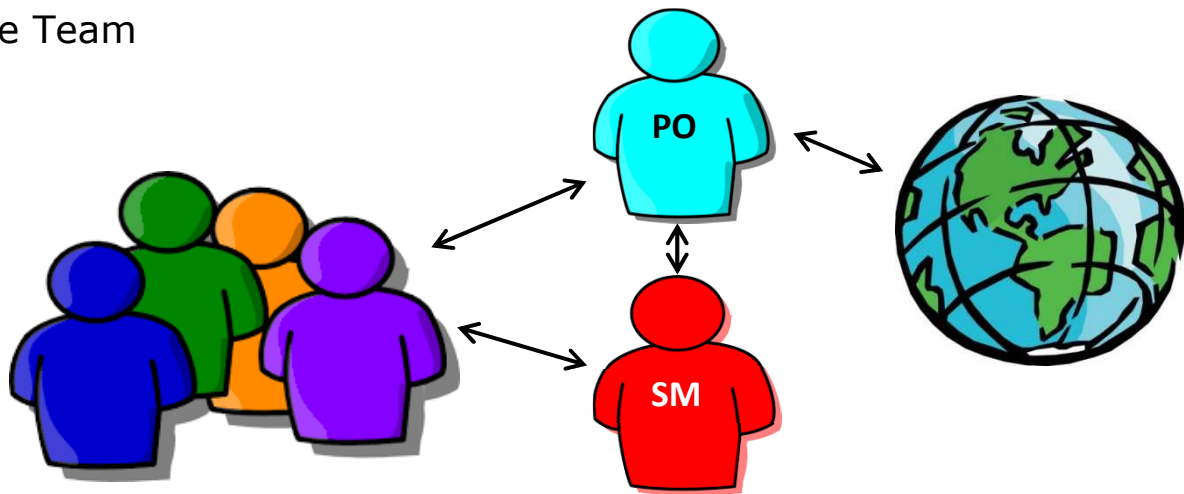| Subject	Evaluation :	--	-	+	++
The project is suitable for an Agile Mgt.					
Information: The project is not fully defined when started (blur). This « project » can be a part of a larger project (early phase) in mixed management.					
Comments:					

Subject	Evaluation :	--	-	+	++
Deliveries follow forecasts.					
Information: No delay in deliveries, respecting defined content (measurable objectives).					
Comments:					

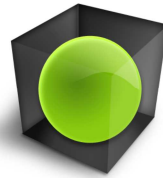| Subject	Evaluation :	--	-	+	++
End date, once defined, doesn't slide (and certainly not constantly).					
Information: The team is committed to hit the milestones and especially the end date. They absorb problems as much as they can and the company respect its share of the commitment (clever decisions on content, respect of Agile specificities). Repeated modifications (from client or Mgt) delaying the product is a bad KPI.					
Comments:					

SolidCreativity
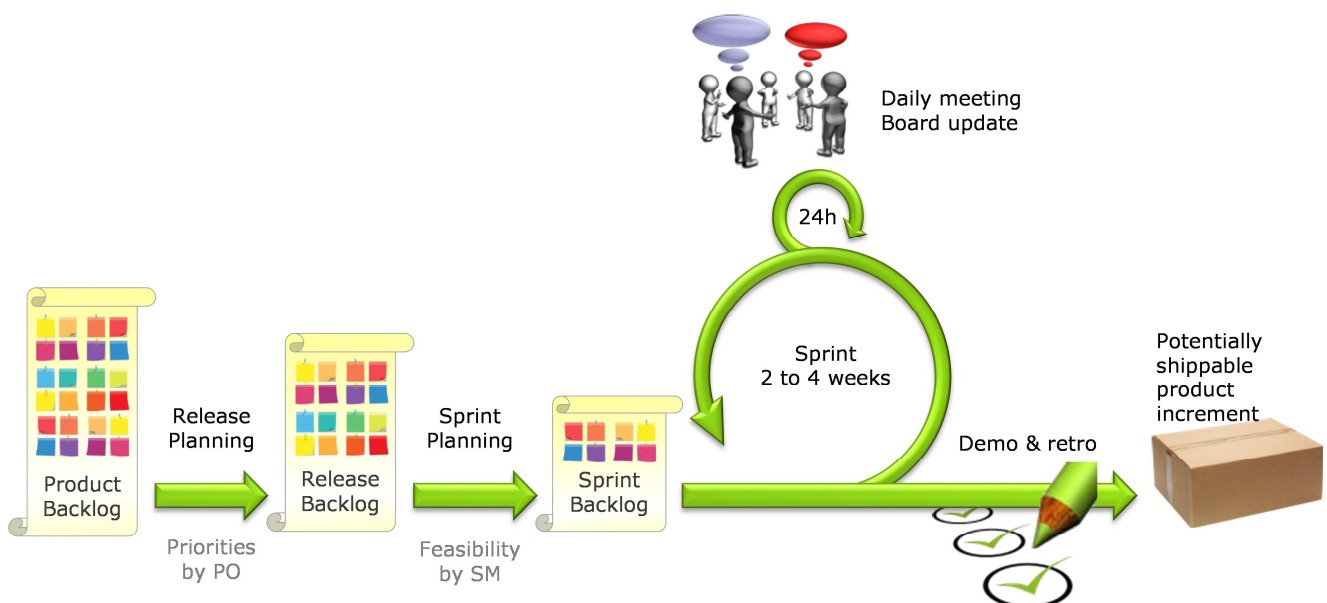
Agile Team

Subject	Evaluation :	--	-	+	++
The **Scrum Master** (SM) manages the « how » and protects the team; he keeps the Agile practices up and running.					
Information: He has enough time to manage the project and animate the meetings.					
Comments:					

Subject	Evaluation :	--	-	+	++
The **Product Owner** (PO, PPO, PMO) manages the « what » and validates the deliveries. He is the link with the rest of the world.					
Information: He is very available to the team.					
Comments:					

Subject	Evaluation :	--	-	+	++
Each **team member** has some known dedicated time for the project and meetings. This allows commitment and efficiency.					
Information: Each member has access to project information.					
Comments:					

Subject	Evaluation :	--	-	+	++
Agile Team is autonomous during an iteration.					
Information: The team has the means to reach its objectives.					
Comments:					

SolidCreativity

Agile rhythm

Subject	Evaluation :	--	-	+	++
The **Development order results from risk and value** of the project objectives.					
Information: We start by the most valuable and risky parts (considering dependencies and feasibility)					
Comments:					

Subject	Evaluation :	--	-	+	++
The **development is clocked** by sprints and releases (deliveries of parts one can assess).					
Information: Development is not a V cycle with some Post-it, but really incremental and iterative. Remember the cardboard cockpit.					
Comments:					

Subject	Evaluation :	--	-	+	++
The team participates to the **estimate meetings**.					
Information: Each member knows the velocity and understands how the objectives are evaluated.					
Comments:					

Subject	Evaluation :	--	-	+	++
The team has regular **retro meetings** and improves its way of working.					
Information: The target is to improve velocity without working harder.					
Comments:					

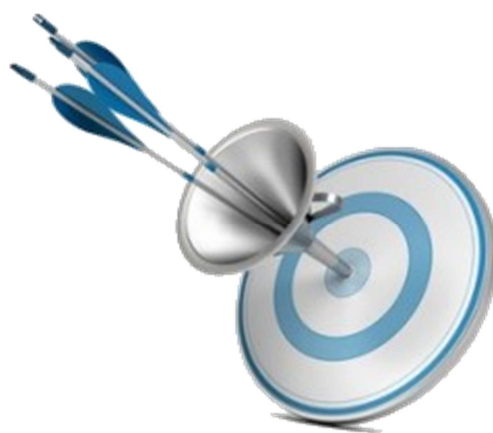| Subject	Evaluation :	--	-	+	++
The team has frequent **« daily »** stand-up meetings of 10 minutes in front of the board.					
Information: Frequency is set by the commitment of the team member for this project (according to the time spent of this project).					
Comments:					

SolidCreativity

Agiles objectives

Subject	Evaluation :	--	-	+	++
Each Post-it contains an **mesurable objective** and not a task or a spec.					
Information: An objective is a state (not being true all the time), it does not start with a verb.					
Comments:					

Subject	Evaluation :	--	-	+	++
Objectives are evaluated in **effort points** (not in time). Time is computed with the Velocity factor.					
Information: Each value must be inferior to 100 points and coherent with the Velocity.					
Comments:					

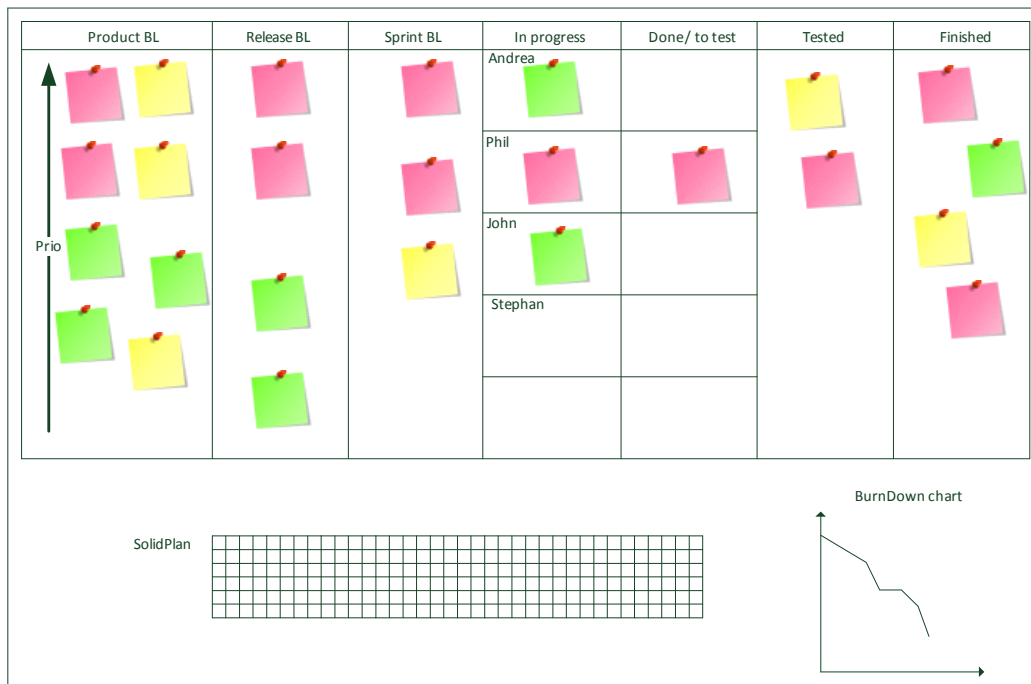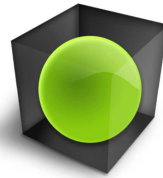| Subject	Evaluation :	--	-	+	++
Objectives are **allotted a person** (or group) when they actually start the work.					
Information: This is written on the Post-It but not before the « in progress » column.					
Comments:					

Visual management

Subject	Evaluation :	--	-	+	++
The board does exist, it is updated and visible.					
Information: Physical or virtual Post-It move from left to right. Priority is visible…					
Comments:					

Subject	Evaluation :	--	-	+	++
The Burn Down Chart is there, updated and visible.					
Information: It shows the development history and allows decision making, forecast…					
Comments:					

Subject	Evaluation :	--	-	+	++
These artefacts **reflect the project**.					
Information: We understand who does what, what is left or done, priorities… Everything the team decided to use and make visible.					
Comments:					

Autour du projet et de l'équipe

Subject	Evaluation :	--	-	+	++
Management, knowing about Agility, encourages its development.					
Information: Management knows the basics and specific needs, does not only request traditional project management KPI.					
Comments:					

Subject	Evaluation :	--	-	+	++
Support services and V teams are informed, they collaborate with Agile teams.					
Information: Links are created to incorporate Agile teams to the rest of the company.					
Comments:					

Subject	Evaluation :	--	-	+	++
Processes incorporate Agile and mixed project management. Agile projects or phases are identified as such.					
Information: Agility and mixed project management exist in the processes, in complement of what already existed before.					
Comments:					

Subject	Evaluation :	--	-	+	++
The **client is a partner** of our Agility.					
Information: The client (internal or external) knows about Agility and participates to the life of the Agile project. He only communicates with the PO.					
Comments:					

Subject	Evaluation :	--	-	+	++
Contractors are involved in Agility.					
Information: They work in objectives, deliver in time and accept the Agile reporting (visibility).					
Comments:					

Conclusions

Strong points:

Points to encourage: