INTRODUCTION TO VIRTUAL TRAINING

Videoconferencing tips

We identified some videoconferencing tips that you can share with students and others. Here is how to get the resources.

- Full article: https://www.projectmanagement.com/blog-post/62920/Videoconferencing-Tips---How-to-Have-Effective-Calls

- Disciplined Agile blog on ProjectManagement.com
  The infographic is on this blog.

Joining a Call
- Join on time
- Announce yourself to a small group
- Don't announce yourself to a large group
- Join on mute
- Join with video turned on

During a Call
- Remain in the moment
- Dress like you're at work, because you are
- Introduce yourself when you talk
- Look into the camera when you speak
- Speak up
- Speak slowly
- Go back on mute after speaking
- Remember that others want to collaborate too
- Be flexible
Process Mentors helps organizations adopt modern ways of delivering value through their products using lean and agile principles in context of solving specific problems.

PMI Disciplined Agile Training Partner and a recognized leader in virtual live instruction and coaching.

Joshua Barnes

Founder of Process Mentors

One of the earliest Certified Disciplined Agile Coaches (CDAC) and Certified Disciplined Agile Instructors (CDAI)

1 of 8 Disciplined Agile Instructor Trainers (DAIT) in the World

SPC, PSM 1, PSM 2, PSPO, CDA, CDAP, …

Assessments, training, coaching…

It is not necessary to change. Survival is not mandatory.

W. Edwards Deming
Disciplined Agile has recognized that for some organizations and teams a fully distributed structure is their way of working.

There is a incredible amount of existing expertise and experience in delivering virtual live instruction of training courses.

We have proven techniques and tools that have been utilized for years, this is not new to us.

**Virtual Live Instruction**

Virtual live instruction is not a webinar…

Virtual live instruction is not a recorded or animated eLearning…

It is a training workshop option that is delivered by a live instructor using a video conference platform as well as a virtual collaboration canvas…
The Format…

We use a "main room" that is similar to an instructor being in front of students in a physical room.

We use "break out rooms" to form teams for exercises and collaboration sessions.

The instructor moves back and forth between the breakout rooms, just like visiting tables in colocation.

We use a virtual collaboration canvas to do the same exercises we do in person.

We are mobilizing the entire CDAI Community

In addition to the existing partners that have virtual live instruction and coaching as a core part of how they delivery services, we are training the trainers in the techniques and tools that we have successfully delivered to organizations and individuals around the globe.
We will have you watch how this actually works in practice.

This is one of the modules in the Disciplined Agile Lean Scrum Master workshop.
CHOOSING YOUR TEAM’S WAY OF WORKING

KEY CONCEPTS

We lay out the five steps for choosing your team’s way of working.

Who is involved in choosing your team’s WoW?

What other practices are part of “evolving your team’s WoW”?

Choosing your team’s way of working
If _____ worked for that team, then of course it will work for this team.

one best practice

many patterns of good practices
While we may be blinded from seeing cause and effect, we can attend to some holistic patterns.

**Smaller batches** work well for ourselves and others.

**Visibility** of work avoids surprises.

**Collaboration** with other teams is critical.

**Quality** will affect everyone.

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1. **ANALYZE THE CONTEXT**

What context does the team face?

Factor in team size, distribution, product scope, product complexity, schedule, process, stakeholders, etc.
Different teams with different contexts require a different WoW.

2. SELECT BEST-FIT life cycle

Given the context you have uncovered, what life cycle is the best fit for the team?

Keep in mind that the life cycle is a starting point that can be changed at a later time when it makes sense.
How many of the DA life cycles do you remember?

Which one is this?
And this one?

What about this?
And this?

Do you recall this life cycle?
And lastly this?

3. CONNECT THE DOTS

Given the team’s context and life cycle, what goal diagrams should you consider first?

What goal diagrams are the least relevant given the team’s situation?
Do you recall what the three phases of DAD’s full delivery cycle are named?
4. MAKE SOME CHOICES

Within the most relevant goal diagrams, it is time to make some choices for the team’s initial way of working.
Who remembers something about process goals?

What's this part called?

- Improve Quality
- Improve Implementation
- Improve Deliverable Documentation
- Improve Deliverable Format
- Reuse Enterprise Assets

And what are these?

- Refactor code
- Refactor databases
- Refactor the user interface (UI)
- Refactor test assets
- Accept technical debt
  - Rewrite
- Single source information
- Executable specifications
- Single-purpose documents
  - Refactor away from template
  - Apply comprehensive template
- Apply concise template
  - Write freeform documents (#NoTemplates)
  - Refactor away from template
  - Apply comprehensive template
- Follow common guidelines
  - Leverage common process assets
  - Leverage existing experience/learnings
  - Leverage shared data sources
  - Leverage shared functionality
5. GUIDED CONTINUOUS IMPROVEMENT

With the initial way of working set for the team, create the habit of continuously improving.
Choose your WoW

### Analyze the context
What context does the team face?
Factor in team size, distribution, product scope, product complexity, schedule, process, stakeholders, etc.

### Select best-fit life cycle
Given the context you have uncovered, what life cycle is the best fit for the team?
Remember: The life cycle is a starting point that can be changed at a later time when it makes sense.

### Connect the dots
Given your context and life cycle, what goal diagrams should you consider first?
What goal diagrams are the least relevant given the team’s situation?

### Make some choices
Within the most relevant goal diagrams, make some choices for the team’s way of working.

### Guided Continuous Improvement
With the way of working established, create the habit of continuously improving.

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Some experiments fail. You learn something, but it's still a failure.

Failing fast is fine but succeeding early is better.

If we get better at this, we succeed more often, and we improve faster.

We can do this if we have access to an experienced agile coach, but they're expensive and hard to find.

We can do this if we have access to a process knowledgebase, like the Disciplined Agile (DA) tool kit.

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This material is being provided as part of a PMI Disciplined Agile Workshop.
Who is involved in choosing the team’s way of working?

- We want to be awesome and choose our own WoW.
- We also want to be pragmatic in the choice, and not purist.
- Your context counts when selecting who is involved in choosing WoW.

Enterprise Awareness

Optimize Flow

Delight Customers

Choice is Good

Be Awesome

Pragmatism

Context Counts

Your context counts when selecting who is involved in choosing WoW.
In the beginning…

Enterprise dictated

Guided by agile coach

Complete team autonomy

…over time the team becomes self-sustaining.

Enterprise dictated

Guided by agile coach

Complete team autonomy
There is much more to evolving your team’s way of working
An **indispensable field guide** to choosing and evolving your team's WoW

The first step of choosing your team's way of working is to analyze the context.
Involving the team in choosing their own WoW makes for the best results in the long run.

SCENARIO 1: TEAM “GROCERIES”

from DALSM / Choose Your WoW
KEY CONCEPTS
We go through the five steps together for scenario 1: Team Groceries

Together we form a team of agile coaches and work through the steps to choose Team Groceries’ initial WoW

You are a team of Team Leads helping and guiding teams through their way of working.
Each table must nominate a VP of MSU (Making Stuff Up).

The VP gets to make decisions whenever the group has questions or wants to make assumptions about the scenario.

Meet Team Groceries
TEAM GROCERIES

- We are part of a new online groceries delivery company based in India.
- Our team is not yet established.
- We need to put together a small team of 8-10 people consisting of some existing people and some new hires.
- The plan is that we will sit next to each other in the same office space.

PRODUCT

- The work seems straightforward.
- We are building a website that will give customers a new experience shopping for groceries online and having them delivered.
- Some of the team members have e-commerce experience, but we have not built a product together before.
- We are only going to be working on the new website, not other projects.
PROCESS

- Being a startup, we don’t really have a defined way of working.
- Some team members have experience with Scrum.
- We are open to new ideas in terms of our way of working going forward.

SCHEDULE

- Everyone in the company is excited to see the new product.
- A deadline has been set for version one which is to be delivered in eight weeks.
## Stakeholders

- Our CEO (Chief Executive Officer) is the sponsor.
- The CTO (Chief Technology Officer) is also a key stakeholder.
- They both want frequent progress updates on work and generally want to be kept in the loop.
- We are also taking potential customers into consideration when building the new product.

### Team Groceries

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VIRTUAL COLLABORATION

THANK YOU