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AGILE TEAM TOOL

Assessing your team’s Agile maturity

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IBM

PURPOSE AND SUMMARY

The purpose of this guide is to provide step by step instructions for teams to **create assessments**, **manage improvement plans**, and **track trends** using the Agile Team Maturity Assessment within the Agile Team Tool. The following pages are organized into 5 easy steps so your team can get started today.

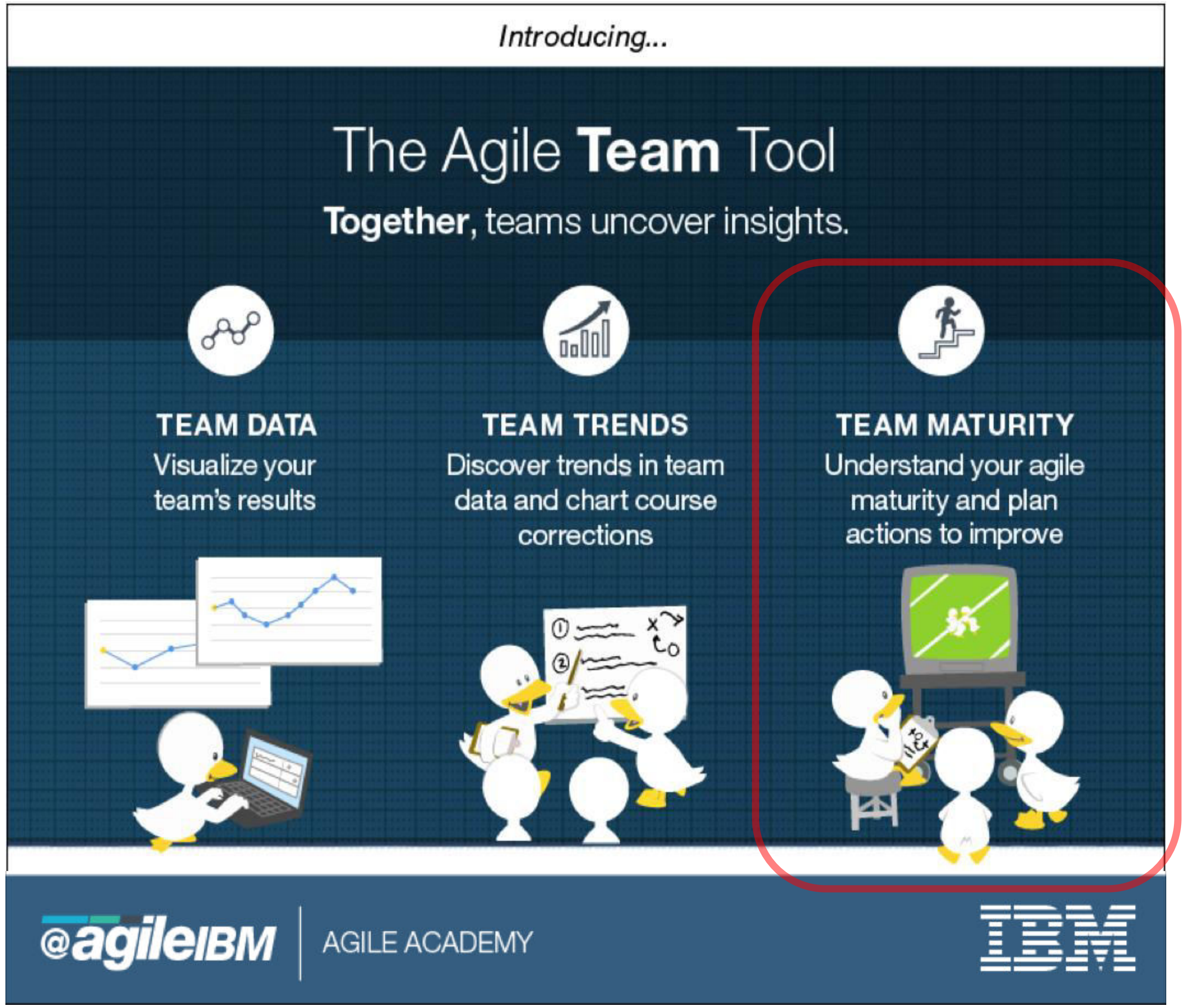
Step1: Identify your team and create a new Maturity Assessment

Step 2: Select the type (Project or Operations) of assessment and get started

Step 3: Determine your team's maturity levels and actions for improvements

Step 4: Manage your team's improvement actions…how the team will get better?

Step 5: Track your team's maturity trends…are we getting better?



STEP1: IDENTIFY YOUR TEAM AND CREATE A NEW MATURITY ASSESSMENT

Using Firefox on your workstation, log onto http://ibm.biz/AgileTeamTool with your w3id and password. If prompted, accept the security exception and certificate.

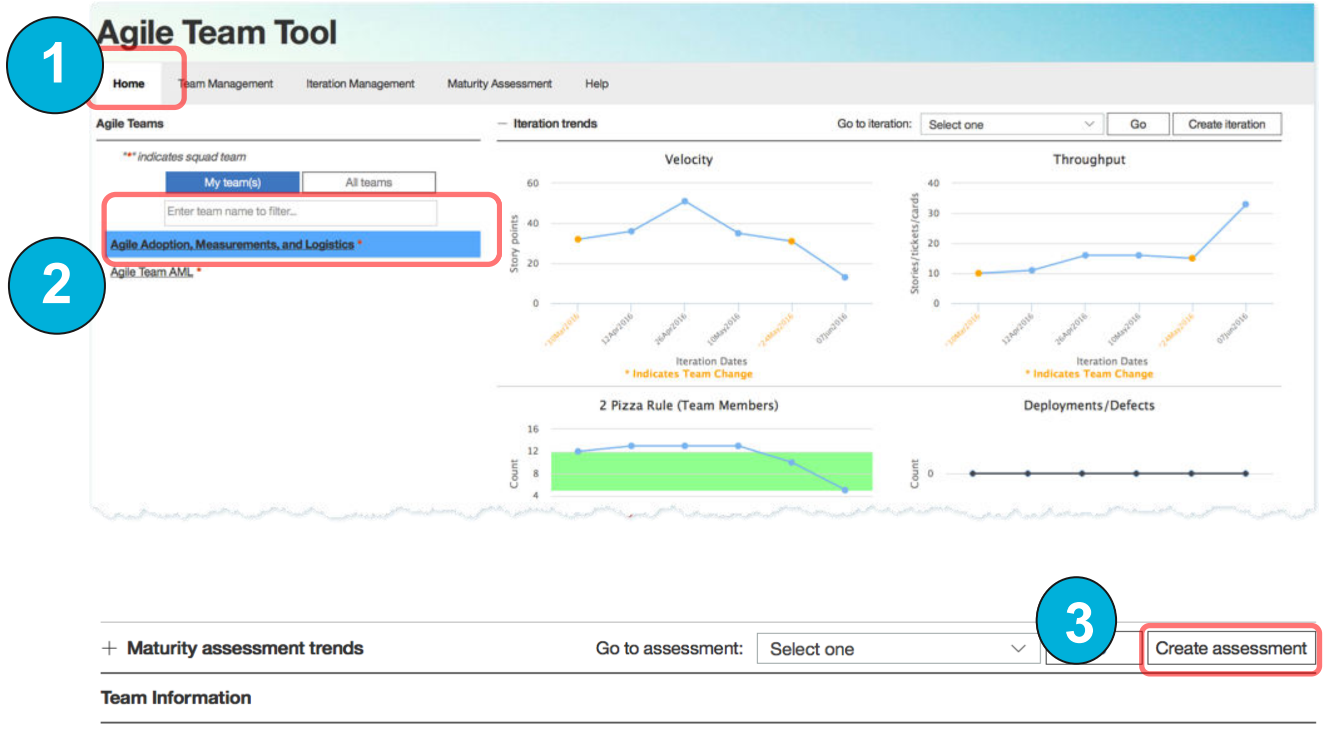
ACTIONS:

1. Select the “Home” tab.

2. Select your team listed under “My Teams”.

   Note: If your team is not defined, please work with you Iteration Manager to help set up your team. Refer to the Team Data Guide on the Agile Team Tool landing page for help.

3. Scroll down to the “Maturity assessment trends” section and then click on the “Create Assessment” button at the end of that row. That will take you to the Maturity Assessment tab.

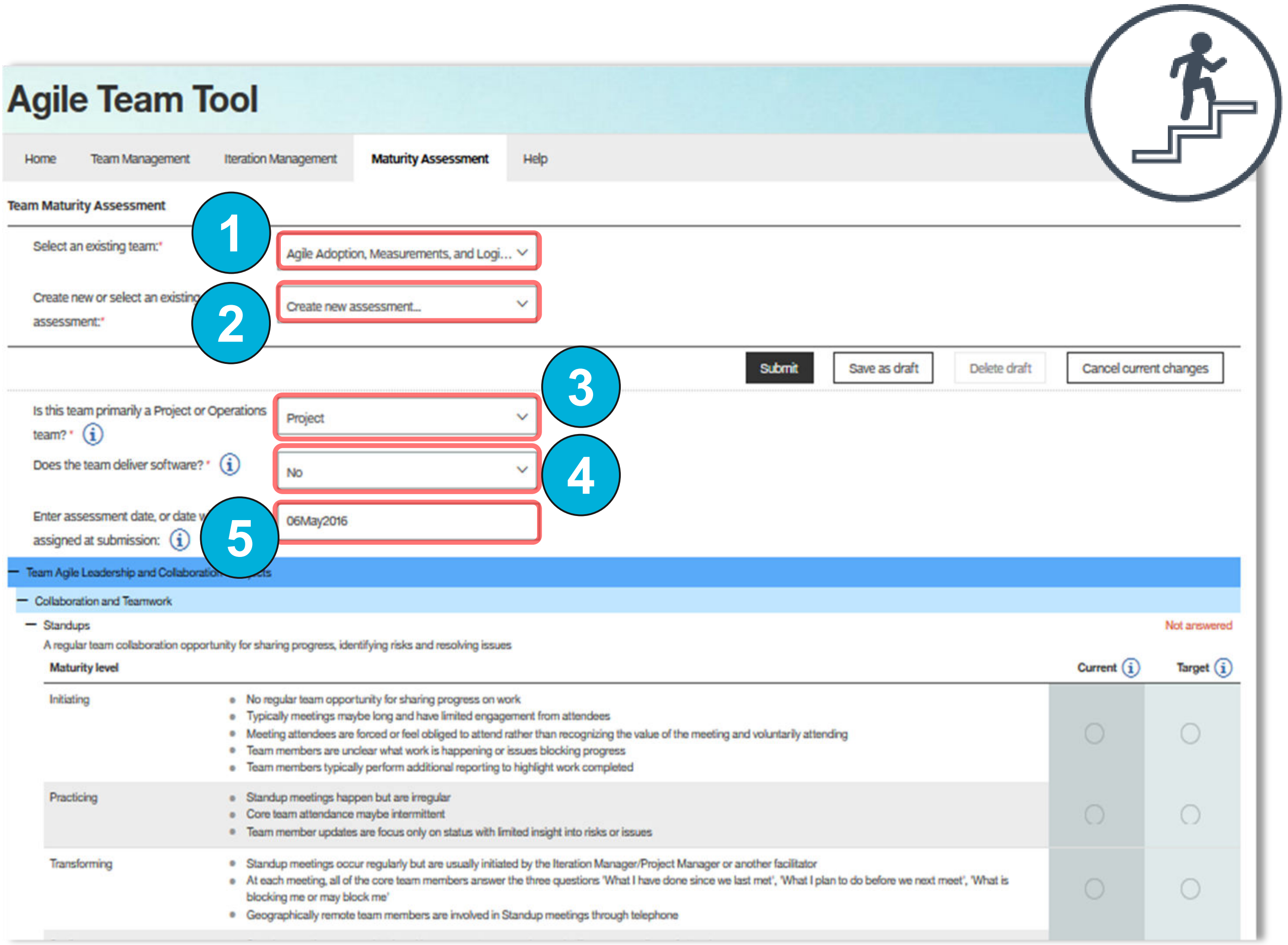


Hint: You could go directly to the Maturity Assessment tab, however selecting your squad / team on the home page will pre-populate the team name on the Maturity Assessment tab.

STEP 2: SELECT THE TYPE OF ASSESSMENT AND GET STARTED

ACTIONS:

1. The ‘team’ field will be automatically populated with the Team Name selected in Step 1.
2. Select “Create new assessment” from the drop down. (If this is the squad’s first assessment, ‘create new assessment’ will be the only choice).
3. Select the assessment type (“Project” or “Operations”) from the dropdown based on the type of work your team performs.
4. If your team delivers software, select “Yes” from the dropdown (If you select “Yes”, you will complete the optional DevOps assessment which includes 8 additional practices). Otherwise, select ‘No’.
5. Select the assessment date from the drop down. If you don’t enter a date now, the date will be assigned when you click the submit button.



Note: To enter previous assessment results (spreadsheet version), refer to the instructions in the User Guide. A link to the User Guide can be found in the **Help** tab.

STEP 3: ASSESS TEAM'S MATURITY LEVELS AND IMPROVEMENTS ACTIONS

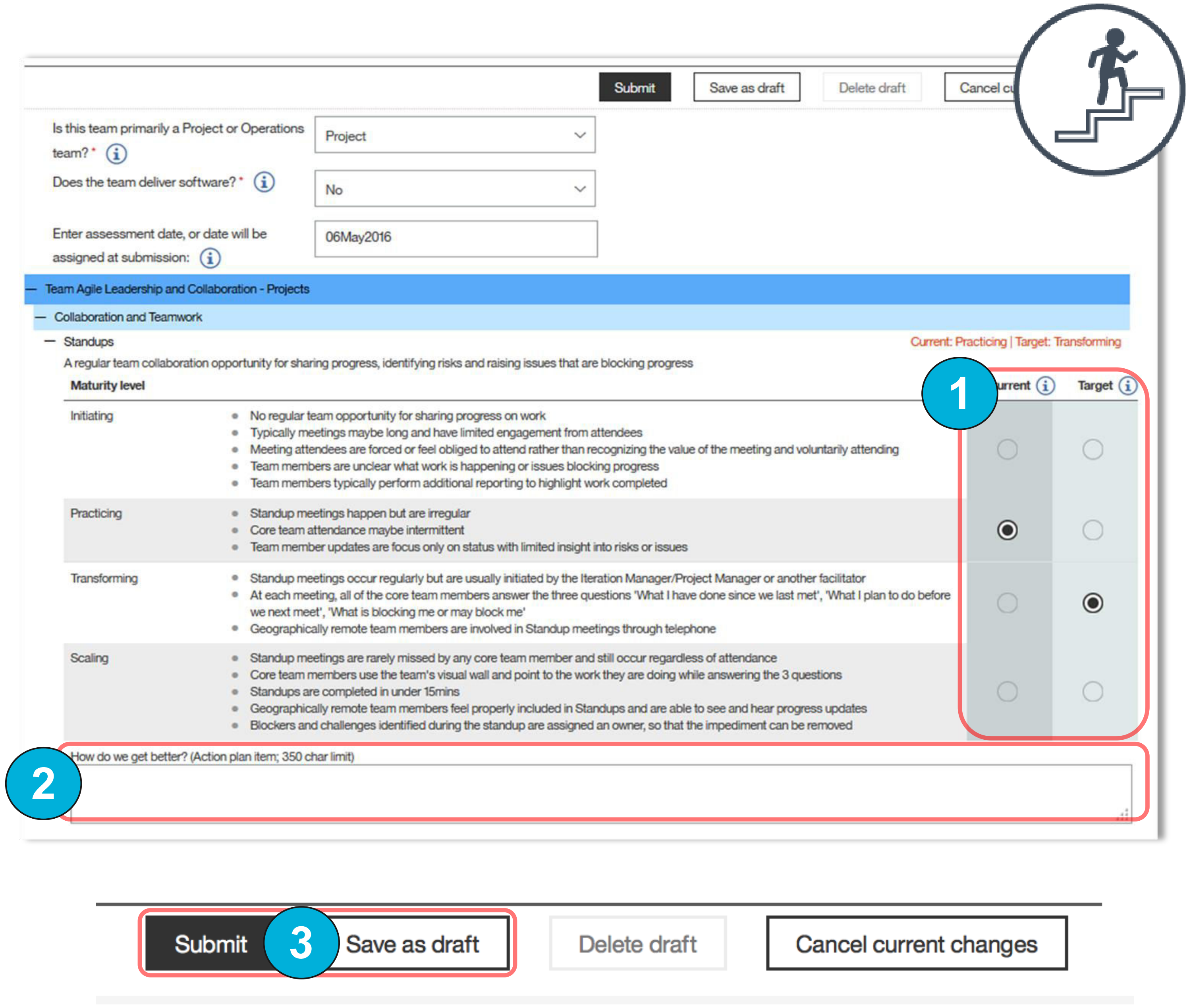
ACTIONS:

1. For each practice, select "Current" and "Target" levels of maturity.

   Note: When considering targets, choose a few practices that can be realistically improved within 90 days and set the target level higher than current for those. For other practices, set the target the same as current.

2. For each practice targeted for improvement, enter actions needed to achieve the level of maturity desired. These actions should be agreed upon by team members.
   The actions will be automatically added to the action plan once submitted.

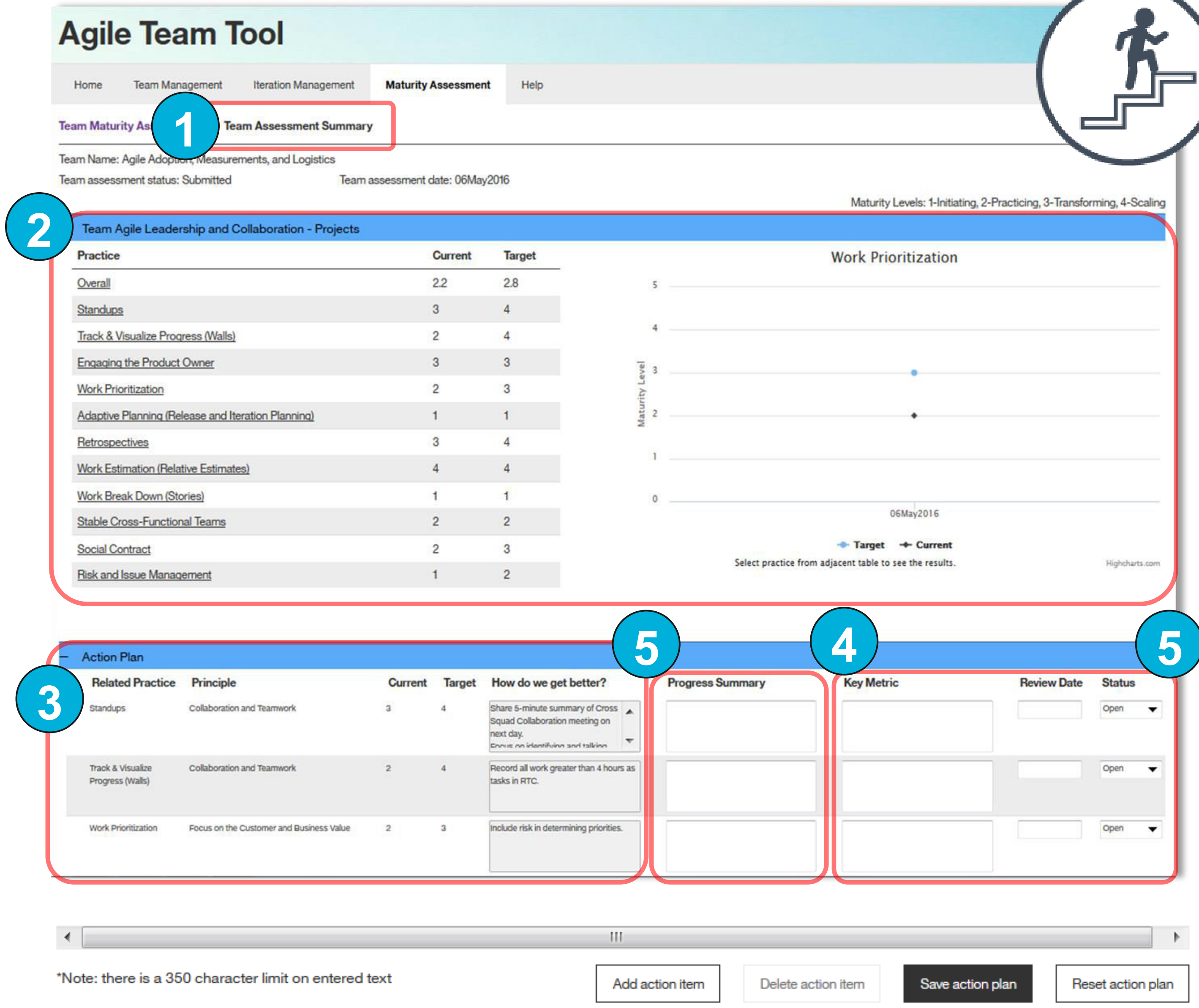
3. Save as draft (to make further changes), or click "Submit" when finished with the assessment. **No more changes to the maturity level will be permitted once you click submit.** However, you will still be able to update the action plan.



STEP 4: MANAGE YOUR TEAM'S IMPROVEMENT ACTIONS

ACTIONS:

1. Click on <u>Team Assessment Summary</u>. This view will be visible once you create an assessment.
2. <u>Review results</u>. Results (current and targets) are summarized for each practice on the left and overall maturity level is shown on the right.
3. <u>Review Action Plan</u>. Actions defined during the assessment are pre-populated in the action plan. At this point, additional actions can be added to the plan as required by clicking the "Add action plan" button
4. Define key metrics (if applicable) that can be used to measure outcomes of the actions. For example "attendance at standups". Record review dates for the metrics. Make sure to save the action plan by clicking the "Save action plan" button
5. Record your 'progress summary' weekly for each of the actions to determine if course correction is required to achieve targeted maturity levels. Update status as actions are completed.



***Hint:** Agree on a date and schedule the next maturity assessment.*

STEP 5: TRACK YOUR TEAM'S TRENDS…ARE WE GETTING BETTER?

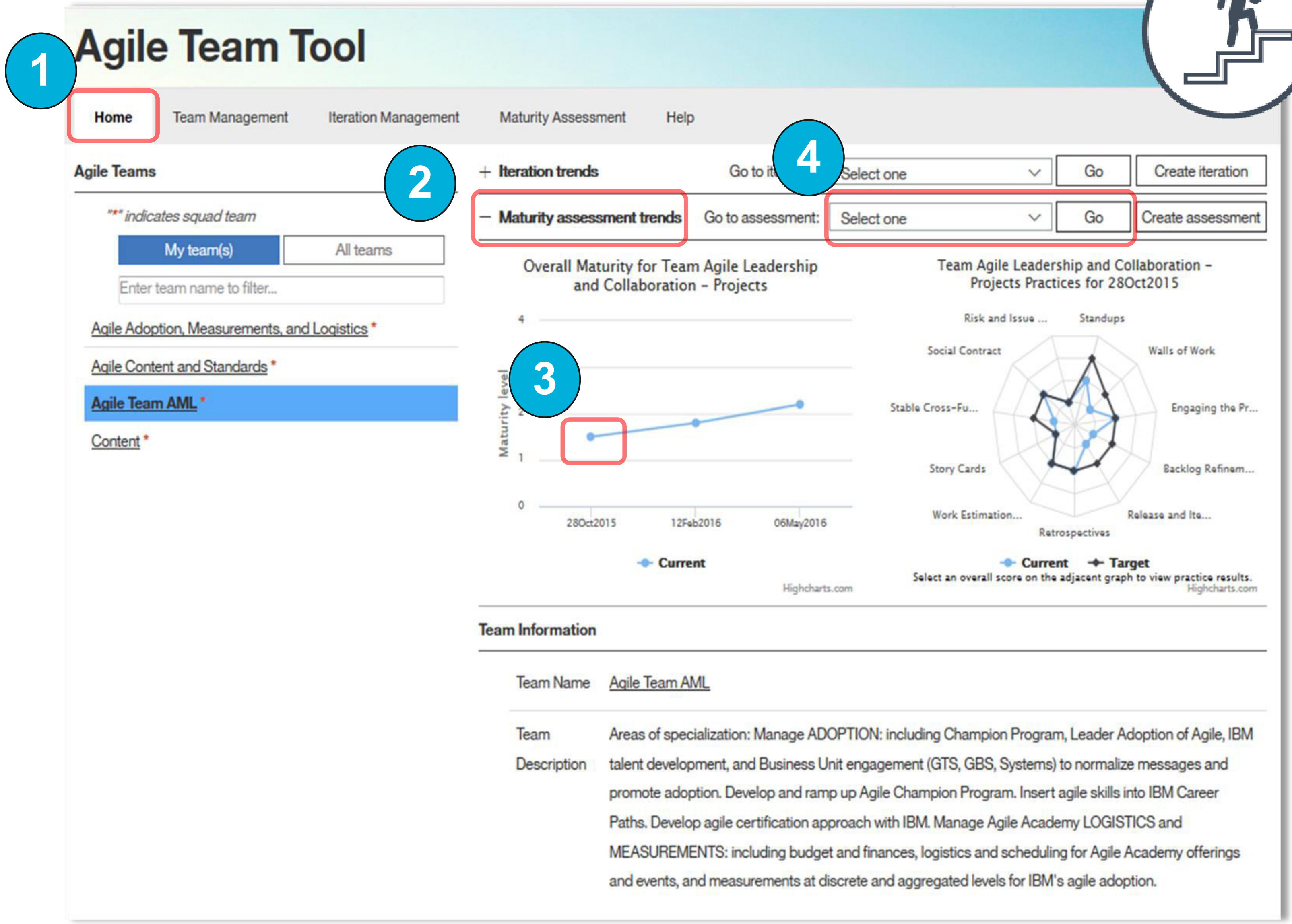
ACTIONS:

1. Select the "Home" tab.

2. Scroll down and expand the "Maturity assessment trends" section.

3. Select any assessment (dot) from the Overall Maturity trend graph (on the left) to display the "radar" diagram (on the right) with current and target values for each practice.

4. Select a specific assessment from the drop down list and click "Go". This will take you to the maturity assessment tab where you will see individual maturity levels for each practice for the selected assessment.



FIND ADDITIONAL GUIDANCE OR TELL US ABOUT YOUR EXPERIENCE

Want to learn more?

Look for these Agile Team Tool documents and Links:

- Agile Team Tool landing page
    - Overview Guide
    - Team Data Guide
    - Iteration Results Guide
    - Maturity Assessments Guide
- Agile Team Tool Forum
    - Ask a Question about the tool
    - Ask a Question about the Maturity Assessments
    - Learn about recent changes to the tool
    - Suggest improvements to the tool
- User's Guide
- Frequently Asked Questions