



AGILE ACADEMY

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# AGILE TEAM TOOL

Assessing your team's Agile maturity

June 2016



# 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.

**Step 1:** 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?

Introducing...

## The Agile Team Tool

Together, teams uncover insights.

**TEAM DATA**  
Visualize your team's results

**TEAM TRENDS**  
Discover trends in team data and chart course corrections

**TEAM MATURITY**  
Understand your agile maturity and plan actions to improve

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# 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.

The screenshot displays the Agile Team Tool interface. The top navigation bar includes 'Home', 'Team Management', 'Iteration Management', 'Maturity Assessment', and 'Help'. The 'Home' tab is selected. Below the navigation bar, there are several sections: 'Agile Teams' with a search filter, 'Iteration trends' with three charts (Velocity, Throughput, and 2 Pizza Rule), and 'Maturity assessment trends' with a 'Create assessment' button. Red boxes and numbers 1, 2, and 3 highlight the 'Home' tab, the team selection dropdown, and the 'Create assessment' button respectively.

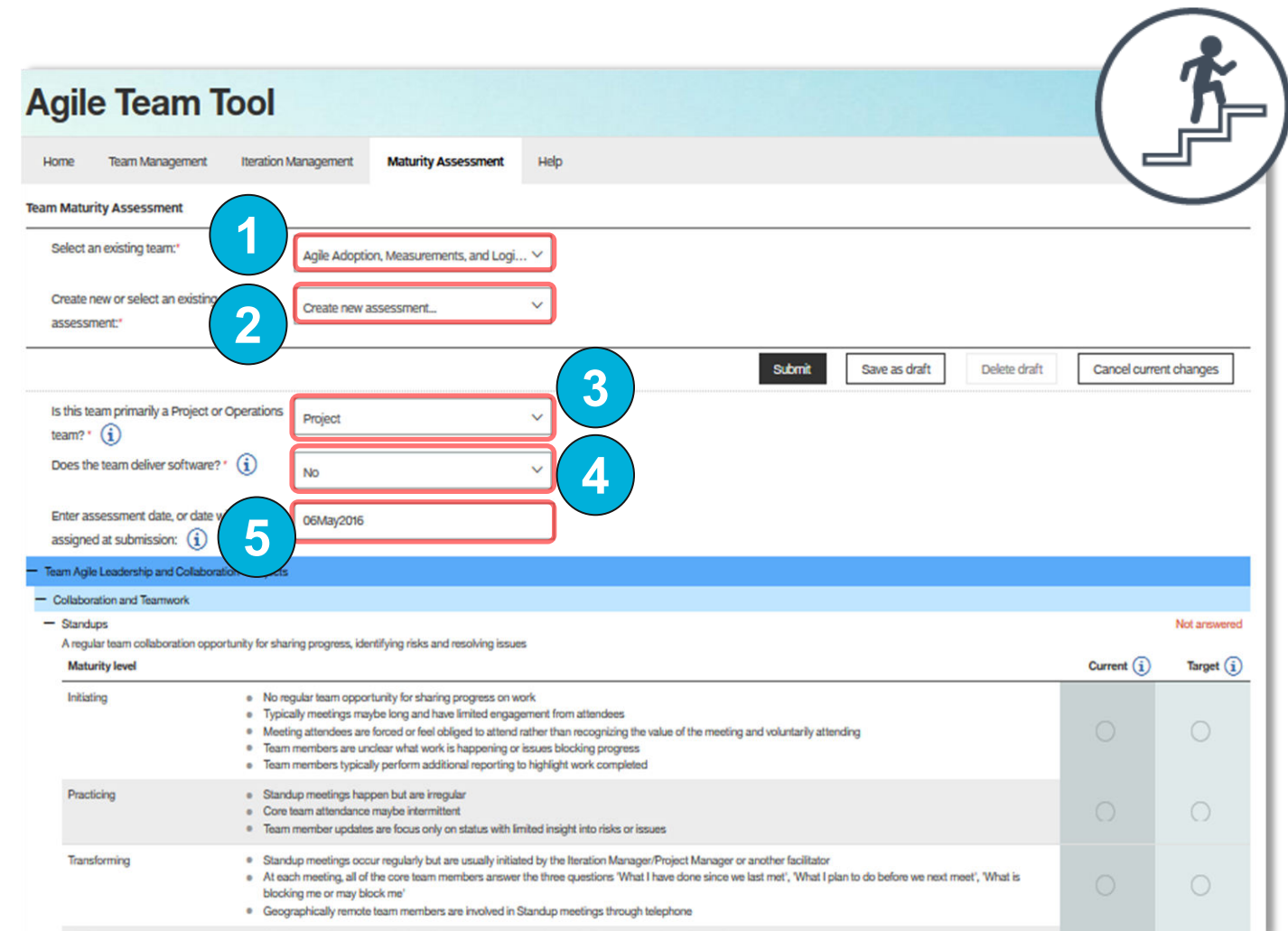
*Hint: You could go directly to the Maturity Assessment tab, however selecting your squad / team on the home page will pre-populate the team name on the Maturity Assessment tab.*



# 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.



The screenshot shows the 'Agile Team Tool' interface for a 'Maturity Assessment'. The form includes the following fields and actions:

- 1**: 'Select an existing team?' dropdown menu.
- 2**: 'Create new or select an existing assessment?' dropdown menu.
- 3**: 'Is this team primarily a Project or Operations team?' dropdown menu.
- 4**: 'Does the team deliver software?' dropdown menu.
- 5**: 'Enter assessment date, or date assigned at submission:' text input field.

Buttons for 'Submit', 'Save as draft', 'Delete draft', and 'Cancel current changes' are visible. Below the form is a table for 'Team Agile Leadership and Collaboration' with columns for 'Current' and 'Target' maturity levels.

		Current	Target
Initiating	<ul style="list-style-type: none"><li>No regular team opportunity for sharing progress on work</li><li>Typically meetings may be long and have limited engagement from attendees</li><li>Meeting attendees are forced or feel obliged to attend rather than recognizing the value of the meeting and voluntarily attending</li><li>Team members are unclear what work is happening or issues blocking progress</li><li>Team members typically perform additional reporting to highlight work completed</li></ul>	<input type="radio"/>	<input type="radio"/>
Practicing	<ul style="list-style-type: none"><li>Standup meetings happen but are irregular</li><li>Core team attendance may be intermittent</li><li>Team member updates are focus only on status with limited insight into risks or issues</li></ul>	<input type="radio"/>	<input type="radio"/>
Transforming	<ul style="list-style-type: none"><li>Standup meetings occur regularly but are usually initiated by the Iteration Manager/Project Manager or another facilitator</li><li>At each meeting, all of the core team members answer the three questions 'What I have done since we last met', 'What I plan to do before we next meet', 'What is blocking me or may block me'</li><li>Geographically remote team members are involved in Standup meetings through telephone</li></ul>	<input type="radio"/>	<input type="radio"/>

**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.

The screenshot shows a web form for assessing team maturity. At the top, there are buttons for 'Submit', 'Save as draft', 'Delete draft', and 'Cancel current changes'. Below these are three dropdown menus: 'Is this team primarily a Project or Operations team?' (set to 'Project'), 'Does the team deliver software?' (set to 'No'), and 'Enter assessment date, or date will be assigned at submission:' (set to '06May2016').

The main content area is titled 'Team Agile Leadership and Collaboration - Projects' and 'Collaboration and Teamwork'. Under 'Standups', there is a description: 'A regular team collaboration opportunity for sharing progress, identifying risks and raising issues that are blocking progress'. The current maturity level is 'Practicing' and the target is 'Transforming'. A table shows maturity levels with radio buttons for selection:

Maturity level	Current	Target
Initiating	<input type="radio"/>	<input type="radio"/>
Practicing	<input checked="" type="radio"/>	<input type="radio"/>
Transforming	<input type="radio"/>	<input checked="" type="radio"/>
Scaling	<input type="radio"/>	<input type="radio"/>

Below the table is a text input field for 'How do we get better? (Action plan item; 350 char limit)'. A red box highlights the 'Practicing' and 'Transforming' rows and the action plan field.

At the bottom of the form, there are four buttons: 'Submit', 'Save as draft', 'Delete draft', and 'Cancel current changes'. A red box highlights the 'Submit' and 'Save as draft' buttons.



# STEP 4: MANAGE YOUR TEAM'S IMPROVEMENT ACTIONS

## ACTIONS:

- 1 Click on Team Assessment Summary. This view will be visible once you create an assessment.
- 2 Review results. Results (current and targets) are summarized for each practice on the left and overall maturity level is shown on the right.
- 3 Review Action Plan. 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.

The screenshot displays the Agile Team Tool interface. At the top, there's a navigation bar with 'Home', 'Team Management', 'Iteration Management', 'Maturity Assessment', and 'Help'. The 'Maturity Assessment' tab is active, and 'Team Assessment Summary' is highlighted. Below this, the team name is 'Agile Adoption, Measurements, and Logistics' and the assessment date is '06May2016'. The main content area is divided into two sections: 'Team Agile Leadership and Collaboration - Projects' and 'Action Plan'.

**Team Agile Leadership and Collaboration - Projects**

Practice	Current	Target
Overall	2.2	2.8
Standups	3	4
Track & Visualize Progress (Walls)	2	4
Engaging the Product Owner	3	3
Work Prioritization	2	3
Adaptive Planning (Release and Iteration Planning)	1	1
Retrospectives	3	4
Work Estimation (Relative Estimates)	4	4
Work Break Down (Stories)	1	1
Stable Cross-Functional Teams	2	2
Social Contract	2	3
Risk and Issue Management	1	2

To the right of the table is a 'Work Prioritization' chart showing 'Maturity Level' on the y-axis (0 to 5) and '06May2016' on the x-axis. It includes a legend for 'Target' (blue dot) and 'Current' (black dot). A note says 'Select practice from adjacent table to see the results.'

**Action Plan**

Related Practice	Principle	Current	Target	How do we get better?	Progress Summary	Key Metric	Review Date	Status
Standups	Collaboration and Teamwork	3	4	Share 5-minute summary of Cross Squad Collaboration meeting on next day. Encourage identification and talkback				Open
Track & Visualize Progress (Walls)	Collaboration and Teamwork	2	4	Record all work greater than 4 hours as tasks in RTC.				Open
Work Prioritization	Focus on the Customer and Business Value	2	3	Include risk in determining priorities.				Open

At the bottom, there are buttons for 'Add action item', 'Delete action item', 'Save action plan', and 'Reset action plan'. A note states: '\*Note: there is a 350 character limit on entered text'.

**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.

**Agile Team Tool**

Home | Team Management | Iteration Management | Maturity Assessment | Help

Agile Teams

\*\*\* indicates squad team

My team(s) | All teams

Enter team name to filter...

Agile Adoption, Measurements, and Logistics \*

Agile Content and Standards \*

**Agile Team AML \***

Content \*

+ Iteration trends

Go to iteration: Select one [v] Go Create iteration

- Maturity assessment trends

Go to assessment: Select one [v] Go Create assessment

Overall Maturity for Team Agile Leadership and Collaboration - Projects

Team Agile Leadership and Collaboration - Projects Practices for 28Oct2015

Risk and Issue ... Standups Walls of Work Engaging the Pr... Backlog Refinam... Release and Ita... Retrospectives Work Estimation... Story Cards Stable Cross-Fu... Social Contract

Maturity level

28Oct2015 12Feb2016 06May2016

Current Target

Team Information

Team Name Agile Team AML

Team Areas of specialization: Manage ADOPTION: including Champion Program, Leader Adoption of Agile, IBM talent development, and Business Unit engagement (GTS, GBS, Systems) to normalize messages and promote adoption. Develop and ramp up Agile Champion Program. Insert agile skills into IBM Career Paths. Develop agile certification approach with IBM. Manage Agile Academy LOGISTICS and MEASUREMENTS: including budget and finances, logistics and scheduling for Agile Academy offerings and events, and measurements at discrete and aggregated levels for IBM's agile adoption.



# 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](#)

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