

Team Agility Scale: Daily Scrum

Crawl

- Consistent late starts and/or goes over the time box
- Team members are missing (except for days off)
- Event is a status/update report
- Reports out to PO/SM/Authority and not to the team
- Devices are open / Distracted
- No clear beginning
- Poor use of the technology needed to run event (varies from team to team)
- Team members are giving updates that aren't useful to the team
- Impediments not made visible
- Consistently falls into deep solution discussion
- Disruptions from non-team members

Walk

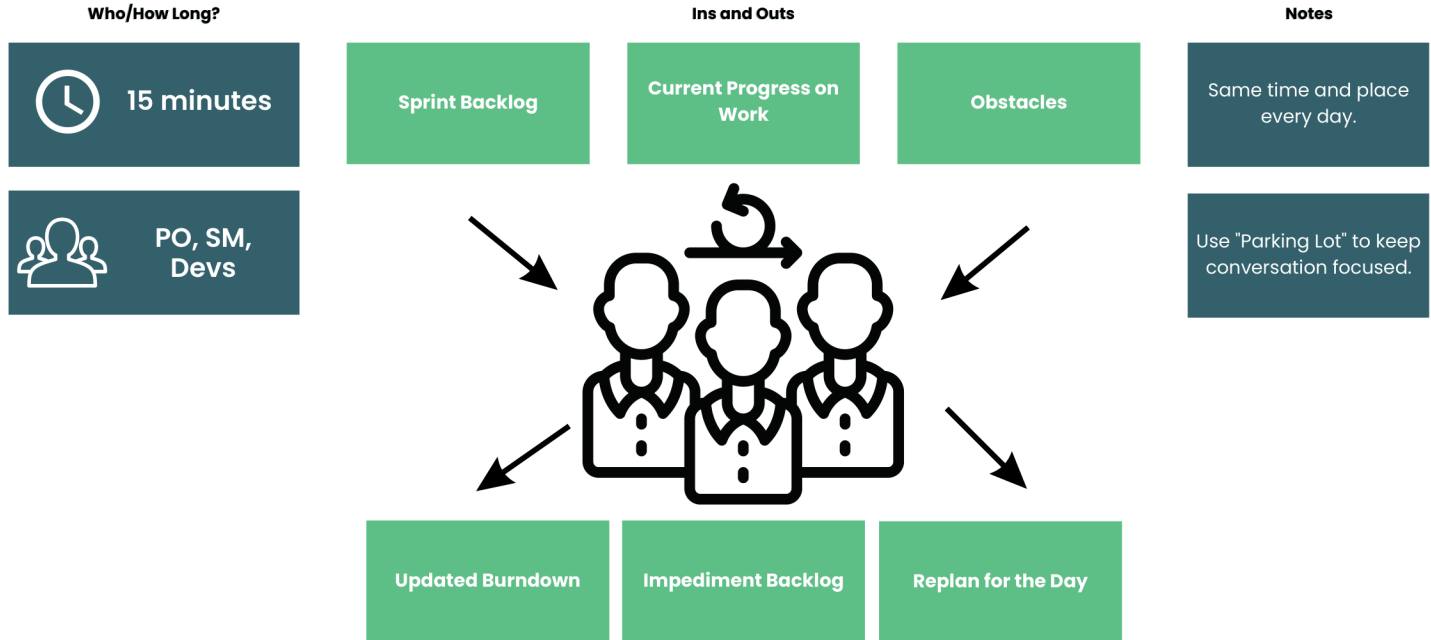
- Setting the stage for the event
- Daily Scrum results in a plan for the day
- Clear, concise, and timely points made by each team member
- Device free (Except for the use of needed tools)
- Use of a Parking Lot or 16th Minute to keep the discussion focused on a Plan for the Day
- Sprint Goal is displayed prominently for everyone to see

Run



- All team members can lead an effective Daily Scrum
- Daily Scrum approach used/applied outside of scheduled event
- Facilitation not required, event just happens
- Team members are specifically planning opportunities to collaborate and pair

Quick Sheet: Daily Scrum

Inspect & Adapt. Is the Team on track to hit the Sprint Goal? If not, what can be done about it?



Inspect & Adapt. Is the Team on track to hit the Sprint Goal? If not, what can be done about it?

Who/How Long?		Agenda
<div> 15 minutes</div> <div> PO, SM, Devs</div>	Step 1	What did we get done as a team yesterday? Are there any important things we learned or information we need to share with the team?
	Step 2	What work is in progress? What can we do as a team to get the work to done as quickly as possible?
	Step 3	What work is coming up next? Are we still on track to meet our Sprint Goal?
	Step 4	Is there anything that will keep us from meeting our Sprint Goal? Is there anything we can do to accelerate or avoid potential obstacles?
	Post Daily	Address any 16th minute or parking lot item that came up during Daily. Keep in mind this is optional. If the content in this section isn't applicable to a team member, they can get to work on the plan for the day.

Impediment Template

Feb 1, 2024

It is critical that your team make Impediments big and visible so that leadership and your Scrum Master can work to resolve them in a timely manner.

Not enough VPN licenses for our team

Impact Our team is unable to work remotely and is struggling to meet our Sprint commitments.

What have we done? We tried purchasing licenses on our P-Card, but were blocked due to the cost per license.

What needs to be done? Purchase more VPN seats or approve our P-Card limit increase.

Who is Team

Impacted? Superman

Who can Greta

resolve this? Pearlson

Impediment Template

You should track the following data on a typical impediment:

- A high-level description of the impediment.
- What is impacted by the impediment?
- What has been done to resolve the impediment?
- Who is impacted by the impediment.
- When was it reported.