People
Team Dynamics

- Product Vision or Feature Soup

- ❏ Dedicated
- ❏ Collocated
- ❏ Virtual collocation (for distributed team)

- ❏ Cross functional
- ❏ PO
- ❏ SM
- ❏ Skill matrix
- ❏ T-shaped

- ❏ Team working agreement
- ❏ Self organizing
- ❏ Group of Equals

- ❏ Psychological safety
- ❏ Trust
- ❏ Stage – Forming / Storming / Norming / Performing

Process – Doing Scrum Right

Sprint Planning
- ❏ Time boxed
- ❏ Fixed cadence
- ❏ Attendance (whole team)
- ❏ Sprint backlog (SBL)
- ❏ Sprint goal
- ❏ Tasks
- ❏ Prioritized (SBL)
- ❏ Estimated
- ❏ Capacity based planning

Sprint Review
- ❏ Time boxed
- ❏ Fixed cadence
- ❏ Attendance (whole team)
- ❏ Not a status meeting
- ❏ Review deck
- ❏ Final status (closure)
- ❏ Demo
- ❏ Feedback
- ❏ Stakeholder / Customer
- ❏ Customer rating

Sprint Retrospection
- ❏ Fixed cadence
- ❏ Attendance (whole team)
- ❏ Time boxed
- ❏ 20-60-20 approach
- ❏ Actionable output
- ❏ Linkage with Improvement backlog
- ❏ Different techniques per session

Backlog
- ❏ Single container
- ❏ Prioritized (SBL)
- ❏ Decision only by PO
- ❏ Steam Water Ice
- ❏ MVP approach
- ❏ Regular alignment with stakeholder
- ❏ Regular refindement

Daily
- ❏ Day plan and not a status meeting
- ❏ Team doing it, even in absence of SM
- ❏ Fixed cadence (daily)
- ❏ Attendance (whole team)
- ❏ Time boxed (15 min)
- ❏

Sprint
- ❏ Fixed cadence
- ❏ Respect to Sprint (time box)
- ❏

Backlog Refinement
- ❏ Fixed cadence
- ❏ Frequent (at least once per sprint)
- ❏ Attendance - water to ice - whole team)
- ❏ Attendance - Steam to water – PO + required ones
- ❏ Time boxed

PBI
- ❏ User story narrative
- ❏ Acceptance criteria
- ❏ INVEST
- ❏ Story boarding / 3Cs
- ❏ Story mapping

Agile Governance

Agile Estimation
- ❏ Story Point
- ❏ Planning poker
- ❏ Relative estimation
- ❏ WSJF

Report
- ❏ Sprint Burndown
- ❏ Velocity trend
- ❏ Burn up
- ❏ Boolean done
- ❏

Team Health check
- ❏ Value card workshops
- ❏ OKR – objective linked key results
- ❏ KPIs Visualized
- ❏

PBI governance
- ❏ DoR Compliance
- ❏ DoD Compliance
- ❏ Regular inspect and adapt of DoR & DoD
- ❏

Tools

OBEYA
- ❏ All 6 elements of obeya applied
- ❏ Regularly update (living wall)
- ❏ Go & See
- ❏

Backlog management Tool
- ❏ Single source of truth
- ❏ Backlog
- ❏ Use of Dashboard
- ❏ Use of states

POPCORN / problem solving
- ❏ Board (physical or digital)
- ❏ Regular update
- ❏ Problem solving session
- ❏ Participation (whole team)

Other
- ❏ Visible team working agreement
- ❏ Visible DoR, DoD
- ❏ Improvement backlog
- ❏ Knowledge sharing session (brown bag)

Agile Engineering
- ❏ Technical debt
- ❏ Emergent Arch
- ❏ Clean code
- ❏ TDD
- ❏ BDD
- ❏ CI pipeline
- ❏ Pair programming
- ❏
- ❏
- ❏
- ❏
- ❏