

A hand in a white glove points towards the center of a hexagonal grid. The grid contains the following terms: AGILE, SPRINT, RETROSPECTIVE, PLANNING, TEAMWORK, DEVELOPMENT, and BACKLOG. The background is a blurred image of a person in a suit.

AGILE

SPRINT

RETROSPECTIVE

PLANNING

TEAMWORK

DEVELOPMENT

BACKLOG

Agile Project Management Training Programme

**A PROFESSIONAL DEVELOPMENT &
BUSINESS ENRICHMENT COURSE**

Caribbean Center for Organizational Excellence Inc

AGILE PROJECT MANAGEMENT

Course L00-EPM

3 Week Self-Paced Online Course

The pace of change within local and global markets has been occurring at a phenomenal rate. With it has been increasing demands for skills that support an iterative approach to value creation, quality production and on-time delivery of goods and services that are aligned to and informed by the market.

Consequently, developing the skills and ability to identify and manage the complexities of market demand and changes through timely stakeholder feedback, rapid improvements and speedy adaptation, cannot be overstated. In fact, it is a defining difference between the quality of professionals managing projects, project teams and project outcomes.

Course Overview

Agile Project Management is an essential Professional Development & Business Enrichment Course that among other things will enable participants to:

- understand and implement tested agile principles, systems and controls,
- engage in effective sprint planning and efficient scrum meetings,
- accomplish high levels of productive success and the achievement of project development targets
- realize improve project outcomes, cohesive team functionality and on-time task execution
- distinguish themselves as effective, knowledgeable, agile practitioners.

This professional skills enrichment program is specifically designed for business owners, professionals, supervisory staff and managers who want to expand their overall project management effectiveness and efficiency while, leveraging agile principles to drive and maintain highly effective team performance.

“ Learning that imagines the future and prepares for growth, fuels development opportunities of tomorrow, today!
~JDaCB ”





SOME KEY OBJECTIVES & LEARNING OUTCOMES

- Learn and develop an in-depth appreciation of Agile and its value as tool for effective team engagement and achievement of distinctive value-added customer project outcomes.
- Learn and apply agile methodologies such as sprint and scrum as indispensable components of a highly productive work and project environment
- Learn and develop skill sets that bolster the ability to engage in rapid deployment planning, waste reduction and flexibility in the management of development processes, while supporting an environment of increased team focus, timely project delivery and optimal project control.

Included in this Enrichment Course

- 9 self-paced Course Modules in audio/visual power point lecture format
- downloadable 3 slide per page workbook

Time Commitment

Self-paced
2 1/2 weeks



9 Course Modules

- **Agile Fundamentals:** We are in an era where change keeps changing, demanding in the circumstance highly flexible responses that are anticipatory and adaptive. This module, introduces Agile principles and the agile concept as a key element of on-time cost effective project planning and execution.
- **Sprint Planning:** This module provides an overview of the Sprint Planning Meeting, one of the most important "ceremonies" in the Scrum methodology. Topics include, the Scrum Framework & Scrum Roles; the Sprint Planning Meeting; Participant Roles; Key Outputs of Scrum Meetings; Concept of Estimating the Work; Planning Poker and Velocity
- **Scrum Product Backlog:** This module provides an overview of the Product Backlog and Product Refinement Backlog, a vital part of Scrum and an essential resource for planning and executing Sprints. Topics include, What is the Product Backlog; Items in the Backlog; Bugs, Stories, and Velocity; Examples of Product Backlogs; Product Backlog Attributes; What a Product Backlog ISN'T; Augmenting the Backlog; Product Refinement Backlog and Goal of Backlog Refinement Meetings
- **Kanban Boards:** This module provides an introduction to Kanban boards for visualizing work, limiting work-in-progress, improving efficiency, and managing workflow. Topics include, What is a Kanban Board; The Five Key Elements of a Kanban Board; The concepts of Visual signals and Columns; Work-in-progress limits; Fundamentals of Commitment point and Delivery point; Physical and Digital Kanban Boards; Kanban versus Scrum Boards and Updating: Scrum (Sprint) Board versus Kanban



9 Course Modules

- **Daily Scrum Meetings:** This module provides insights into Daily Scrum Meetings, including the purpose of the daily scrum meeting and a deeper dive into the details; the use of the Scrum Board; the role of the Scrum Master during the meeting; the benefits of the Scrum Daily Meeting and how to make daily scrum meetings “work for the team”
- **Sprint Reviews:** This module provides an overview of the Sprint Review, including, What is a Sprint Review; Elements of a Sprint Review; Key “What?” Questions; Output of the Sprint Review and a typical Sprint Review Agenda
- **Sprint Retrospective:** This module provides insights and best practices on how to facilitate a Sprint Retrospective, including, What is a Sprint Retrospective; the purpose of the Retrospective; Who should attend; the Typical Sprint Retrospective agenda; what should be the duration of the Sprint Retrospective and Post Retrospective follow up
- **Burndown Charts:** This module provides an introduction to a vital tool for monitoring progress in Sprints and projects and includes, What is a burndown chart; Uses of the burndown chart in Agile; the Product burndown chart; the Sprint burndown chart; Components of a burndown chart and Benefits of using the burndown chart
- **Definition of Done:** This module provides an introduction to Definition of Done and Acceptance Criteria. Topics include What is a “Definition of Done”; Examples of a Definition of Done; Services (non-software product); Software development; What is Acceptance Criteria and how it is this different from “Done”; User Stories and Acceptance Criteria; Contrasting User Stories with the Definition of Done and Who develops the Definition of Done





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