



The Menlo Institute

# Agile Project Management

Hands-On Experience Managing Iterative and Incremental Teams

## Agile Project Management

2 Day Workshop

Practice An  
Entire Agile  
Development  
Life Cycle

Practical Agile  
Tips

Successful Agile  
Practices

Based on  
7 Years Agile  
Team Experience

100%  
Satisfaction  
Guarantee

Menlo Institute  
212 N. 4th Ave  
Ann Arbor, MI 48104

734.665.1847

MenloInstitute.com

**Introduction:** The practice of Iterative and Incremental Development (IID) is central to agile software development. The practice requires creating software in a series of small releases (an increment) and revising and improving previous deliverables in each subsequent release (an iteration). Iterative and Incremental Development contrasts itself with a conventional “Waterfall” process which has directional workflow and one large release at the end of development.

Agile methodologies prescribe IID and teams who master these principles are demonstrably more successful. Unfortunately, many attempts to implement IID have failed. Why? Because actually implementing an IID practice requires changing the way the entire organization relates to development.

**Course Description:** This class teaches how to manage an IID process by simulating all of the activities found in a typical iteration. It also teaches how to change the development team, and how that team interfaces to the rest of the organization. Take this course to achieve the full benefits of an agile IID team; flexible software, responsive teams, and timely software releases.

### Topics include:

- Project Planning and Estimation
- Requirements Management and Change Requests
- Status Reporting
- Conflict Management
- Scheduling and Delivery

### Benefits:

- **Learn** how to successfully manage an agile IID process.
- **Practice** planning, tracking and controlling the process.
- **Improve** communication between team members and business customers; delivering software successfully every time.

**Audience:** This class is specifically targeted to software project managers and other interested executives.

**Duration:** 2 Days

**Prerequisite:** Agile Explained highly recommended.

# Agile Project Management

Public and On-site Training

Customized Training Available

On-Site Mentoring

Extensive Training Curriculum

100% Satisfaction Guarantee

Menlo Institute  
212 N. 4th Ave  
Ann Arbor, MI  
48104

734.665.1847

MenloInstitute.com

## Course Outline

### Introductions

1. **Agile Process Change**
  - 1.1. Management Expectations
  - 1.2. Developer Expectations
2. **Capturing Requirements**
  - 2.1. Use Cases and Story Cards
  - 2.2. Splitting Story Cards
  - 2.3. Merging Story Cards
3. **Other Requirement Forms**
  - 3.1. Sample Screens
  - 3.2. Usability Matrices
4. **Agile Interactive Planning**
  - 4.1. Reviewing Story Cards
  - 4.2. Estimating Story Cards
  - 4.3. Estimating and Preferencing Records
  - 4.4. Sorting and Ordering Story Cards
  - 4.5. The Planning Table
5. **Creating Teams**
  - 5.1. Assigning Story Cards
  - 5.2. Building Teams
6. **Tracking Progress**
  - 6.1. The Planning Board
  - 6.2. Progress Records
  - 6.3. Project Plans
  - 6.4. Unit Tests
  - 6.5. Functional Tests
  - 6.6. Stand-up Meetings
7. **Public Progress**
  - 7.1. Show and Tell
  - 7.2. Outside Visitors
8. **Formal Deliverables**
  - 8.1. Business Vision
  - 8.2. Use Cases
  - 8.3. Supplemental Requirements
  - 8.4. Release Plan
  - 8.5. Iteration Plan
  - 8.6. Risk Mitigation Plan
9. **Pulling it all Together**
10. **Questions and Answers**

## Menlo's Agile Course Catalogue

Agile Fundamentals	High-Tech Anthropology	Extreme Programming
Agile Explained <b>Agile Project Management</b> Writing Agile Requirements	High-Tech Anthropology 101	Introduction to XP Coaching XP Teams Writing Story Cards
Agile Use Cases	Object Technology	Agile Unified Process
Why Use Cases Writing Use Cases Using Use Cases	The Agile Object Object Analysis & Design	An Agile RUP