

Your Guide to Success

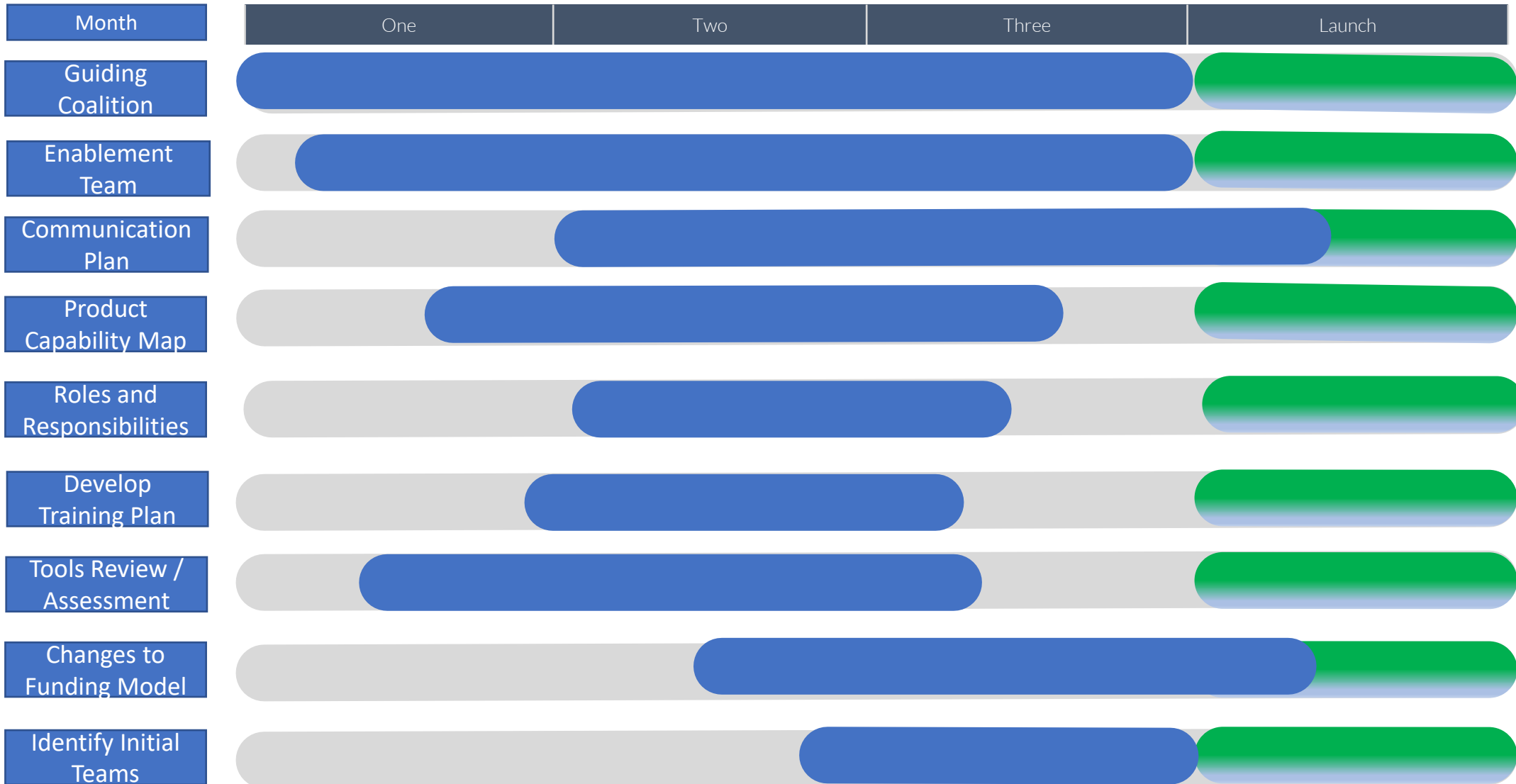
SoundAgile Transformation 90 Day to Launch Roadmap



Launching Your Transformation

- This module is designed to provide you working knowledge regarding the core workstreams you will need to complete to successfully launch your Agile/Digital Transformation.
- Included artifacts are:
 - Workstream timelines
 - Workstream Input, Activities and Outcomes
 - Workstream Dependencies
 - Launch Risks
 - SoundAgile Learning modules

SoundAgile Transformation Workstream Timelines



Workstream – Launching Your Guiding Coalition

Key Inputs

Guiding Coalition Purpose – To provide strategic level direction and decision making helping change the culture and behavior of the organization.

- Identify Sr. Level Leader who will be the Transformation Sponsor.
- Identify core leadership group that will form the Guiding Coalition.
 - Meet with each Coalition member 1:1 to establish relationship and to set expectations for engagement.
 - Review Goals and Objectives Talking Points worksheet.
- Complete **SoundAgile Getting Started** module
- Complete **SoundAgile Running the Guiding Coalition** module
- Review **Guiding Coalition Kick Off Agenda**
- Review and update **Guiding Coalition Email template**

Key Outcomes

- **Guiding Coalition** –
 - Confirmed Guiding Coalition members.
 - Commitment from leaders to be present for GC meetings.
 - Completed Transformation Mission and Vision statements.
 - Communicated to the Organization
 - Transformation Communication team created.
 - Agile Roles and Responsibilities reviewed and approved
 - HR changes updated prior to Launch of first teams.
 - First coaching cohort confirmed.

Workstream – Launching Your Enablement Team

Key Inputs

Enablement Team Purpose – To provide tactical and implementation level direction and guidance as part of operationalizing your Transformation.

- Identify core team of technical experts, SME's and Managers who have the knowledge necessary to change the technical landscape of the organization.
- Meet with each Enablement team member 1:1 to establish relationship and to set expectations for engagement.
 - Review Goals and Objectives Talking Points worksheet.
- Complete **SoundAgile Running the Enablement Team** learning module.
- Review **Enablement Team Kick Off Agenda**.
- Review and update **Enablement Team Email template**.
- Complete Tools assessment worksheet.

Key Outcomes

- **Enablement Team** –
 - Confirmed Enablement Team members.
 - Commitment from members to be present for Enablement meetings.
 - Review Tools assessment and develop recommended changes/investments.
 - Training requirements and plan developed.
 - Implementation of CI/CD.
 - Automation plans developed.
 - Implementation of Agile technical tools to be used by first teams.

Workstream – Communication Plan

Key Inputs

Communication Plan Purpose– To provide a way to convey to the organization the goals, objectives and outcomes that the Transformation will deliver to the organization and how individuals can participate and support a successful change to Agile.

- Review the Transformation Communication Artifact Packet with the Guiding Coalition.
- Complete the **Organizational Change Management SoundAgile** learning module.
- Review Transformation communication ideas, suggestions, templates and timing workbook.
- Identify the Communications team.
- Determine Transformation Communication budget.
- Review Transformation Communication cadence with Guiding Coalition.

Key Outcomes

- **Communications Plan** –
 - Communications team confirmed.
 - Developed communications artifacts.
 - Confirmation of owner of communicated content.
 - Leadership, Management and the Transformation team.
 - Communication cadence and expected content sent on time.
 - Feedback loop established
 - Ask the coach
 - Team meetings with management

Workstream – Product Capability Map

Key Inputs

Product Capability Map Purpose– To develop a comprehensive and holistic way to align technical applications to the functional product and value streams they support.

- Review ‘What is a Product’ white paper.
- Complete What is Capability Mapping learning module.
- Review the Product Capability Mapping worksheet.
- Review What is a Value Stream white paper.
- Perform a value stream mapping exercise with the Guiding Coalition.
- Perform an inventory of all organizational applications:
 - From excel to SAAS, anything that is used to support a business function.

Key Outcomes

- **Product Capability Map** –
 - Completed Capability breakdown for each Product.
 - Level 1 to Level 3 breakdown
 - Alignment of Products to Value Stream.
 - Alignment of people and teams to Products

Workstream – Roles and Responsibilities

Key Inputs

Roles and Responsibilities Purpose– To update, communicate and support new roles that are important to success with your Agile Transformation.

- Review Agile Roles and Responsibilities workbook.
- Complete **SoundAgile Scrum Deep Dive** module.
- Document current roles and responsibilities.
- Product Capability Mapping.

Key Outcomes

- **Roles and Responsibilities**–
 - Map current roles to new Agile roles.
 - Develop training/re-training plan.
 - Develop teams based upon Product Capabilities and Agile Roles required for each team.
 - Review new teams/roles with Guiding Coalition and all other management prior to communicating to the organization.
 - Approve Roles and Responsibilities, update HR documentation/systems.
 - Communication of new Roles and Responsibilities developed and sent to the organization.

Workstream – Develop Training Plan

Key Inputs

Training Plan Purpose– To provide transparency, knowledge and education to the organization regarding the move to Agile, providing people with new skills necessary to perform in their new roles and responsibilities.

- Review Agile Boot Camp training overview and deck.
- Review Leadership training overview and deck.
- Review Agile 101 training overview and deck.
- Complete **SoundAgile Scrum and Kanban Deep Dive** modules.
- Complete **SoundAgile Agile Comprehensive Overview** module.
- Review organization and planned teams.

Key Outcomes

- **Training Plan –**
 - Leadership training group identified.
 - Leadership training dates identified
 - Commitment from leadership to attend training.
 - Agile 101 training plan identified for the entire organization.
 - Weekly schedule identified and communicated.
 - Signup process and tracking defined and communicated.
 - Boot Camps for Teams:
 - Teams identified
 - Schedule and commitment from management confirmed
 - Individuals and teams informed and invited to Boot Camp.

Workstream – Tool Reviews and Assessments

Key Inputs

Tool Review and Assessments Purpose– To identify gaps, needs and investments into the organizations technical and work management tools necessary to support a mature Agile organization.

- Complete **SoundAgile** Tools Overvoew
- Complete the Technical Capability Maturity worksheet
- Complete Tools worksheet
- Tool assessment covering:
 - Build management
 - Continuous Integration and Deployment.
 - Test Automation – Unit, Integrated and Functional.
 - Covers tools and frequency or maturity of use.
 - Code Analysis, Secure Code scanning.
- Cross-sectional skills and application review.
 - Supports people to team alignment
 - Identifies trainers/mentors for the organization.

Key Outcomes

- **Tool Review and Assessments -**
 - Complete inventory of all technical tools utilized by the organization.
 - Gap analysis of tools needed to support Agile technical maturity.
 - Roadmap to reach Levels 1, 2, and 3 technical maturity.
 - Investment assessment for review and approval with the Guiding Coalition.

Workstream – Changes to the Funding Model

Key Inputs

Changes to the Funding Model Purpose– To a strategy and ability to move away from project funding to funding Agile teams and to move from an annual to a continuous planning capability.

- Complete **SoundAgile** module **Moving from a Waterfall to Agile PMO**
- Complete **SoundAgile** module **Agile Finance**.
- Complete **SoundAgile** module **Portfolio Valuation**.
- Complete **SoundAgile** module **Understanding Agile Metrics**.
- Review Developing a Portfolio Intake White Paper
- 2-year assessment of past projects identifying:
 - Project costs and size of average teams.
 - Average Length of your projects.
- Perform Product Capability assessment.
- Review Lean Business Case worksheet content.
- Review Portfolio Valuation Scoring worksheet.
- Average team size identified.
 - Cost of average team per sprint identified.

Key Outcomes

- **Changes to the Funding Model -**
 - Number of Agile teams the organization will support on-going.
 - Portfolio Valuation Scoring Model.
 - Lean Business Case.
 - Portfolio Intake process defined and approved.
 - Tools selected (Jira, Rally, Versionone, Github, Jenkins, etc..) confirmed/
 - Reporting needs identified and reports created.

Workstream – Identify Initial Teams

Key Inputs

Identify Initial Agile Teams Purpose – To identify teams that have completed the team readiness checklist and meet the requirements for success.

- Complete **SoundAgile** module **Standing Up Your First Teams..**
- Review Team Readiness checklist.
- Review Team email notification templates.
- Completed Product Capability mapping.
- Completed Tools Assessment and Tools Roadmap.
- Technical Training needs identified.
- Review new team email template.

Key Outcomes

- **Identify Initial Teams-**
 - Product Team and team members identified.
 - New team communication email sent to team.
 - Training for team(s) scheduled.
 - Team metrics identified, reviewed and communicated to the organization.

