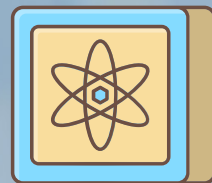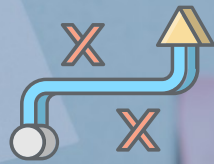# APPLYING AGILE CONCEPTS TO NRC PROJECTS

AGILE CONCEPT

IMPLEMENTATION AT NRC

PICK AND CHOOSE FROM THESE CONCEPTS TO MEET YOUR NEEDS!

CROSSWALK TO IMPLEMENTATION

SCRUM MASTER

A member of an agile development team that **oversees day-to-day operations** of the project, **addresses obstacles,** and **ensures the team is following Agile principles.**

Identify a team member who **facilitates communication** with the Product Owner, **ensures the process is followed**, and **removes roadblocks.**

At the NRC, this role could be held by a project manager.

PROJECT SPONSOR

The individual who has **ultimate responsibility** for the product development effort and **management of the product backlog.**

Designate an individual who provides **high-level oversight, manages the list of project tasks,** ensures **collaboration and outreach, and provides communications** to higher levels of the organization.

At the NRC, this role could be held by a manager or senior technical advisor from the program area.

DEVELOPMENT TEAM

A **cross-functional** team of experts who collectively are responsible for **delivering the product.**

Assemble a team made up of staff from the affected offices with the **needed knowledge and skills** to complete the task. The group should be kept **small** (ideally 3-8 staff) and bring on others as consultants as needed.

PRODUCT BACKLOG

A list of **all things that need to be done** within the project.

Compile a list of **all tasks** that need to be completed for a project.

At the NRC, this may include briefings, external outreach, research, brainstorming options, preparing outlines and drafts, writing and revising documents, concurrence, etc.

SPRINT

A **short mini project** no longer than a month, during which a potentially **releasable product increment** is created. Sprints should have a consistent duration throughout a development effort.

Define a **short period of time** during which the team will **complete chosen tasks** for the **specific project phase.**

SPRINT PLANNING

A **timed meeting** during which the team defines a **realistic list of tasks** identified to be completed during the Sprint.

Collaborate with the development team and product owner to determine the **most valuable activities** that can be completed during the next phase.

SPRINT REVIEW

An informal meeting held at the end of the Sprint to inspect the increment. Intended to **elicit feedback and foster collaboration** on the next things that could be done to optimize value.

Review the **current status** of the product, **get feedback and alignment**, and **adjust course** as needed prior to continuing with the product development.

STANDUP

A daily 15-minute event where the Development Team **coordinates activities and creates a plan** for the next 24 hours of the Sprint.

Hold a **quick, routine standup meeting** to review status of tasks since the last meeting, and **plan the next set of activities** to be completed. Does not have to be daily, but frequency should be fixed.