

Agile Project Management: The Highsmith A3

Team Name:		Situation:															
E: Envision (Determine Vision, Objectives, Constraints and Community)																	
Project Vision: What is the Project vision? - Elevator Test		Business Objectives: What are the project's business objectives?															
Project Scope: What is the total project scope? Define Project Guidelines Objectives and Constraints		Project Architecture: Describe how the project will be carried out the internal plumbing.															
		<table border="1"> <tr> <td>Trade-off Matrix:</td> <td>Fixed</td> <td>Flexible</td> <td>Accept</td> </tr> <tr> <td>Scope</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Schedule</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cost</td> <td></td> <td></td> <td></td> </tr> </table>		Trade-off Matrix:	Fixed	Flexible	Accept	Scope				Schedule				Cost	
Trade-off Matrix:	Fixed	Flexible	Accept														
Scope																	
Schedule																	
Cost																	
Project Community: List participants & expected impact on project		Project Team: List team members & roles															
Critical		Team Lead:															
Essential		Team Members:															
Non-Direct:																	

S: Speculate (Develop a Capability and Iteration Plan to deliver on Vision)
Focus on Stories: Create small experiments in story form and develop a backlog
Release Planning: Plan customer experience stories over an extended period of time and determine risk
Prepare for Deployment: Plan iterations grouping stories if needed prioritizing learning and reducing risk.

E: Explore (Run small iterations constantly seeking to reduce risk and uncertainty)
Iteration Planning: Decide story release, workload management (WIP) and how it will monitored.
Team Assistance: Establish rhythm by provide resources, remove roadblocks and align capabilities with iteration.
Decision Making: Frame decision model guided by project principles developing team cohesion and clarity along the way.

A: Adapt (Review Results, Current Situation, Team Performance)
Value: Are we progressing toward our target?
Constraints: Are we staying within our original budget, scope?
Team: Is our performance acceptable? Can we make the necessary decisions? Do we need help?
Parking Lot: What obstacles are present?

Determine to iterate (Explore) more, move to Close, or Loop to Speculate

C: Close (Conclude the project, pass along key learnings and celebrate)
Open Items: Do we have anything open? Close and note
Document: Project outcomes and project learnings.
Deliverable: If this project is to be standardized ofr others use. pass on and insure continuation.