



What is agile?

It's a way of working where a project is delivered frequently in stages; work is completed iteratively and collaboratively



Iterative or agile techniques can be applied to a range of sectors



You can use specific agile techniques that benefit the projects and your team, you don't have to change the entire project approach



Agile projects have planning and controls which are 'little and often' and 'just enough' for the project

Agile techniques encourage

Transparency

Collaboration

Reflection

Reviews

Agile technique 1 Stand up meetings

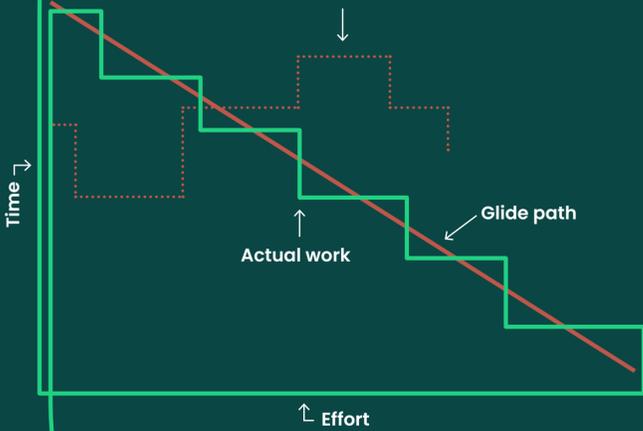
These are short daily meetings where team members can share what they're working on and if they need help. They're a good way to keep everyone up to date.

- What did we do yesterday that helps the team?
- What did I do today that helps the team move forward?
- Are there any blockers that prevent our team from moving forward?

Top tip: occasionally invite stakeholders and customers to attend so they understand where the project is.



Your burndown chart might look like this, where the actual work shows there's more to do or estimates were incorrect. By seeing this early on, you can address the issues, and find out where the extra work has come from!



Agile technique 2 Burndown charts

'Effort' shows how much work needs to be completed (measured in days).

'Time' starts on day zero and the time to completion, e.g. 30 days, is plotted on the X axis.

Glide path shows all effort outstanding at day 0 to no effort left on day 30.

Actual work is a stepped line which shows the work remaining and work completed. Comparing the glide path with actual work shows whether the team and project are on track.

Agile technique 3 Task boards

It's an effective way to monitor and plan the team's work, visualise change and prioritise tasks.

Backlog	Contains the work that needs to happen. These are ordered and planned based on priority.
To-do	Is the work that needs to be completed in the present stage. Backlog items are added to this when they need to be worked on.
Doing	Is work that's being completed right now.
Done	Shows work that's...done!
Parking lot	Is where you put tasks that can't be worked on or ideas the team has.



These agile techniques can work with any project method, they're not limited to agile. You also don't have to use them all; choose the ones that work for you, your team and the project.

For more details and guidance on when and how to use agile techniques visit apm.org.uk/apm-learning