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For more dialogue sheet downloads, printed sheets and information see http://www.dialoguesheets.com

Agile Kick-off Dialogue Sheet V2

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1. Start here
This is a dialogue sheet, it is designed to promote good conversation.
Team members should seat themselves equally around the sheet so each question can be read by at least one person easily. Take one question at a time, **skip questions if you like**. The person closest to the question should read out the question and take notes of the discussion.
Each person should get a chance to read and note at least one question.

2. Set up
Make sure everyone has a pen to write on this sheet.

Agree how long you will spend working on this sheet.
(A small group might need 1 hour & a big group 2.)

3. Like / Dislike
In the space above make a list of the Agile ideas you like - why do you like them?
Make another list of those you dislike - why do you dislike them?

Likes

Dislikes

Use this space however you like notes, ideas, comments and suggestions.

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This way!

4. Agile now?
What Agile like practices and processes are you and your team following at the moment?

5. Approach?
Will you take an **Iterative**, **Incremental** or **Evolutionary** approach?

Iterative: Requirements document exists & wil be salami sliced; occasional deliveries; change requests resisted
Incremental: requirements document exists -> will be salami sliced,regular deliveries, change requests embraced
Evolutionary: Requirements still being worked out, regular deliveries, change requests are requirements

6. Who is the Product Owner / Customer?
Do they have enough authority & legitimacy to decide what to do next?
Do they have the time to do the role?

7. Initial Backlog
When will the initial product backlog be ready?

8. Who's else is on the team?
List the names below
What are their responsibilities?

1. .....
2. .....
3. .....
4. .....
5. .....
6. .....
7. .....
8. .....
9. .....
....

Remember to let the question reader lead the discussion

9. Tracking
Will you use **Burn-Down Charts** or **Cumulative Flow Diagrams**?
Who is responsible for making them and keeping them up to date?

10. Rhythm
How long will your Sprints/Iterations be?

This way!

How much time have you left for this dialogue sheet? Enough?

11. When will you hold your planning meetings?
When will you hold your reviews & retrospectives?
How often will you release?
How often will you do Demos?

12. Stand-up meetings
Will you hold stand-up meetings?
What time will you hold your meetings?
Where will you hold them?

13. Facilitator
Who will facilitate the stand-up meetings, planning meetings, etc.?
Do you have a dedicated Scrum Master?
Do you have an Agile Coach?

14. Board
Do you have a (Kanban) board to show work?

15. Quality
What can you do to improve quality?
And reduce rework?

16. Blocks
What blocks or obstacles do you see to working Agile?

17. Risks?
What risks do you see?
How might you address these?

18. Help!
What help do you need in adopting Agile?
Who can you call when you are stuck?

19. What else?
What else do you need to help you do this?

20. Action plan
From the previous discussions, which 3 things do you need most to ***Get Agile!***

#1 .....
#2 .....
#3 .....

Before you begin
This dialogue sheet is intended for groups of 2 to 8 people. If you have a group larger than 8 then split in two or more separate groups, give each group a separate sheet to work on and compare action plans at the end.

Please tell us about your experience using this sheet. Send feedback to: **feedback@dialoguesheets.com**

"It is impossible to live without failing at something, unless you live so cautiously that you might as well not have lived at all – in which case, you fail by default." JK Rowling

"We cannot rely on mass inspection to improve quality." W. Edwards Deming

"The art of leadership is saying no, not yes. It is very easy to say yes." Tony Blair

"Plans are only good intentions unless they immediately degenerate into hard work." -- Peter Drucker

"Real artists ship." Steve Jobs

"Responding to change over following a plan." Agile Manifesto

"Customer collaboration over contract negotiation." Agile Manifesto

"Individuals and interactions over processes and tools." Agile Manifesto

"Working software over comprehensive documentation." Agile Manifesto

"Only those who will risk going too far can possibly find out how far one can go" TS Elliot

"Luck is what happens when preparation meets opportunity" Seneca

"It's been my experience that you can nearly always enjoy things if you make up your mind firmly that you will." Lucy Maud Montgomery

"Everyone thinks of changing the world, but no one thinks of changing himself." Tolstoy

"They always say time changes things, but you actually have to change them yourself." -- Andy Warhol

"Over and over, people try to design systems that make tomorrow's work easy. But when tomorrow comes it turns out they didn't quite understand tomorrow's work, and they actually made it harder." Ward Cunningham

"I say, forget all that and ask yourself, "What's the simplest thing that could possibly work?" Ward Cunningham

"It all comes to this: the simplest way to be happy is to do good." Helen Keller

"A pessimist sees the difficult in every opportunity; an optimist see the opportunity in every difficulty". Winston Churchill