

# 18

## Templates for building



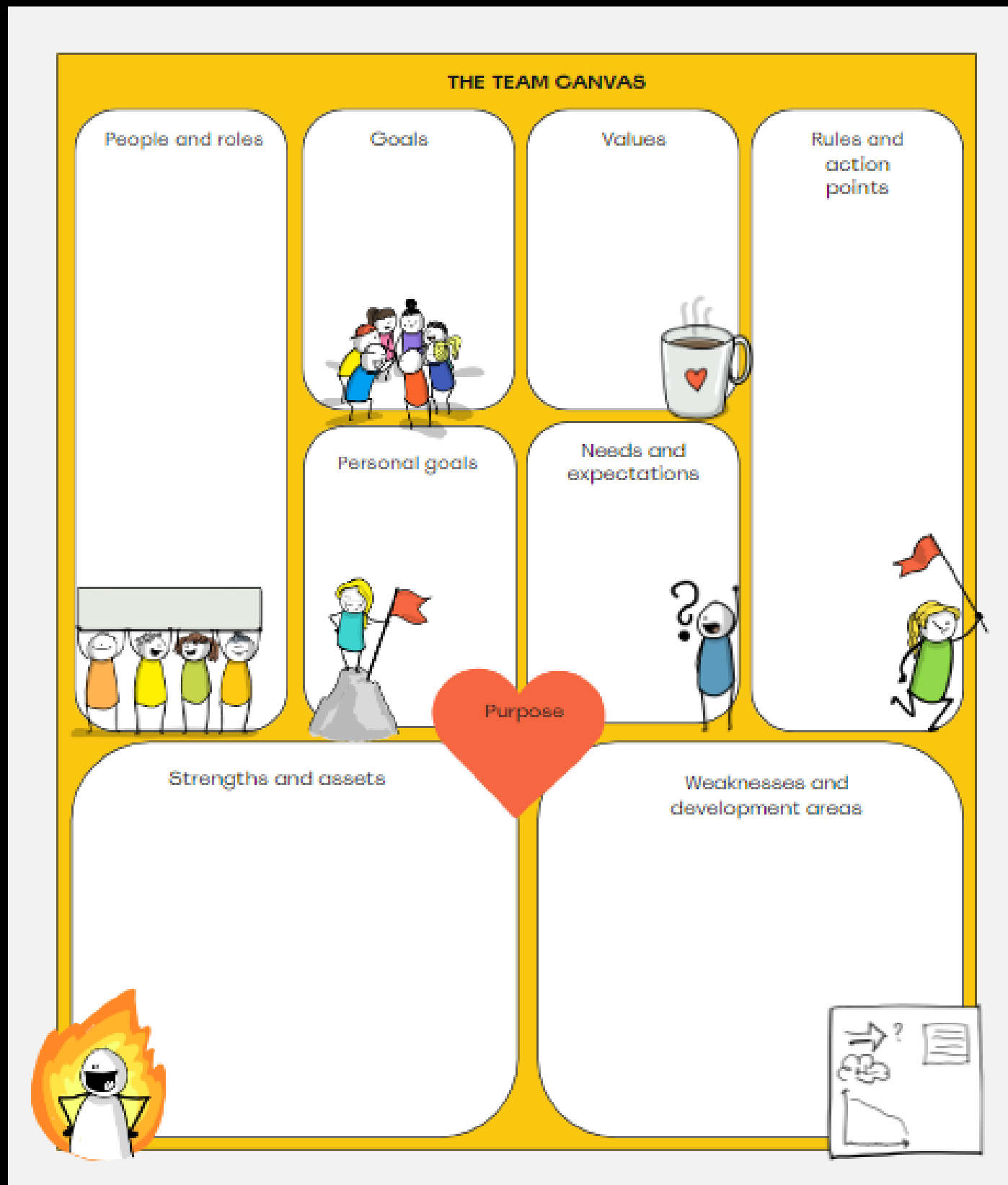
### **GREAT**

### teams

### virtually agile

1

# Team Canvas *Drawify*



A great starting point for new teams

Creating a Team Canvas together will provide an initial focal point and define the what, the how, and **the why** of the team.

# Delegation Poker

## Delegation Board - Example

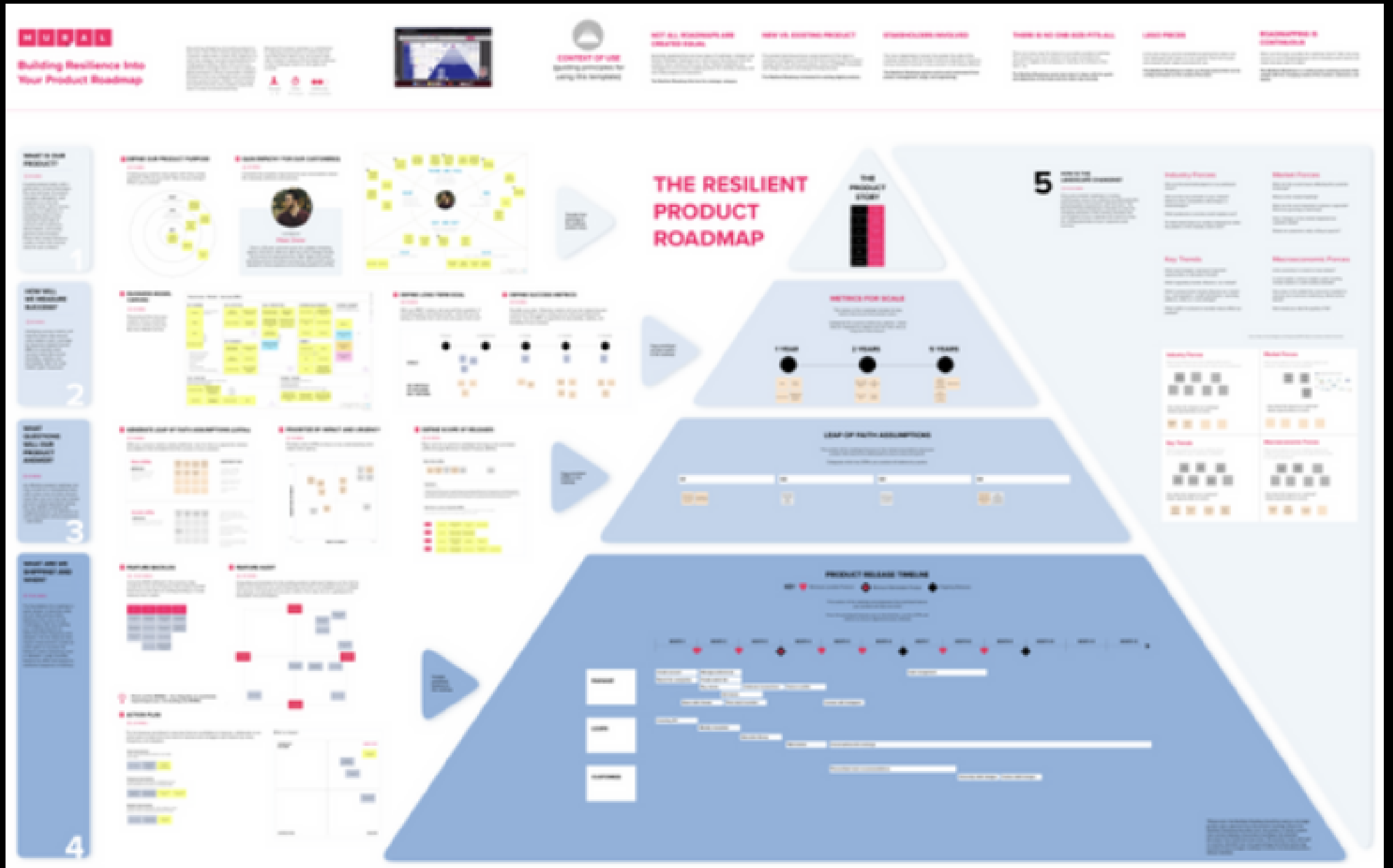
MANAGEMENT 3.0	1	2	3	4	5	6	7
	Tell I will tell them	Sell I will try and sell it to them	Consult I will consult and then decide	Agree We will agree together	Advise I will advise but they decide	Inquire I will inquire after they decide	Delegate I will fully delegate
Deciding on hire new team members				★			
Role of team members					★		
Salaries		★					
Bonus			★				
Leave days							★
Training program						★	
Promotion			★				
Tools							★
Process to in team						★	
Goals of team			★				

Use Delegation Poker to clarify who's responsible for what and to what level in your teams

This is a method where you can encourage engagement through controlled **self-organization**, clarified value and decision-making.

# 3

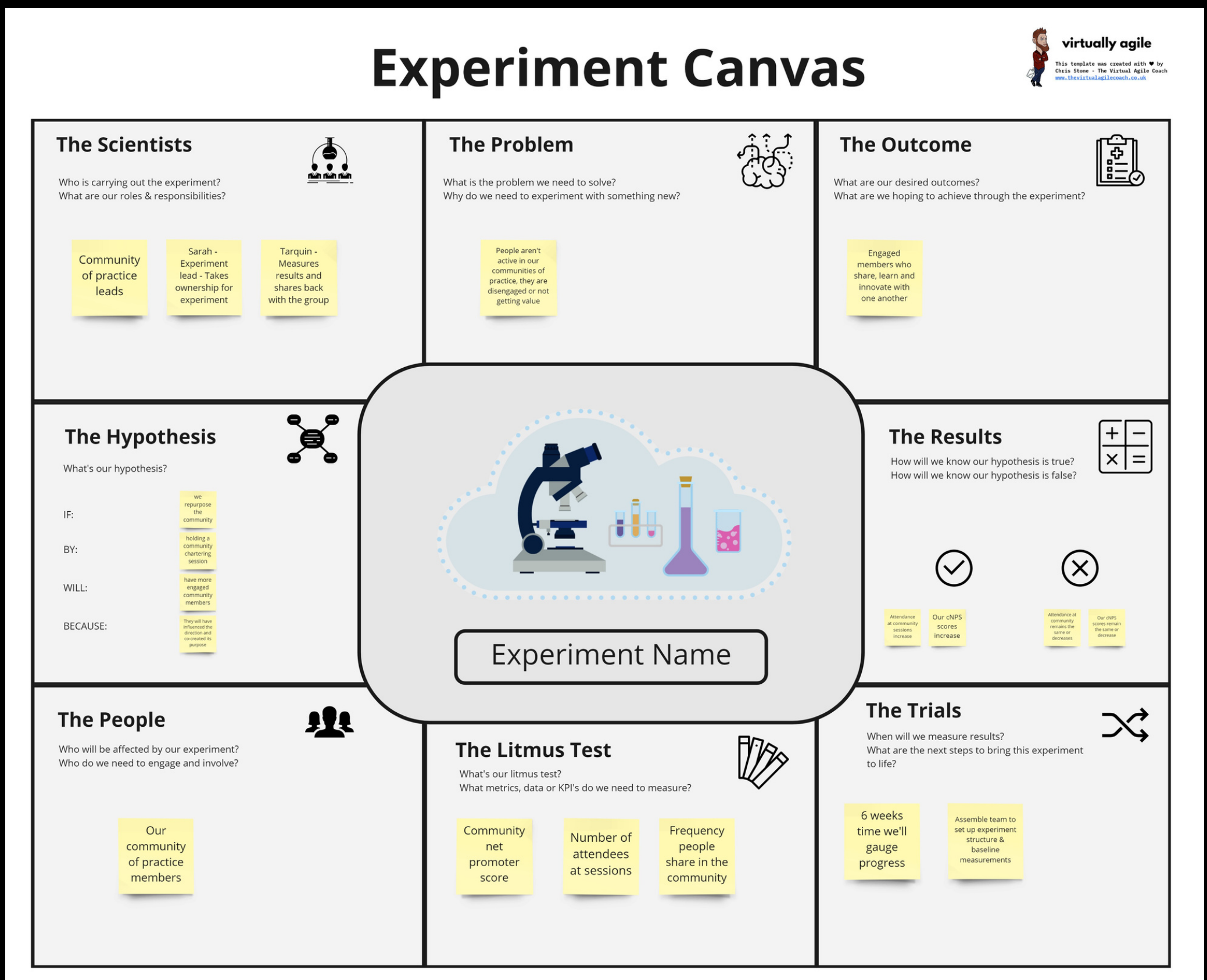
# The Resilient Product Roadmap



An end-to-end workshop template.

Utilising a wealth of product theory to craft your **vision**, empathy mapping, metrics for success and roadmap creation.

# Experiment Canvas

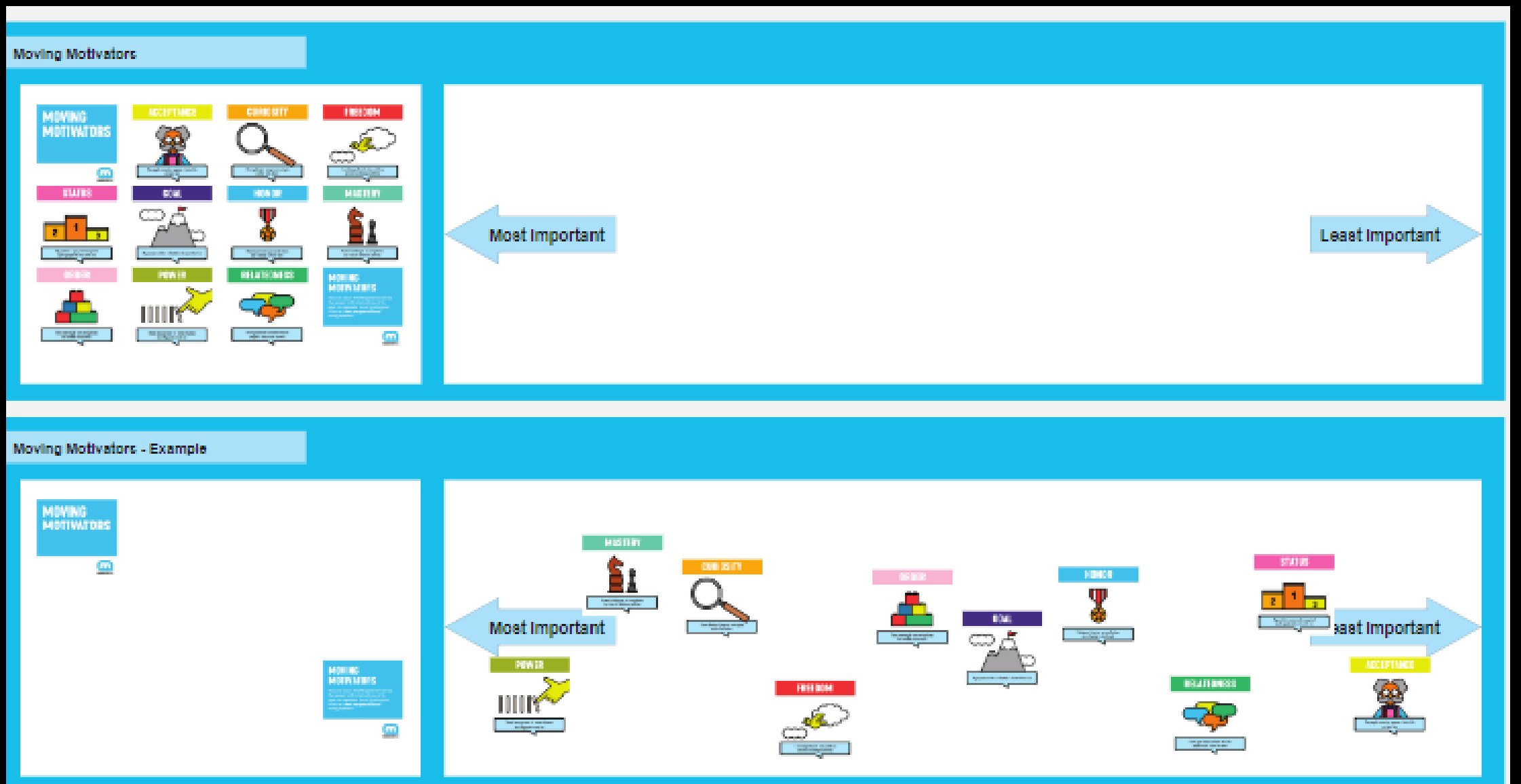


**Experimentation after all is one of the keys to continuous improvement.**

**Use this template to **co-create** new experiments with your teams**

# 5

# Moving Motivators



Find out what really **motivates** yourself, your team with this awesome card set.

One of the easiest and definitely most fun ways to delve into both your intrinsic motivations is to play **Moving Motivators!**

# 6

# Organising your backlog

## 8 Different Ways to Organize Your Backlog









- 1 User Story Map**  
Backlog as a User Story Map  
User Story Maps are a great way to quickly build out your backlog for the first time, it's also a powerful tool for release planning.  
For more mature products you often split my user story map by customer archetype, JTAC, objectives, and even problem spaces, depending on what makes the most sense.
- 2 Idea Funnel Backlog**  
Idea Funnel Backlog feeding into a Kanban board  
Literally a Funnel - a great way to visualize your backlog and to actually physically restrict the number of product backlog items that are at the "top" (well) "right" of the backlog.  
This form of backlog is great to help with prioritization and focus while also keeping things fluid without too much overhead or formal structure.
- 3 Opportunity Backlog**  
Splitting your backlog into two - Opportunity Backlog for discovery and Development for delivery.  
All the ideas, problem spaces, and opportunities are thrown in here, if validated as a good idea they graduate to the delivery backlog.  
And eventually the learning will lead to more opportunities, and thus making its way back into the Opportunity Backlog, and thus the cycle of Product Development.
- 4 Classes of Work Backlog**  
Divide your backlog into multiple smaller backlogs based on different classes of work.  
What often happens is that in order to keep track of everything product managers go tabling crazy. When you think about it what they are actually doing is dividing their backlog into multiple smaller backlogs based on different classes of work.  
One simple thing to do is to literally separate them. Most tools will allow you to achieve this using different views and filters whilst keeping the integrity of a single view for things like your reports.
- 5 Tree Backlog**  
Tree backlogs are great for complex products with many different feature sets.  
Technology Trees are great for complex products with many different types of features. Representing your backlog in this manner is a great way to visually show how different features inter-relate and how certain functionality can stem out simple and incrementally be enhanced.
- 6 Impact Map Backlog**  
Impact maps are great for creating many alternative paths towards a particular outcome.  
Impact mapping works in a similar way to the Tree Backlog in the sense that it branches out. However, unlike the Tree each stage in the backlog is not another backlog item rather it represents a stage in the impact map moving from the WHY - WHO - WHAT - HOW.  
Representing your backlog this way is great for keeping everything outcome orientated. However impact mapping backlogs aren't great at representing other classes of work such as technical debt, bug fixes, etc.
- 7 Circle Backlog**  
Circle backlogs are perfect for creating "flow" to complete your work while still maintaining a holistic view in one place.  
There's just something about breaking the mould - or perhaps it has to do with the lack of corners - that brings the creativity out in people.  
You can even get creative and have different size items, a great way to physically restrict workload much like the Funnel Backlog they also can act as a roadmap + Backlog in one.
- 8 Conversion Funnel Backlog**  
Conversion Funnel Backlog are great for early and growth stage products with clear conversion.  
It brings two important pieces of information together, the quantitative data around drop-off/upsell/pain-points in your funnel but also the Backlog items/opportunity areas.  
If there is a clear drop off at a particular point then everything within that section of the backlog is now your top priority. You get laser focus, and you keep focusing on that section of the backlog until the numbers improve or if you get another compelling reason to focus on something else.

## 8 Visual ways to represent your backlog

This great template includes several different ways to organise & prioritise a backlog

No more need for just lists!

# 5 Dysfunctions retro

Team Name: <input type="text"/>		Retro Date: <input type="text"/>	
<p>"Regardless of what we discover, we understand and truly believe that everyone did the best job they could, given what they knew at the time, their skills and abilities, the resources available, and the situation at hand."</p>		<p>Actions / Experiments Identify 3-5 actions or experiments to try in the next few weeks.</p>	
<p>What makes a good team? Share an image in the box of what you believe represents a good team =&gt;</p> 			
<p>Commitment to results Where could we pay greater attention to our results? How can we better focus on our collective goals as a team?</p> <p>Avoidance of accountability How can we hold each other accountable as a team? What would improve our teams accountability to our work?</p> <p>Lack of commitment What might help us buy-in to our collective decisions? Where could we feel more comfortable making commitments?</p> <p>Fear of conflict How could we create an environment of healthy conflict? What would enable us to challenge each other safely?</p> <p>Absence of trust How could we build a foundation of trust? What might strengthen our trust in one another?</p>			
		Next Retro date	
			
		Ideas for next retro format..	
			
			
		<p>This template was created with by the Virtual Agile Coach <a href="http://www.thevirtualagilecoach.com">www.thevirtualagilecoach.com</a></p>	
Rate your retro!			
			
<p>Using a fist of five, allow the team to rate individually how the retro went. Average score wins.</p> <p>Use this to improve your retrospectives over time and to drive your collective focus towards retrospective excellence</p> 		<p>1 = Retrospective took place, some team members were missing, potential improvements discussed, time box not respected</p> <p>2 = Whole team in attendance, some people contributed, may have identified improvements without owners (where applicable)</p> <p>3 = Majority of team contributed, opinions may or not have been openly shared due to fear of judgement or conflict, actions identified with owners (where applicable)</p> <p>4 = Time box respected, Majority of team contributed without fear of judgement, time box respected, team celebrated success AND reflected on challenges, actions identified with owners (where applicable)</p> <p>5 = Whole team contributed without fear of judgement, time box respected, actions identified with owners (where applicable) team celebrated success AND reflected on challenges.</p>	

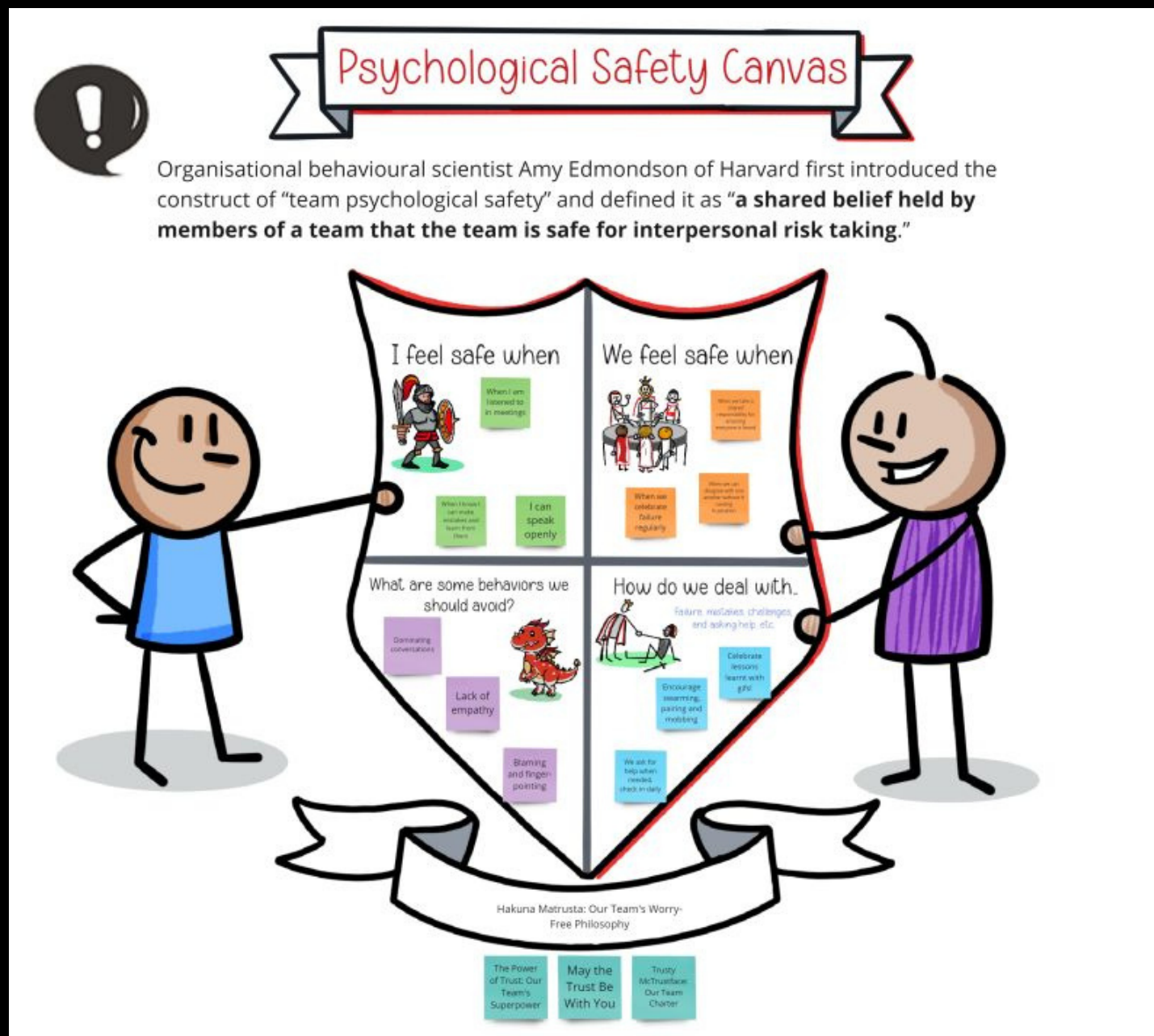
One of my top retros for helping teams improve

Use this template to,

- Kick off a new team and align around how they can avoid the **dysfunctions**.
- Help solve dysfunctional behaviour in an existing team.



# Psychological Safety - Coat of Arms



**Build the foundations of Psychological Safety right from the beginning**

**Use this to help your teams understand the conditions they feel safe under, the behaviours they do & don't want to exhibit and create an **aligned understanding** as to what safety means for them.**

# Spotify Team Health

**Delivering Value**  
We deliver great stuff! We're proud of it and our stakeholders are really happy.  
We deliver crap. We feel embarrassed to deliver it. Our stakeholders hate us.

**Easy to release**  
Releasing is simple, safe, painless and mostly uneventful.  
Releasing is risky, painful, full of manual work and takes forever.

**Fun**  
We love going to work and have great fun working together!  
Boooooooooo...

**Health of Codebase**  
We're proud of the quality of our code! It is clean, easy to read and has great test coverage.  
Our code is a pile of slugs and technical debt. It's raging out of control.

**Learning**  
We're learning lots of interesting stuff all the time!  
We never have time to learn anything.

**Mission**  
We know exactly why we are here and we're really excited about it!  
We have no idea why we are here and we're completely unclear and unengaged.

**Pawns or Players**  
We are in control of our own destiny! We decide what to build and how to build it.  
We are just pawns in a game of chess with no influence over what we build or how we build it.

**Speed**  
We get stuff done really quickly! No waiting and no delays.  
We never seem to get anything done. We keep getting stuck or interrupted. Issues keep getting stuck on dependencies.

**Suitable Process**  
Our way of working fits us perfectly!  
Our way of working sucks.

**Support**  
We always get great support and help when we ask for it.  
We keep getting stuck because we can't get the support and help that we ask for.

**Teamwork**  
We are a really gelled super team with awesome collaboration!  
We are a bunch of individuals that neither know our own stuff nor what the other people in the squad are doing.

**Proactive**  
We are on top of our customers and proactively identify and prevent problems from happening.  
We are lagging it. All too often we do in response to things that have already happened. Constant firefighting.

**Inclusive**  
Everyone is welcome and treated with respect on the team no matter their background.  
We are a toxic culture and anyone who is different will have a hard time succeeding on this team.

**Communication**  
We always know what information is relevant and important to them.  
We have trouble staying on topic or don't communicate enough.

**Feedback**  
We support each other's growth efforts with both positive and constructive feedback.  
We don't know how to give or receive feedback in a healthy way.

**Stress**  
Things are pretty relaxed and feel under control. I don't feel stressed.  
Feeling super stressed!

Green doesn't necessarily mean things are perfect. It just means the squad is happy with this, and see no major need for improvement right now.  
Yellow means there are some important problems that need addressing, but it's not a disaster.  
Red means this really sucks and needs to be improved.

Upwards means things are improving, trending in the right direction.  
Sideways means things are remaining as they are, not improving but not getting worse.  
Downwards means things are getting worse, trending in the wrong direction.

## Team Hulk

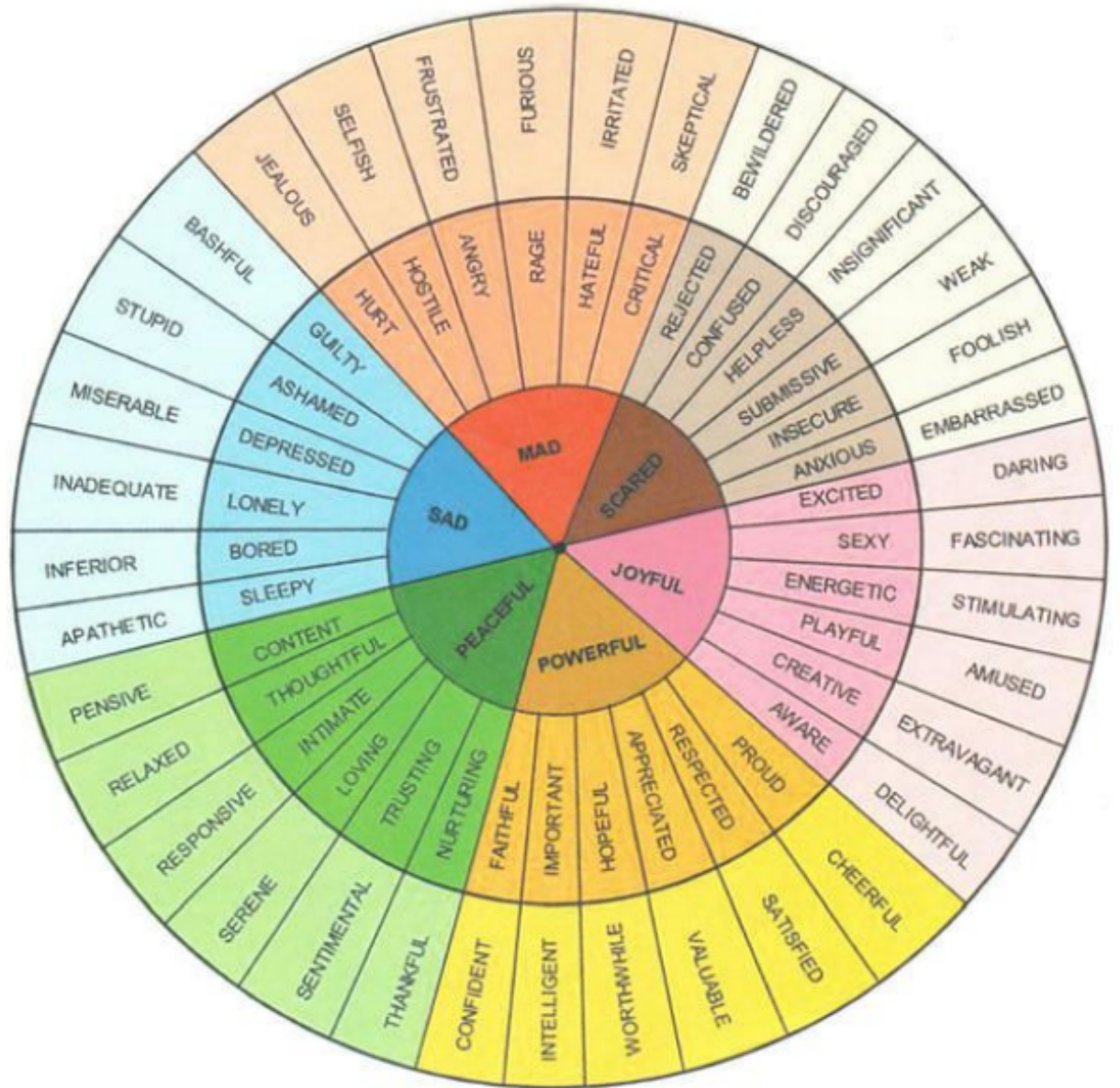
	Jan	Notes	Apr	Notes	Jul	Notes
Delivering Value		We get great feedback in general, but could engage with more (more other)				
Easy to release		Releasing is always painful, very manual		We need to focus more here		
Fun		We tend to enjoy our work but this could be improved				
Health of codebase		A lot of technical debt that slows down our delivery				
Learning		We're often learning a lot				
Mission		Pretty clear on our mission, it could be more motivating				
Pawns or Players		Resourcing an area is a challenge, we have a lot of dependencies on other teams		Support from management had helped to change this, we've got more influence over what we build something		
Speed		We get delayed a lot by dependencies which slows us down		Our speed has gotten worse		
Suitable process		We work well as a team but our delivery process needs a lot of work		Moving in the right direction..		
Support		We feel like a lot of things have been compared to other teams that led to get support where we needed				
Teamwork		Great collaboration in this squad!				
Proactive		Feels like we are often firefighting				
Inclusive		Psychological safety needs to improve, we need to work on our inclusivity		Inclusivity improving, let's keep this up!		
Communication		We often go off topic but do communicate frequently				
Feedback		We always support each other with feedback that helps us to improve		We have let this slip a little as we've focused elsewhere		
Stress		We're stressed but it's been improving				

Measure your team health, not velocity

A great alternative to the usual metrics.

Help your teams identify where they need to improve based on their perspective, not an external maturity model.

How do  
you feel  
today?



Enhance your teams emotional vocabulary

An activity with a wealth of use cases. From retros, to town halls, or as a quick 'check in' for a meeting.

Learn the mood of the audience & adjust how you **facilitate** the session accordingly.



Frame it...

- 1 **Drag and drop** the top 2 sticky notes from every breakout group on the corresponding placeholders below.
- 2 **Read out** the sticky notes one by one and start an **open conversation** on the matter.
- 3 Make sure that all voices are heard and that **everyone agrees** with all the sticky notes on the board.

You have now made a big step in shaping your team's future *way of working!*

🕒 25 mins

#### WHERE WE WORK

Group 1	Group 1	Group 2	Group 2
Group 3	Group 3	Group 4	Group 4

#### HOW WE WORK

Group 1	Group 1	Group 2	Group 2
Group 3	Group 3	Group 4	Group 4

**As a team we agree that...**

#### HOW WE STAY CONNECTED

Group 1	Group 1	Group 2	Group 2
Group 3	Group 3	Group 4	Group 4

#### OTHER

Group 1	Group 1	Group 2	Group 2
Group 3	Group 3	Group 4	Group 4

A workshop template by Deloitte that will have you systemically **co-creating** your teams ideal ways of working. It will leverage divergence, before converging back as a group and **balancing** the needs of both the individual and the team.

# Lego Retrospective

Team Name:  Retro Date:

**"Regardless of what we discover, we understand and truly believe that everyone did the best job they could, given what they knew at the time, their skills and abilities, the resources available, and the situation at hand."**

**1 hour**

**Group Icebreaker**  
Build as many lego ducks as you can as a team and add them to the pond in 2 minutes >>>  
*Top tip - Use left click to drag & drop along with PgUp or Right Click + Bring forwards to align your bricks*  
*Ctrl+G will let you group your bricks together before you move them*  
*Selecting a brick or bricks, pressing Ctrl + C then Ctrl+V will allow you to duplicate them if you need more*

**Legospection**  
Let's reflect with Lego.  
Build a Lego model in your personal toybox from the pieces available which represents the last iteration from your perspective. You have 5 minutes.  
Once the 5mins are up, copy your model to the box below. Then, one at a time, share with your team what your model represents and why.

**Legomentation**  
Let's imagine with Lego.  
Build a Lego model in your personal toybox from the pieces available which represents how the next iteration could look if we improved as a team.  
Once the 5mins are up, copy your model to the box below. Then, one at a time, share with your team what your model represents and why.

**Legoaction**  
Using our models as inspiration, identify 3-5 Actions or Experiments that we'll try next

**Next Retro date**

**Ideas for next retro**

**Rate your retro!**

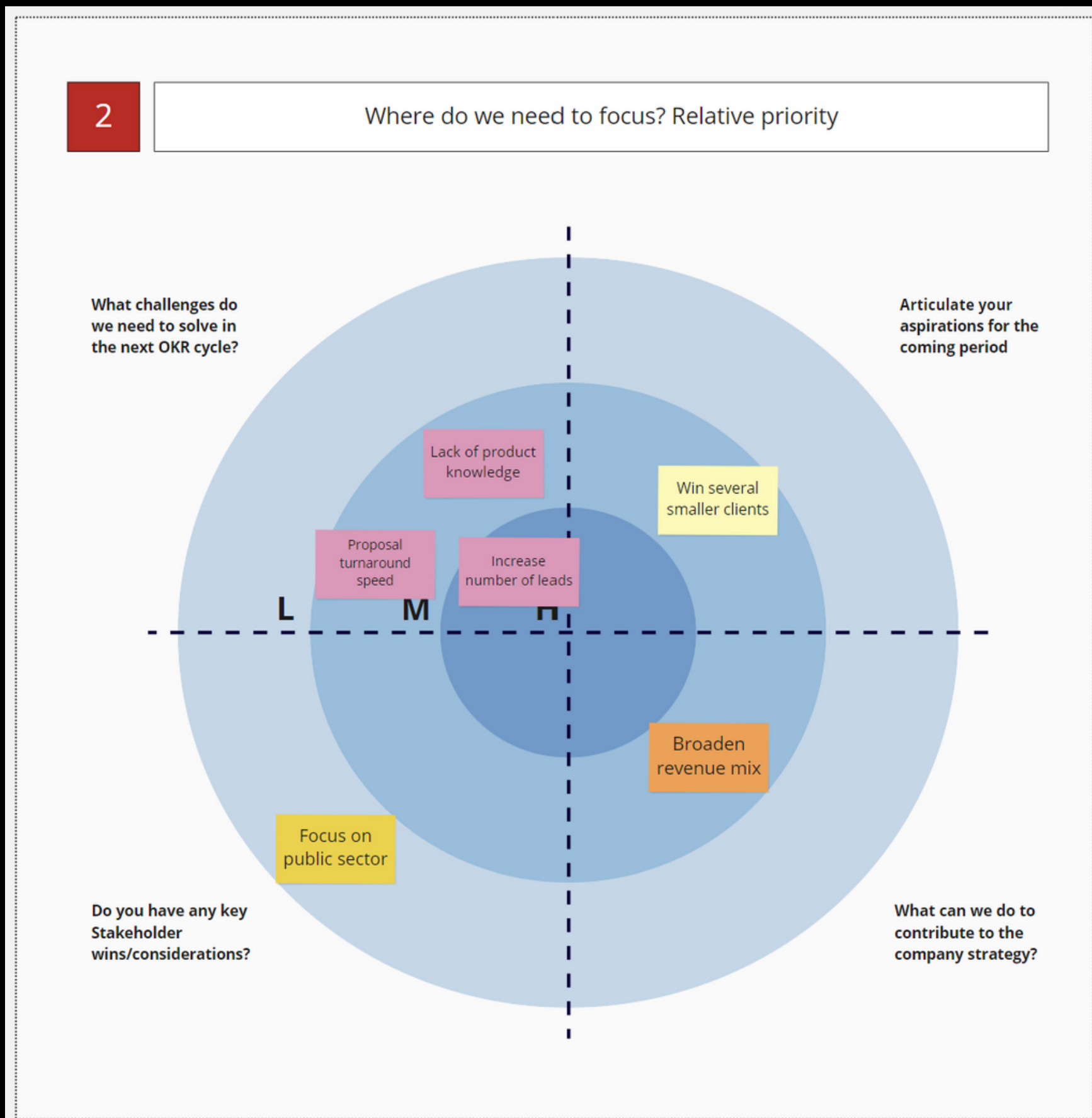
**LEGO SERIOUS PLAY RETRO**

**THE VIRTUAL AGILE COACH**  
Facilitates encounter, regardless of location  
This template was created with ❤️ by The Virtual Agile Coach  
[www.thevirtualagilecoach.co.uk](http://www.thevirtualagilecoach.co.uk)

This lego art was the work of [Said Saddouk](#)

A Lego Serious Play inspired template enabling your team to playfully **visualise** their iteration using virtual lego blocks.

**Engage** different parts of the brain and build the path forwards with your teams, defining your **ideal** next iteration.



A canvas that will help teams to create their OKRs, providing a structure to **focus** their thinking and create **effective** OKRs.

Ideal for any team that is expected to create OKRs every quarter.

## Personal IKIGAI Canvas

Ikigai - the art of finding meaning in life

What is your reason to jump out of bed in the morning?  
That is what the Japanese call "ikigai", (pronounced Ick-ee-guy).

## FOLLOW THESE 10 RULES TO FIND YOUR IKIGAI

1. Stay active and don't retire.
2. Leave urgency behind and adopt a slower pace of life.
3. Only eat until you are 80 per cent full.
4. Surround yourself with positive people & friends.
5. Get in shape through daily, gentle exercise.



6. Smile and acknowledge people around you.
7. Reconnect with nature.
8. Give thanks to anything that brightens your day and makes you feel alive.
9. Live in the moment.
10. Follow your ikigai.

Rules inspired by the book "Ikigai: The Japanese Secret to a Long and Happy Life" by Hector Garcia and Francesc Miralles






Beta 0.1

NAME	DATE CREATED	DATE TO REVIEW	WHO TO REVIEW IT WITH
WHAT DO YOU ENJOY?	WHAT ARE YOU GOOD AT DOING?	WHAT FEELS MOST USEFUL TO YOU?	WHAT CREATES A SENSE OF FORWARD MOMENTUM FOR YOU?
HOW DO YOU RELATE TO OTHERS?			WHAT NEEDS TO CHANGE TO IMPROVE YOUR IKIGAI?
WHAT CAN YOU DO FOR OTHERS?			ACTIONS YOU CAN TAKE?
1. _____ 2. _____ 3. _____ 4. _____ 5. _____			WHAT SUPPORT WOULD YOU LIKE TO GET?
			1. _____ 2. _____ 3. _____

Based on the Japanese concept Ikigai, This canvas can be used to enable **growth** of people and teams.

Because **happier** people are more engaged and deliver better **outcomes**.


## Definition of "Done" Canvas

 <p><b>TEAM NAME</b></p> <p>Avengers X-Force Titans</p> <p>Team(s) who mutually define, own &amp; use this DoD</p>	 <p><b>"DONE" BENCHMARK</b></p> <p>PO accepted</p> <p>Value can be measurably obtained</p> <p>Designed by TDD</p> <p>Capability or Performance has not decreased</p> <p>Fully Integrated Product Increment</p> <p>Increment is Releasable</p> <p>Test Coverage has not decreased</p> <p>Is Reversible</p> <p>Automated Test Coverage is above 90%</p> <p>Dependencies have been eliminated or reduced</p> <p>Documentation is present and simplified 100%</p> <p>Cleanly implemented</p> <p>Implementation Knowledge has been shared with ALL team members</p> <p>Everything required of a realistic comprehensive benchmark for the Team(s) to compare and assess the work items too</p> <p>Enables a shared understanding of what it means for a work item to be considered complete towards the Product Increment</p> <p>Transparently available for planning the amount of work to understand the Team(s) capability</p> <p>Directs inspection of potentially releasable Product Increment item functionality that adheres to this definition of "Done" and is usable</p>
 <p><b>REVIEW DATE</b></p> <p>Feb 14th</p> <p>When the Team(s) last reviewed the DoD together</p>	
 <p><b>ADAPTED DATE</b></p> <p>Feb 10th</p> <p>When the Team(s) last improved the DoD together</p>	
 <p><b>ROBUST RATING</b></p> <p>☆☆☆★☆☆</p> <p>How robust, strong and healthy do the Team(s) feel the DoD is</p>	

www.agileaffinity.com

Authors: Rickard Jones & John Barratt  
Canvas Version: 07/2020





















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It's important for teams to have a shared **understanding** of what it means to be 'Done'. This will narrow focus, minimise re-work and protect quality.

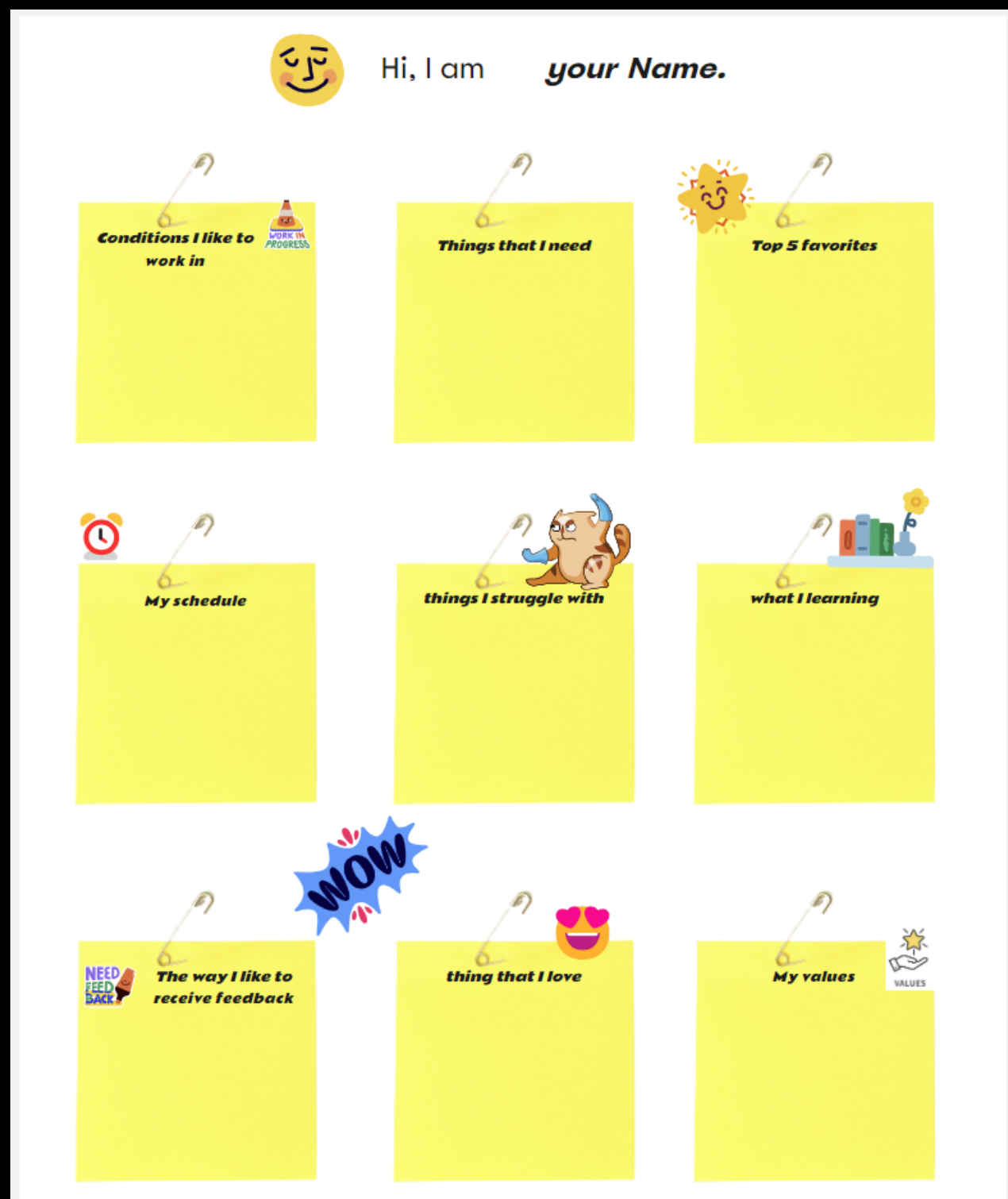
Use this template to create and **maintain** your teams definition.



<p><b>AWESOME</b> </p> <p>For everyone in the ___ team: You're awesome for achieving ___!</p>	<p><b>GOOD JOB</b> </p> <p>Well done ___ for ___!</p>	<p><b>AWESOME</b> </p> <p>For everyone in the ___ team: You're awesome for achieving ___!</p>	<p><b>GOOD JOB</b> </p> <p>Well done ___ for ___!</p>	<p><b>AWESOME</b> </p> <p>For everyone in the ___ team: You're awesome for achieving ___!</p>
<p><b>WELL DONE</b> </p> <p>Good job everyone in the ___ team: I really appreciate the work you did on ___!</p>	<p><b>WISDOM</b> </p> <p>Thank you ___, I've learned so much from ___!</p>	<p><b>WELL DONE</b> </p> <p>Good job everyone in the ___ team: I really appreciate the work you did on ___!</p>	<p><b>WISDOM</b> </p> <p>Thank you ___, I've learned so much from ___!</p>	<p><b>WELL DONE</b> </p> <p>Good job everyone in the ___ team: I really appreciate the work you did on ___!</p>
<p><b>A PRIVILEGE</b> </p> <p>Thank you, it was a privilege working with you on ___!</p>	<p><b>THANK YOU</b> </p> <p>Thank you ___ for ___!</p>	<p><b>A PRIVILEGE</b> </p> <p>Thank you, it was a privilege working with you on ___!</p>	<p><b>THANK YOU</b> </p> <p>Thank you ___ for ___!</p>	<p><b>A PRIVILEGE</b> </p> <p>Thank you, it was a privilege working with you on ___!</p>
<p><b>APPRECIATION</b> </p> <p>What I appreciate most about you ___ is ___!</p>	<p><b>ADD YOUR OWN</b> </p> <p>Insert own text here</p>	<p><b>APPRECIATION</b> </p> <p>What I appreciate most about you ___ is ___!</p>	<p><b>ADD YOUR OWN</b> </p> <p>Insert own text here</p>	<p><b>APPRECIATION</b> </p> <p>What I appreciate most about you ___ is ___!</p>

Great teams take time to recognise and **celebrate** each others great work. Regularly doing so will build a **collaborative & supportive culture.**

This template comes pre-loaded with a range of prompts to help you to periodically celebrate your colleagues.



A 'manual of me' is a user guide to you. Creating these as part of a workshop can build empathy, **build relationships** and share working preferences.

This template by Rafaela Orlando will help you to easily create and share your own manual.

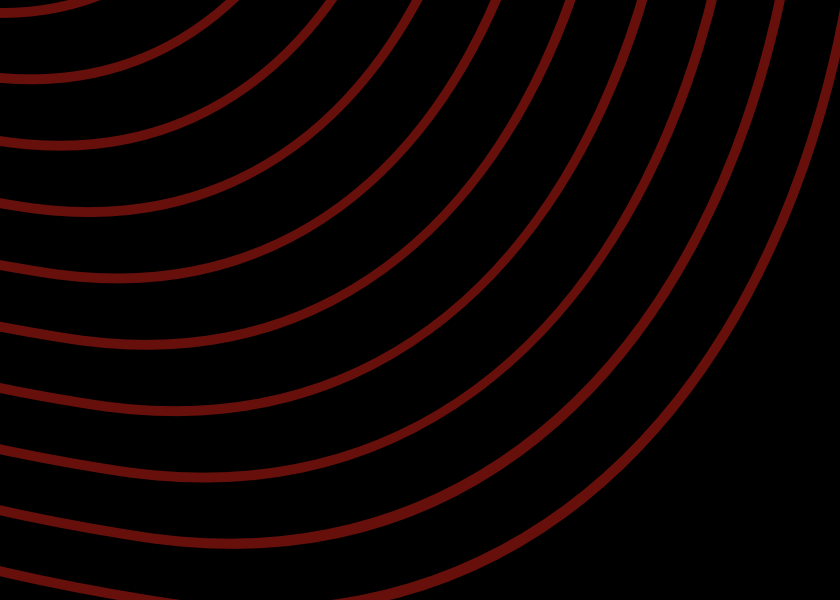
I	D O	A	R	R	T
ntention	esired utcome	genda	oles	ules	ime
Experience a design thinking process	To learn concrete methods and tools for design thinking	<ul style="list-style-type: none"> <li>☛ Check In</li> <li>☛ Stinky Fish Break</li> <li>☛ Discussion</li> <li>☛ Explore</li> <li>Lunch</li> <li>☛ Prototype Break</li> <li>☛ Reflection</li> <li>☛ Check-out</li> </ul>	We are facilitators, you are the explorers.	Bounce the tennis ball, meaning the more you lean in, the better the experience	9:00-16:00  + Breaks when needed
Shared view on how to run a design thinking process	Develop my mindset for how to become more innovative		We lead you through the process, and you lean in, explore, try, get feedback, ok to make mistakes, iterate, try again... make it relevant to your team.	Trust the process	
				Be here now, no phones, Be creative, Try new things, and Have some fun!	

It sounds like "I do art", right? That makes it easy to remember!

Meetings are a **huge overhead** and we should continuously ensure they are adding value to those involved.

IDOARRT is a simple tool to support you to lead an effective meeting or group process by setting out clear purpose, structure, and goals at the very beginning.

The acronym stands for Intention, Desired Outcome, Agenda, Rules, Roles and Responsibilities and Time.



**Follow me to continuously  
improve every day & have  
fun in the process**

 **Repost**

**Sharing is caring**

If you found this  
valuable don't forget  
to share it



**virtually agile**

