18 Templates for building

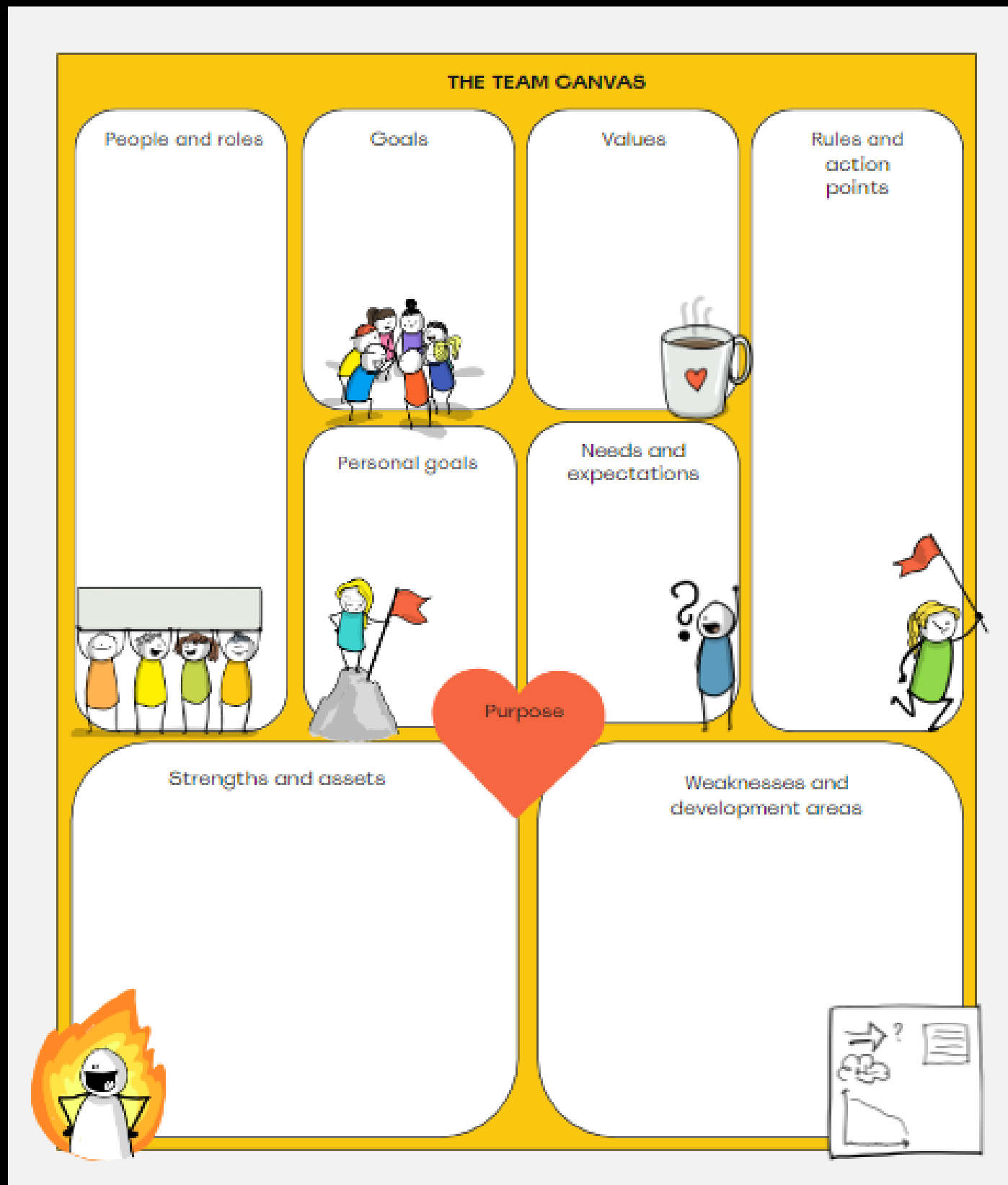## GREAT

teams

virtually agile

Team Canvas *Drawify*

THE TEAM CANVAS

People and roles | Goals | Values | Rules and action points

Personal goals | Needs and expectations

Purpose

Strengths and assets | Weaknesses and development areas

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.

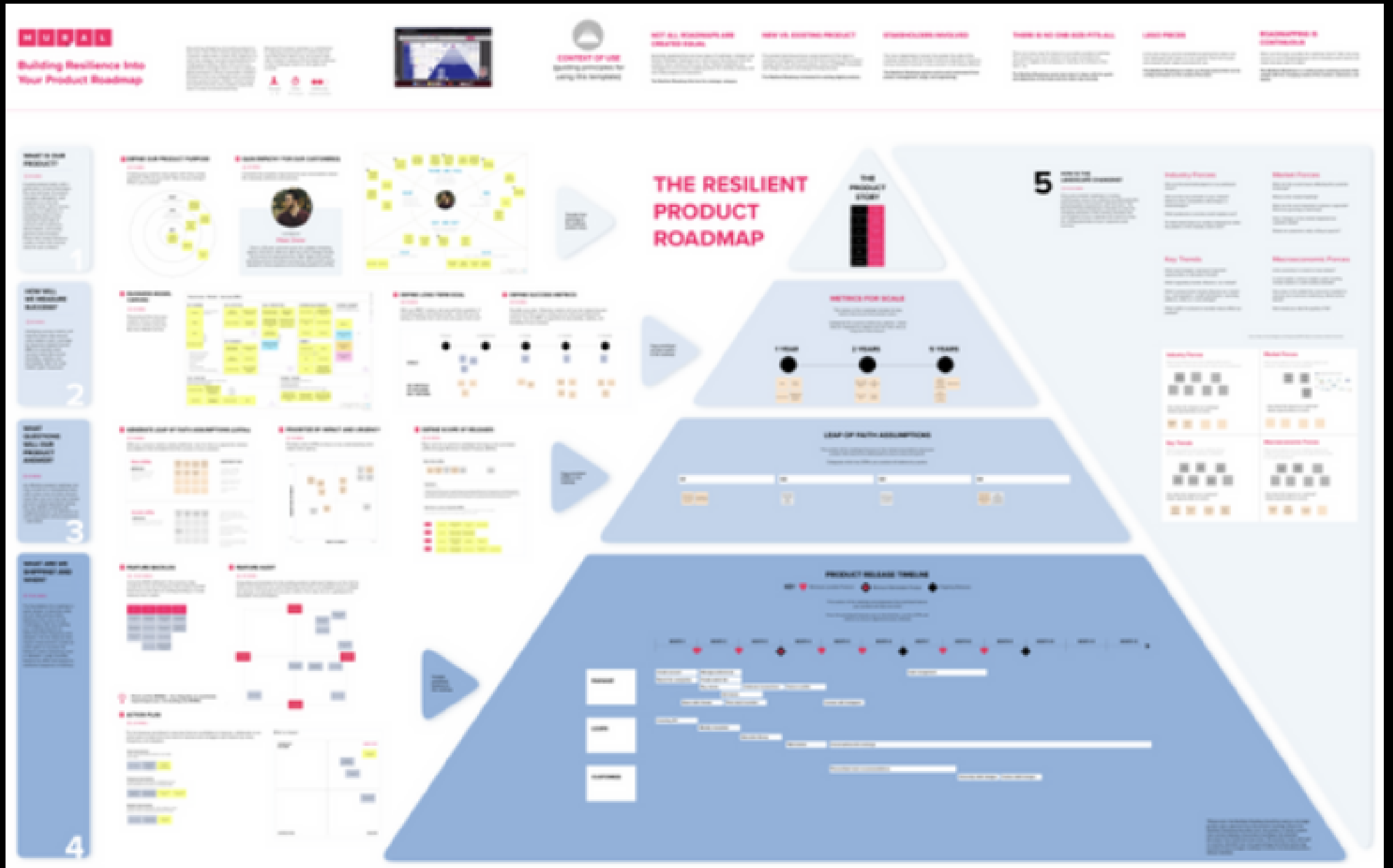## 2 Delegation Poker

Delegation Board - Example

MANAGEMENT 3.0	1 Tell I will tell them	2 Sell I will try and sell it to them	3 Consult I will consult and then decide	4 Agree We will agree together	5 Advise I will advise but they decide	6 Inquire I will inquire after they decide	7 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.
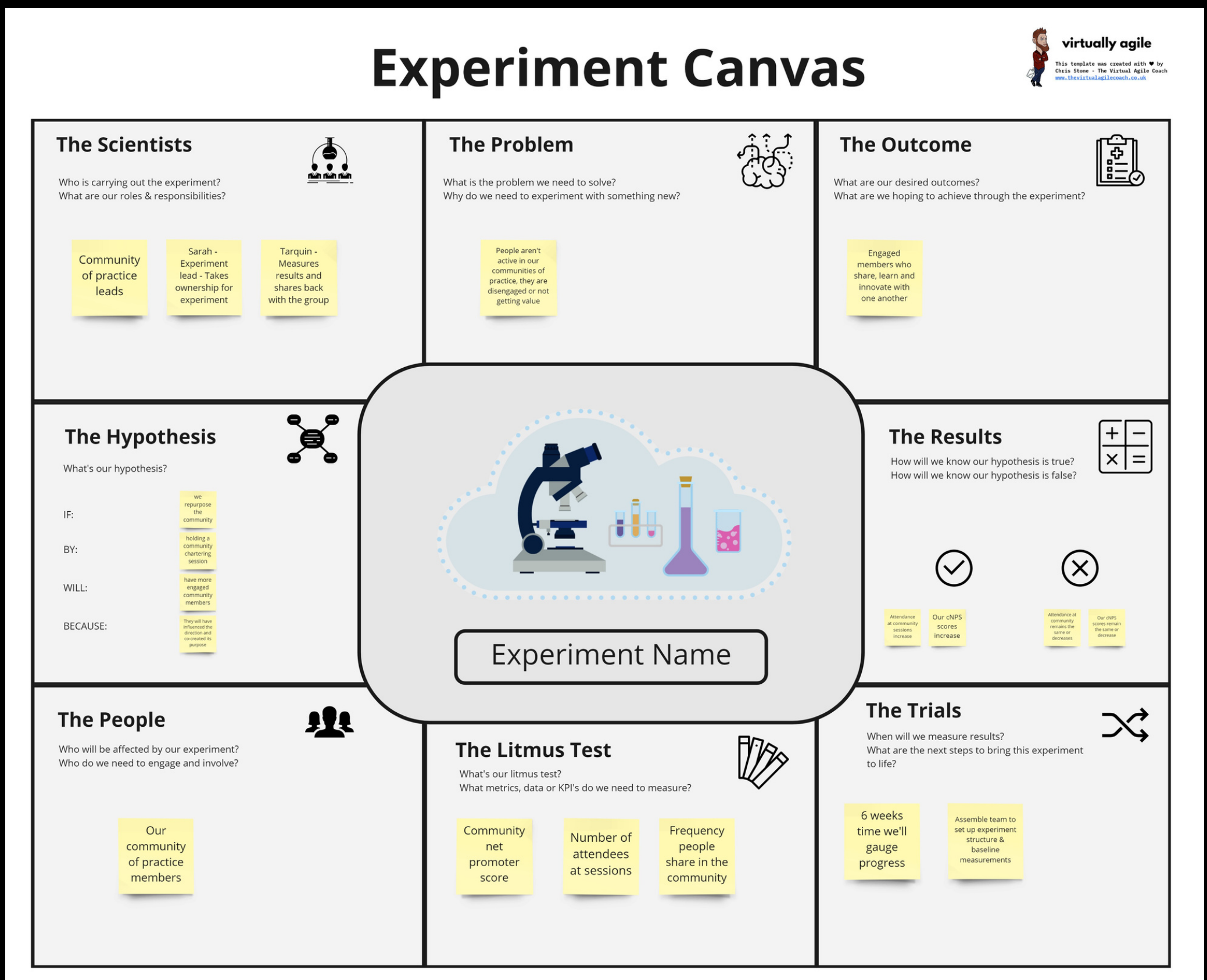
An end-to-end workshop template.

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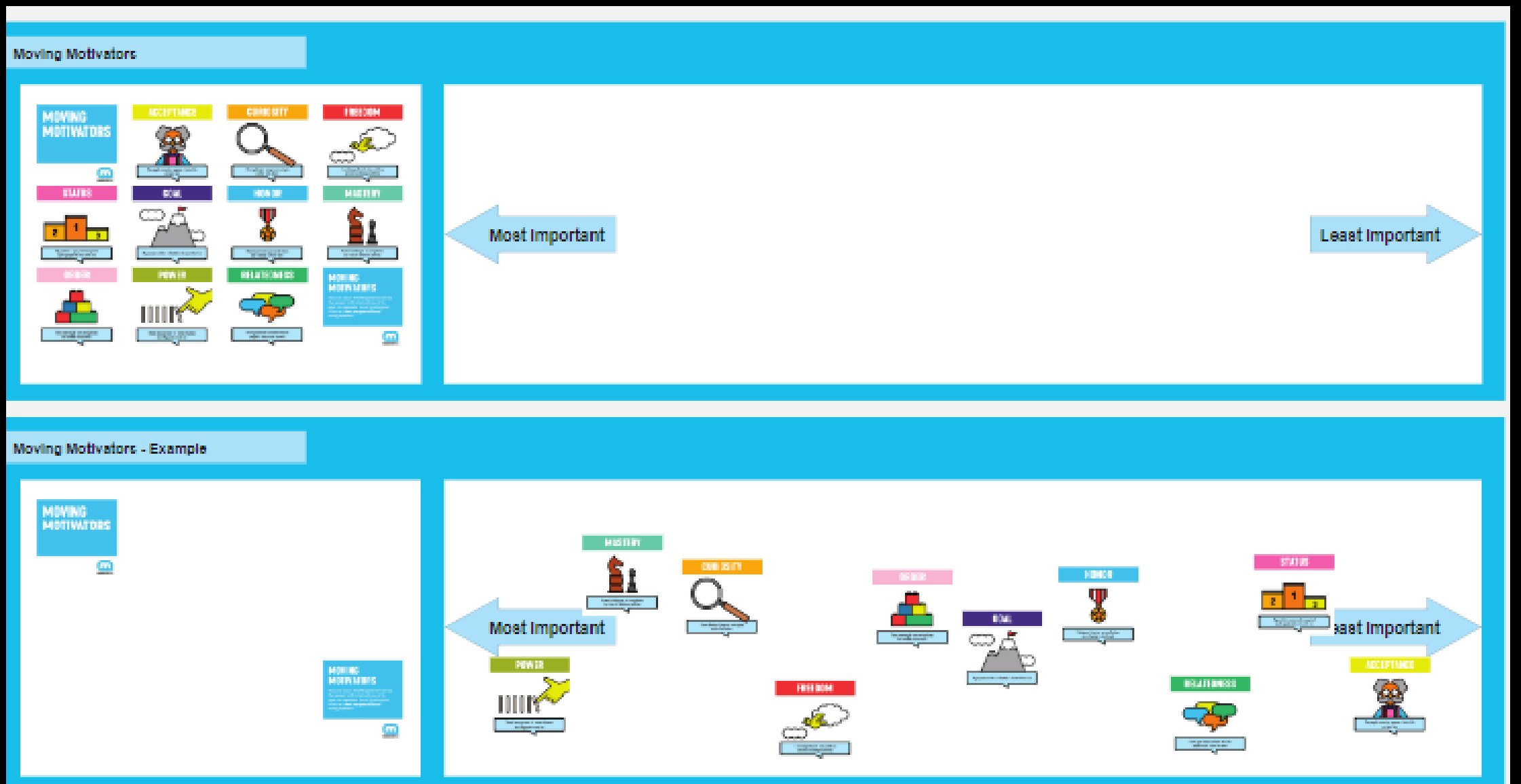
Experiment Canvas

Experiment Canvas

virtually agile
This template was created with ♥ by Chris Stone - The Virtual Agile Coach www.thevirtualagilecoach.co.uk

The Scientists

Who is carrying out the experiment?
What are our roles & responsibilities?

- Community of practice leads
- Sarah - Experiment lead - Takes ownership for experiment
- Tarquin - Measures results and shares back with the group

The Problem

What is the problem we need to solve?
Why do we need to experiment with something new?

- People aren't active in our communities of practice, they are disengaged or not getting value

The Outcome

What are our desired outcomes?
What are we hoping to achieve through the experiment?

- Engaged members who share, learn and innovate with one another

The Hypothesis

What's our hypothesis?

IF:
- we repurpose the community

BY:
- holding a community chartering session

WILL:
- have more engaged community members

BECAUSE:
- They will have influenced the direction and co-created its purpose

Experiment Name

The Results

How will we know our hypothesis is true?
How will we know our hypothesis is false?

✓
- Attendance at community sessions increase
- Our cNPS scores increase

✗
- Attendance at community remains the same or decreases
- Our cNPS scores remain the same or decrease

The People

Who will be affected by our experiment?
Who do we need to engage and involve?

- Our community of practice members

The Litmus Test

What's our litmus test?
What metrics, data or KPI's do we need to measure?

- Community net promoter score
- Number of attendees at sessions
- Frequency people share in the community

The Trials

When will we measure results?
What are the next steps to bring this experiment to life?

- 6 weeks time we'll gauge progress
- Assemble team to set up experiment structure & baseline measurements

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

Moving Motivators

Moving Motivators - Example

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

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: _____   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."

Actions / Experiments
Identify 3-5 actions or experiments to try in the next few weeks..

What makes a good team?
Share an image in the box of what you believe represents a good team >>

Next Retro date

Ideas for next retro format..

'Inattention to results'
Where could we pay greater attention to our results?
How can we better focus on our collective goals as a team?

'Avoidance of accountability'
How can we hold each other accountable as a team?
What would improve our teams accountability to our work?

'Lack of commitment'
What might help us buy-in to our collective decisions?
Where could we feel more comfortable making commitments?

'Fear of conflict'
How could we create an environment of healthy conflict?
What would enable us to challenge each other safely?

'Absence of trust'
How could we build a foundation of trust?
What might strengthen our trust in one another?

RESULTS
ACCOUNTABILITY
COMMITMENT
CONFLICT
TRUST

5 DYSFUNCTIONS RETROSPECTIVE

Rate your retro!

Using a fist of five, allow the team to rate individually how the retro went. Average score wins.

Use this to improve your retrospectives over time and to drive your collective focus towards retrospective excellence

1 = Retrospective took place, some team members were missing, potential improvements discussed, time box not respected

2 = Whole team in attendance, some people contributed, may have identified improvements without owners (where applicable)

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)

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)

5 = Whole team contributed without fear of judgement, time box respected, actions identified with owners (where applicable) team celebrated success AND reflected on challenges,
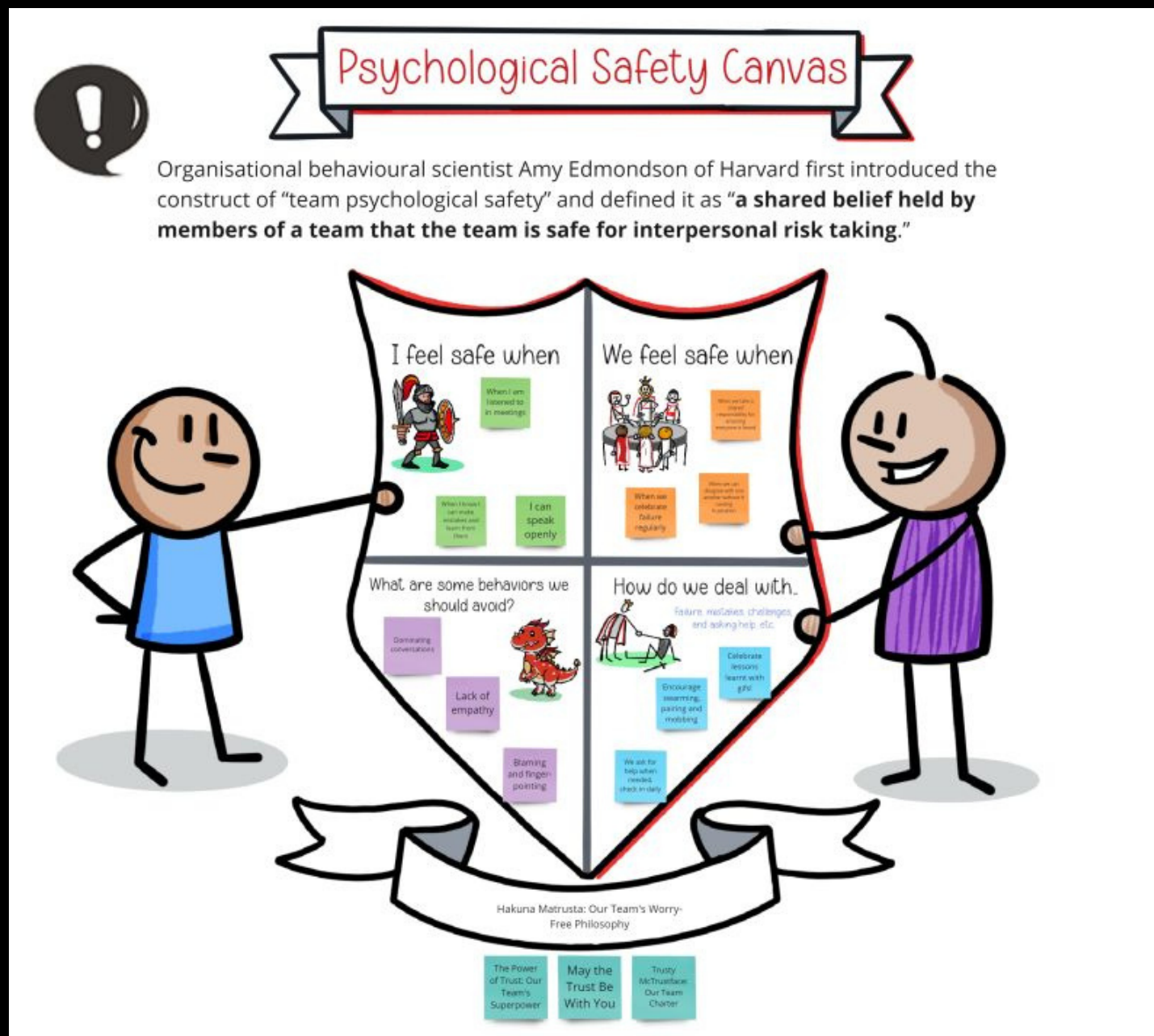
One of my top retros for helping teams improve

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.

9 Spotify Team Health

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.
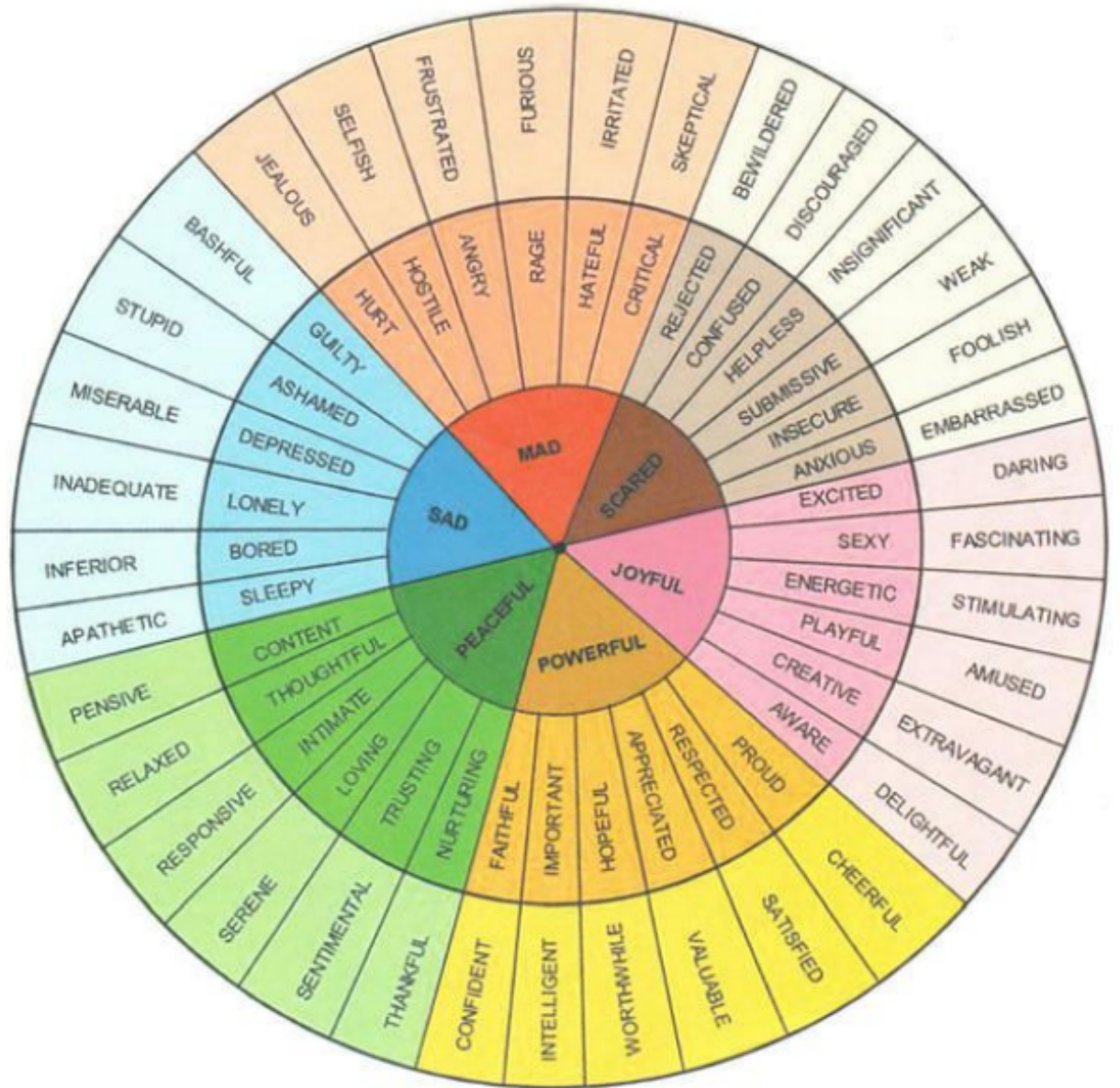
Enhance your teams emotional vocabulary

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.

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.

Box 1 - Your Name
Box 2 - Your Name
Box 3 - Your Name
Box 8 - Your Name
Box 4 - Your Name
Box 7 - Your Name
Box 6 - Your Name
Box 5 - Your Name

LEGO SERIOUS PLAY RETRO

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

THE VIRTUAL AGILE COACH

This template was created with ♥ by The Virtual Agile Coach
www.thevirtualagilecoach.co.uk

Rate your retro!

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.

2 Where do we need to focus? Relative priority

What challenges do we need to solve in the next OKR cycle?

Articulate your aspirations for the coming period

Lack of product knowledge

Win several smaller clients

Proposal turnaround speed

Increase number of leads

L M H

Broaden revenue mix

Focus on public sector

Do you have any key Stakeholder wins/considerations?

What can we do to contribute to the company strategy?

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 CAN YOU DO FOR OTHERS?
1.
2.
3.
4.
5.

PASSION
Satisfaction, but feeling of uselessness

WHAT YOU LOVE

MISSION
Delight and fullness, but not wealth

PASSION   MISSION

WHAT YOU ARE GOOD AT   **IKIGAI**   **WHAT THE WORLD NEEDS**

PROFESSION   VOCATION

PROFESSION
Comfortable, but sense of emptiness

WHAT YOU GET PAID FOR

VOCATION
Excitement and complacensy, but sense of uncertainty

WHAT NEEDS TO CHANGE TO IMPROVE YOUR IKIGAI?
1.
2.
3.

ACTIONS YOU CAN TAKE?
1.
2.
3.

WHAT SUPPORT WOULD YOU LIKE TO GET?
1.
2.
3.

Based on the Japanese concept Ikagi, 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

Agile Affinity

Definition of "Done" Canvas

Agile Affinity

TEAM NAME

Avengers · X-Force · Titans

Team(s) who mutually define, own & use this DoD

REVIEW DATE

Feb 14th

When the Team(s) last reviewed the DoD together

ADAPTED DATE

Feb 10th

When the Team(s) last improved the DoD together

ROBUST RATING

☆☆☆★☆

How robust, strong and healthy do the Team(s) feel the DoD is

"DONE" BENCHMARK

- PO accepted
- Value can be measurably obtained
- Designed by TDD
- Capability or Performance has not decreased
- Fully Integrated Product Increment
- Increment is Releasable
- Test Coverage has not decreased
- Is Reversible
- Automated Test Coverage is above 90%
- Dependencies have been eliminated or reduced
- Documentation is present and simplified 100%
- Cleanly implemented
- Implementation Knowledge has been shared with ALL team members

Everything required of a realistic comprehensive benchmark for the Team(s) to compare and assess the work items too

Enables a shared understanding of what it means for a work item to be considered complete towards the Product Increment

Transparently available for planning the amount of work to understand the Team(s) capability

Directs inspection of potentially releasable Product Increment item functionality that adheres to this definition of "Done" and is usable

www.agileaffinity.com
Authors: Rickard Jones & John Barratt
Canvas Version: 07/2020

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

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

Kudos Wall

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

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 colleaguues.
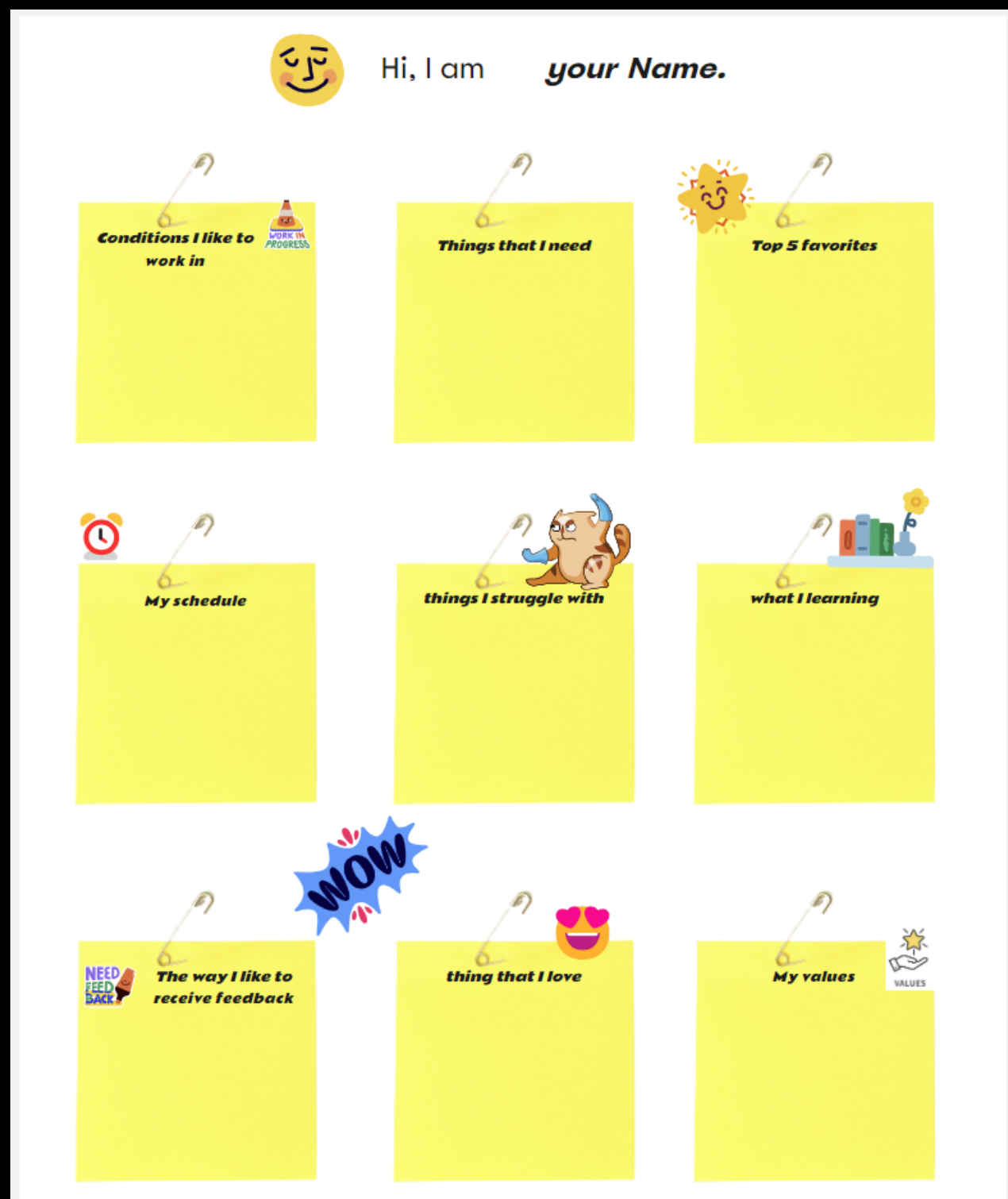
17 Manual of Me

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.

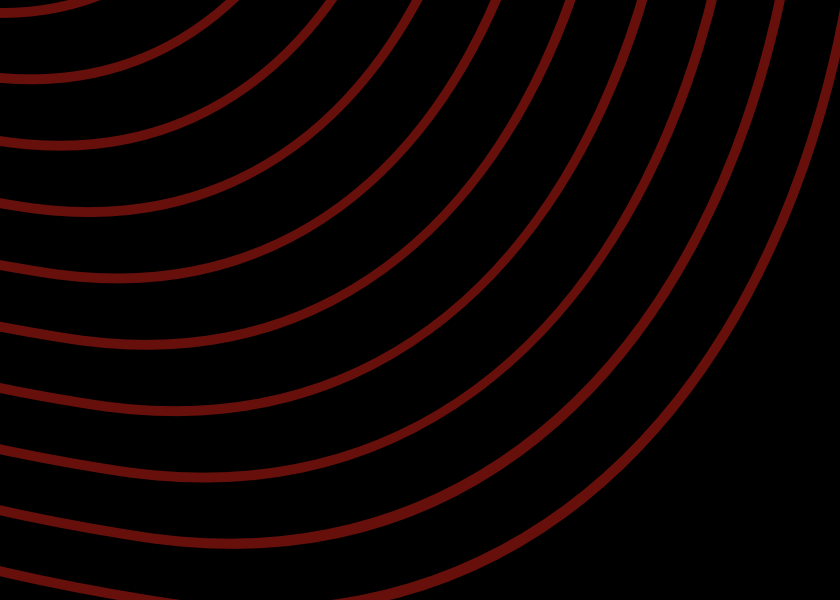This template by Rafaela Orlando will help you to easily create and share your own manual.

Effective Meetings

HI

I ntention	**D O** esired utcome	**A** genda	**R** oles	**R** ules	**T** ime
Experience a design thinking process Shared view on how to run a design thinking process	To learn concrete methods and tools for design thinking Develop my mindset for how to become more innovative	👉 Check In 👉 Stinky Fish Break 👉 Discussion 👉 Explore Lunch 👉 Prototype Break 👉 Reflection 👉 Check-out	We are facilitators, you are the explorers. 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.	Bounce the tennis ball, meaning the more you lean in, the better the experience Trust the process Be here now, no phones, Be creative, Try new things, and Have some fun!	9:00-16:00 + Breaks when needed

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 <u>clear purpose</u>, 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