

Category	Dos	Don'ts
The Environment	<p>Focus on creating an environment for success</p> <p>Make sure teams have the tools, the mindset, the collaboration and the empowerment to do their work.</p>	<ul style="list-style-type: none"> • Focus on creating solutions for the team. Let the team come up with their own. • Do not pick the tools for the team, tell them what to do and when, etc. The team decides.
Documentation	<p>Establish ground rules for documentation (Product Backlog, Confluence Pages, etc.)</p>	<ul style="list-style-type: none"> • Disregard the need for good record keeping.
Leadership Vs Management	<p>Emphasize the importance of self-management.</p> <p>Go back to the basics. Timebox the standup to 10-15 minutes, and focus on 3 aspects:</p> <ul style="list-style-type: none"> • What did we do to achieve the team's Sprint goals yesterday • What will we do today to meet the team goals • What might impede us or the development team from achieving our goals? 	<ul style="list-style-type: none"> • Do not micromanage! • Don't let standups turn into status meetings. If you spend time telling each other just what was accomplished since the last meeting, your information sharing practices need an upgrade.

	<p>Everything else should be parked for later discussion as soon as possible after Standup.</p>	
<p>Vision and Change Management</p>	<p>Have a vision / roadmap for your product.</p> <p>Make sure to have a short and long term vision for your product / team and balance this approach with just-in-time planning and with a cycle of Inspection and Adaption.</p> <p>Continuously refine the backlog to keep the team moving forward and in the right direction.</p> <p>Make sure the business understands the cost / value of the decisions and that they and the Sponsors are aligned with the team. Some things are more difficult to reverse than others.</p>	<ul style="list-style-type: none"> ● Constantly change your scope and priorities. ● Do not mistake the iterative evolution of Agile for a never-ending cycle of scope updates. Scope changes must be managed appropriately. ● Changing priorities too often lead to longer lead times to market and confusion amongst the team and can lead to technical debt.
<p>Quality</p>	<p>Focus on Quality</p> <p>Make a focus on quality into your practice DNA. Make sure your team understands that improving quality with every cycle is a collective responsibility.</p> <p>Pinpoint the major source of defects, and 'left-shift' QA as much as possible in your cycle.</p>	<ul style="list-style-type: none"> ● Choose speed over quality. ● Quick turnarounds are good but too quick is bad. If the user experience expectations are not met – you risk a low quality and tech debt will go up.

	<p>Improve delivery cycles through test automation.</p>	
<p>Continuous Improvement</p>	<p>Adopt a culture of continuous inspection and adaptation (plan, do check and act).</p> <p>Agile is more than a set of practices. It is a mindset, and building that mindset needs learning from each successive cycle and repeating the 'better practice' till it becomes second nature.</p> <p>Challenge the status quo. Conduct cycle reviews and retrospectives and make sure you have an improvement plan after each one.</p>	<ul style="list-style-type: none"> • Do things because "that's how we've always done it". • Don't forget the need for continuous improvement during the course of the project. Challenge the status quo, celebrate failure and success and create a safe culture where people feel empowered to experiment, take risks and try something new.