Worksheet - What is your Distributed Agile Team’s Environment?

Introduction: Is your distributed agile team operating in a “sweet spot” or at an extreme? An extreme may be possible, but it could be challenging for your team to reach or maintain it.

Instructions (part 1): - As we discuss each principle, draw an X where your team is now on the spectrum for that principle.

Establish acceptable hours of overlap

- Fewer than 3 Hours of Overlap
- Minimum of 4 hours of overlap
- More than 8 hours of overlap

Create transparency at all levels

- No team transparency
- Transparency in the team
- Partial corporate transparency (excludes some financial and privacy info)
- Full corporate transparency

Cross-team transparency (sharing roadmaps, blockers, dependencies between teams)

Create a team culture of continuous improvement with experiments

- “By the book”: We’ve always done it this way.
- “Try something”: Minimal assessment of results or data
- Strict Experiments with defined metrics or expected results with feedback

Practice pervasive communication at all levels

- One-time Communication (Say it once)
- Pervasive Communication (Repeat message in various ways)
- Overcommunication (Multiple channels, from and to multiple people)

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Assume good intention

<table>
<thead>
<tr>
<th>Placate others</th>
<th>Assume good intention</th>
<th>Blame others</th>
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Create a project rhythm

<table>
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<tr>
<th>Plan on Demand (Flow)</th>
<th>Cadence of Planning, Demos, more</th>
<th>Strict Timebox, where the work stops at the end of the timebox</th>
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Create resilience with a holistic work/home/growth Culture

<table>
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<tr>
<th>Only communicate about work</th>
<th>Communicate about work, personal, and person's growth</th>
<th>Only communicate about non-work (personal, growth)</th>
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Default to collaborative work, not solo work

<table>
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<tr>
<th>Solo Work (Including asynchronous work)</th>
<th>Pairing and other Real-Time Communication</th>
<th>Mobbing</th>
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Instructions (part 2): - Now review each principle again and draw an O where you feel your team needs to be.

Note: Typically, the “sweet spot” for a distributed agile team is near the center of each of these levers, but it can vary somewhat from team to team. So consider each “circle” as your potential sweet spot.

For discussion: Is each sweet spot moving closer to or away from an extreme and how does that impact your distributed agile team? How might it impact your organization? How might you try to move your teams to their sweet spot based on what we discussed?

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