

Creating Your Team Room Handouts – Read Me

1. Checklist for creating your team room
 - a. *Description:* A document containing tasks or items to consider when designing and building an Agile team room
 - b. *Filename:* Creating Your Team Room Checklist.pdf

2. Facilities schedule
 - a. *Description:* A document with a high-level schedule from a Facilities project manager used to track high-level deliverables with a time line
 - b. *Filename:* Sample Facilities Schedule.pdf

3. Sample Coordination team Agile backlog
 - a. *Description:* A list of Features and associated User Stories organized by Sprint to plan and execute a design and build of an Agile team room
Note: This backlog only reflects the work done to get to step 6, 90% Design Submission, in the Facilities schedule document (number 2 above)
 - b. *Filename:* 962 Coordination Team Backlog.xlsx

4. Requirements gathered from multiple teams
 - a. *Description:* Requirements gathered from teams. They fall into two categories: requirements gathered **before** design of the Agile team room and requirements gathered from surveys taken by occupants **after** they moved in to their team room. The survey results were used as requirements in the form of lessons learned to feed into design of subsequent Agile team rooms.
 - b. *Filenames:*
 - i. Requirements – 962 Software Lab.pdf
 - ii. Requirements – Collaboration Corridor.pdf
 - iii. Requirements – 751 Software Lab.pdf
 - iv. Requirements for Designers from Feedback – Multiple Teams.pdf

5. Post-occupation survey results from a SAFe[®] (Scaled Agile Framework) project
 - a. *Description:* Survey results taken after occupancy of the OMP agile workspace by multiple teams
 - b. *Filename:* Survey Results – Collaboration Corridor.pdf

6. Survey to gather feedback on finishes for Building 962

- a. *Description:* With the final layout of the Building 962 decided, the occupants still needed to decide on the finishes (colors, patterns, material, etc.) for their team room and conference rooms. A survey was made on a Confluence page using the Survey macro. The occupants were informed of the survey and given a few days to make their choices. After the results were gathered a meeting to finalize all finishes decisions was held between the occupants, designers and everyone else necessary to make final decisions (e.g. Facilities, management). Not all the final decisions reflected the survey results, but we found the survey invaluable in focusing the discussion and clearly laying out the choices. Discussing if the all in the room were good with the survey result prompted direct discussions that quickly got all to a final decision.
- b. *Filename:* Survey - 962 Software Lab Finishes.pdf