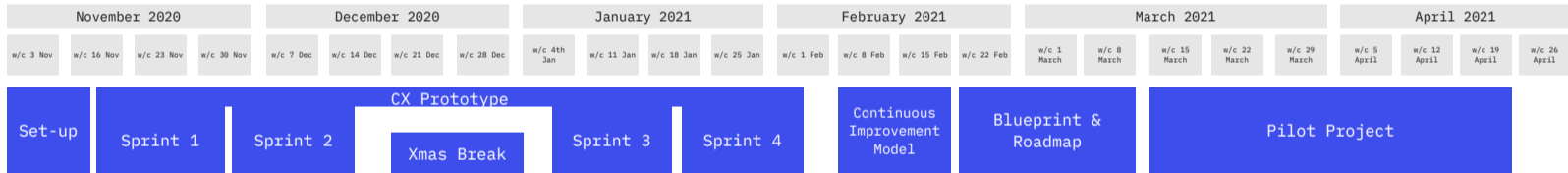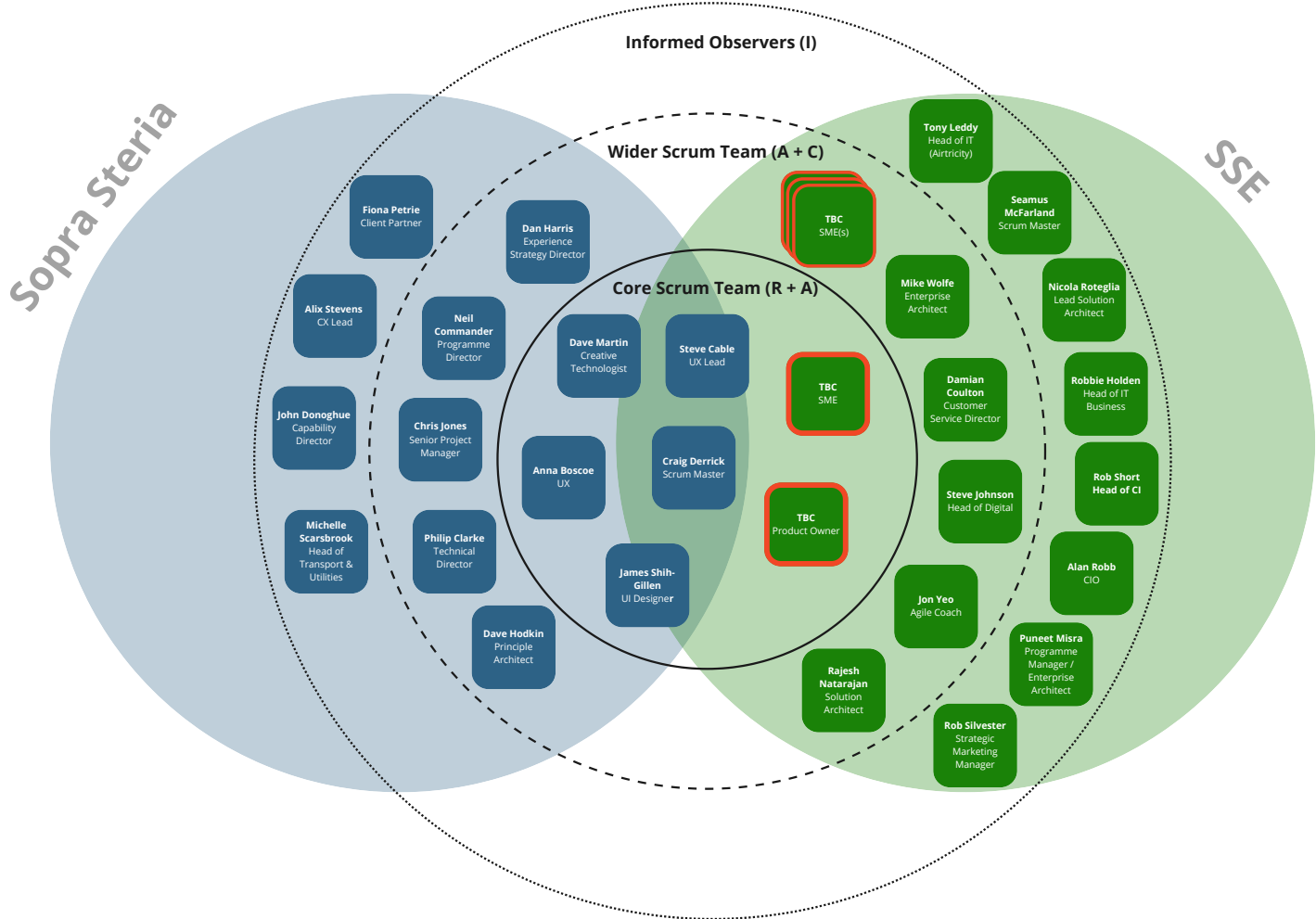# Ways of Working Agenda

Meeting Agenda - Thursday 10:30am - 12pm
1. Project Team Overview
2. Scrum Team RACI
3. Scrum Intro
4. Scrum Framework
5. Tools
6. Principles

Indicative Plan

November 2020				December 2020				January 2021				February 2021				March 2021					April 2021			
w/c 3 Nov	w/c 16 Nov	w/c 23 Nov	w/c 30 Nov	w/c 7 Dec	w/c 14 Dec	w/c 21 Dec	w/c 28 Dec	w/c 4th Jan	w/c 11 Jan	w/c 18 Jan	w/c 25 Jan	w/c 1 Feb	w/c 8 Feb	w/c 15 Feb	w/c 22 Feb	w/c 1 March	w/c 8 March	w/c 15 March	w/c 22 March	w/c 29 March	w/c 5 April	w/c 12 April	w/c 19 April	w/c 26 April

Set-up	Sprint 1	Sprint 2	CX Prototype		Sprint 3	Sprint 4	Continuous Improvement Model	Blueprint & Roadmap	Pilot Project
			Xmas Break						

Project Team Overview - Prototype Phase

Sopra Steria

SSE

Informed Observers (I)

Wider Scrum Team (A + C)

Core Scrum Team (R + A)

Fiona Petrie
Client Partner

Dan Harris
Experience Strategy Director

Tony Leddy
Head of IT (Airtricity)

Seamus McFarland
Scrum Master

Alix Stevens
CX Lead

Neil Commander
Programme Director

TBC
SME(s)

Mike Wolfe
Enterprise Architect

Nicola Roteglia
Lead Solution Architect

John Donoghue
Capability Director

Chris Jones
Senior Project Manager

Dave Martin
Creative Technologist

Steve Cable
UX Lead

TBC
SME

Damian Coulton
Customer Service Director

Robbie Holden
Head of IT Business

Michelle Scarsbrook
Head of Transport & Utilities

Philip Clarke
Technical Director

Anna Boscoe
UX

Craig Derrick
Scrum Master

TBC
Product Owner

Steve Johnson
Head of Digital

Rob Short
Head of CI

Dave Hodkin
Principle Architect

James Shih-Gillen
UI Designer

Jon Yeo
Agile Coach

Alan Robb
CIO

Rajesh Natarajan
Solution Architect

Puneet Misra
Programme Manager / Enterprise Architect

Rob Silvester
Strategic Marketing Manager

Project Team Overview - Prototype Phase

Informed Observers (I)

Wider Scrum Team (A + C)

Core Scrum Team (R + A)

Sopra Steria

SSE

Tony Leddy
Head of IT
(Airtricity)

Rob Silvester
Strategic
Marketing
Manager

Dan Harris
Experience
Strategy Director

TBC
SME(s)

Seamus
McFarland
Scrum Master

Nicola Roteglia
Lead Solution
Architect

Philip Clarke
Technical
Director

Steve Cable
UX Lead

Dave Martin
Creative
Technologist

Damian
Coulton
Customer
Service Director

James S
UI Designer

Robbie Holden
Head of IT
Business

Neil
Commander
Programme
Director

Craig Derrick
Scrum Master

Puneet Misra
Programme
Manager /
Enterprise
Architect

Mike Wolfe
Enterprise
Architect

Dave Hodkin
Principle
Architect

TBC
Product Owner

Anna Boscoe
UX

TBC
SME

Fiona Petrie
Client Partner

Steve Johnson
Head of Digital

Chris Jones
Senior Project
Manager

Alan Robb
CIO

Jon Yeo
Agile Coach

Rajesh
Natarajan
Solution
Architect

Rob Short
Head of CI

Michelle
Scarsbrook
Head of
Transport &
Utilities

Alix Stevens
CX Lead

John Donoghue
Capability
Director

Scrum RACI - Prototype Phase

R
Those responsible for the doing

TBC
Product Owner

TBC
SME

Craig Derrick
Scrum Master

Steve Cable
UX Lead

Anna Boscoe
UX

James S
UI Designer

Dave Martin
Creative Technologist

A
Those who are accountable

TBC
Product Owner

TBC
SME(s)

Craig Derrick
Scrum Master

Neil Commander
Programme Director

Chris Jones
Senior Project Manager

C
Those who are to be consulted

Steve Johnson
Head of Digital

Damian Coulton
Customer Service Director

Jon Yeo
Agile Coach

Mike Wolfe
Enterprise Architect

Rajesh Natarajan
Solution Architect

Philip Clarke
Technical Director

Dan Harris
Experience Strategy Director

Dave Hodkin
Principle Architect

I
Those who will be kept informed

Robbie Holden
Head of IT Business

Alan Robb
CIO

Rob Silvester
Strategic Marketing Manager

Tony Leddy
Head of IT (Antricity)

Nicola Roteglia
Lead Solution Architect

Seamus McFarland
Scrum Master

Puneet Misra
Programme Manager / Enterprise Architect

Rob Short
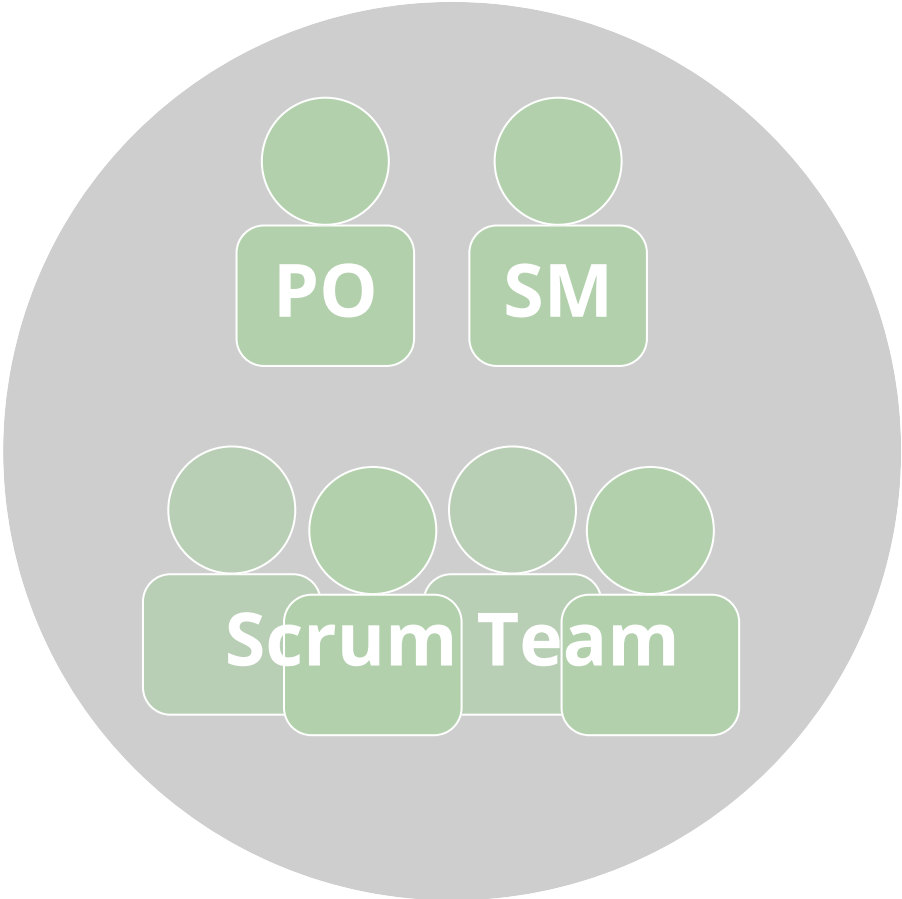Head of CI

Michelle Scarsbrook
Head of Transport & Utilities

Fiona Petrie
Client Partner

John Donoghue
Capability Director

Alix Stevens
Client Engagement Director

Scrum Roles

Scrum Ceremonies

Product Backlog

A product backlog is a list of the new features, changes to existing features, bug fixes, infrastructure changes or other activities that a team may deliver in order to achieve a specific outcome.

Backlog Refinement

To ensure that the backlog remains populated with items that are relevant, detailed and estimated to a degree appropriate with their priority

Sprint Planning

The purpose of sprint planning is to define what can be delivered in the sprint and how that work will be achieved.

Sprint Backlog

The sprint backlog is a list of tasks identified by the Scrum team to be completed during the Scrum sprint

Daily Stand Up

A daily meeting which typically takes places at the start of the day where the team discuss what they achieved yesterday, what they intend to achieved today and to flag any project blockers
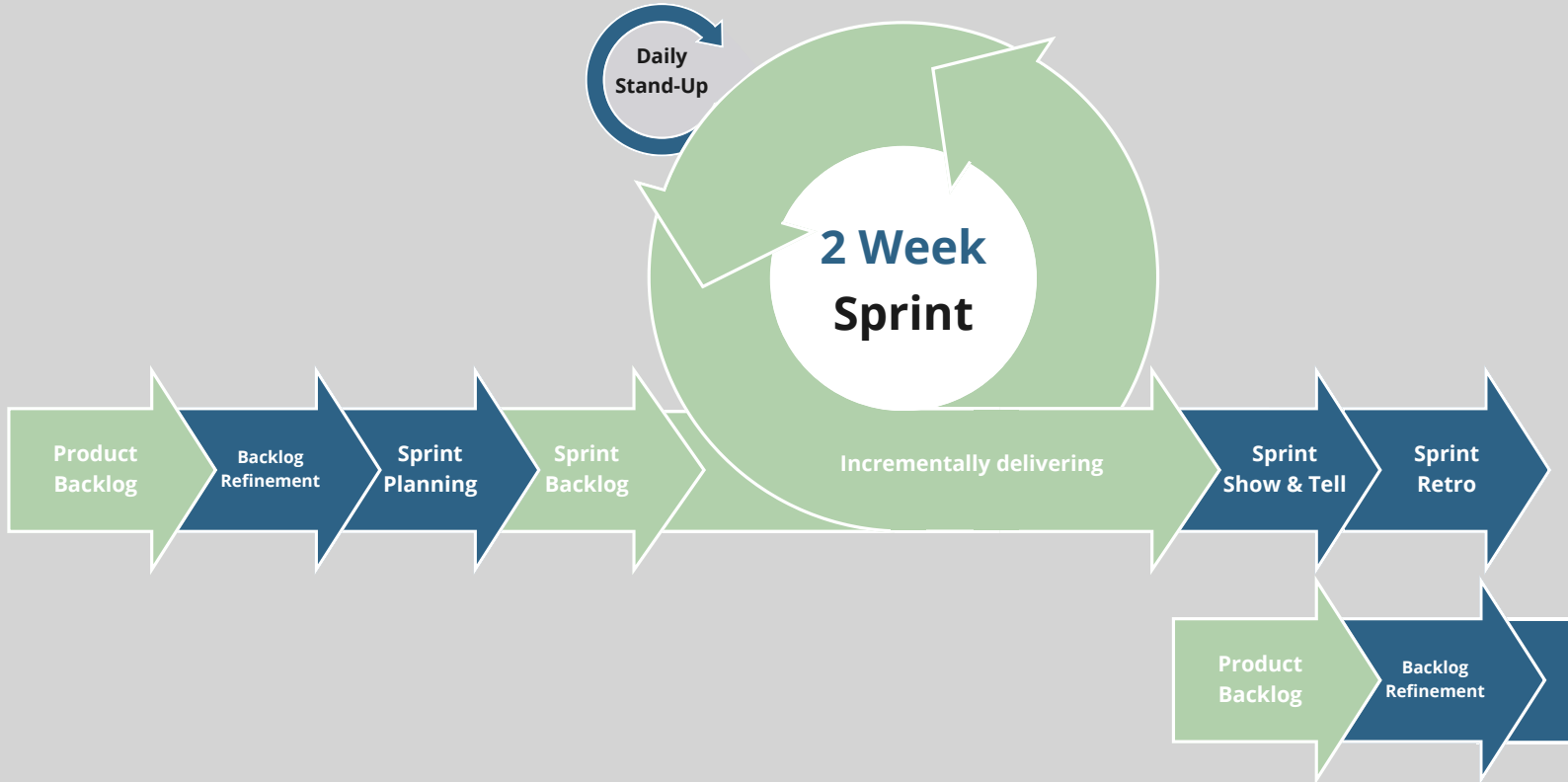
Sprint Review

The Scrum team walks through what they accomplished during the sprint. Typically this takes the form of a demo of the new features. This is also a chance to collaborate with the stakeholders and update and adjust the backlog priority

Sprint Retro

This meeting takes place at the end of every sprint. It's a chance for the team to reflect of what went well, what didn't go so well and what could be improved on the next sprint and future sprints
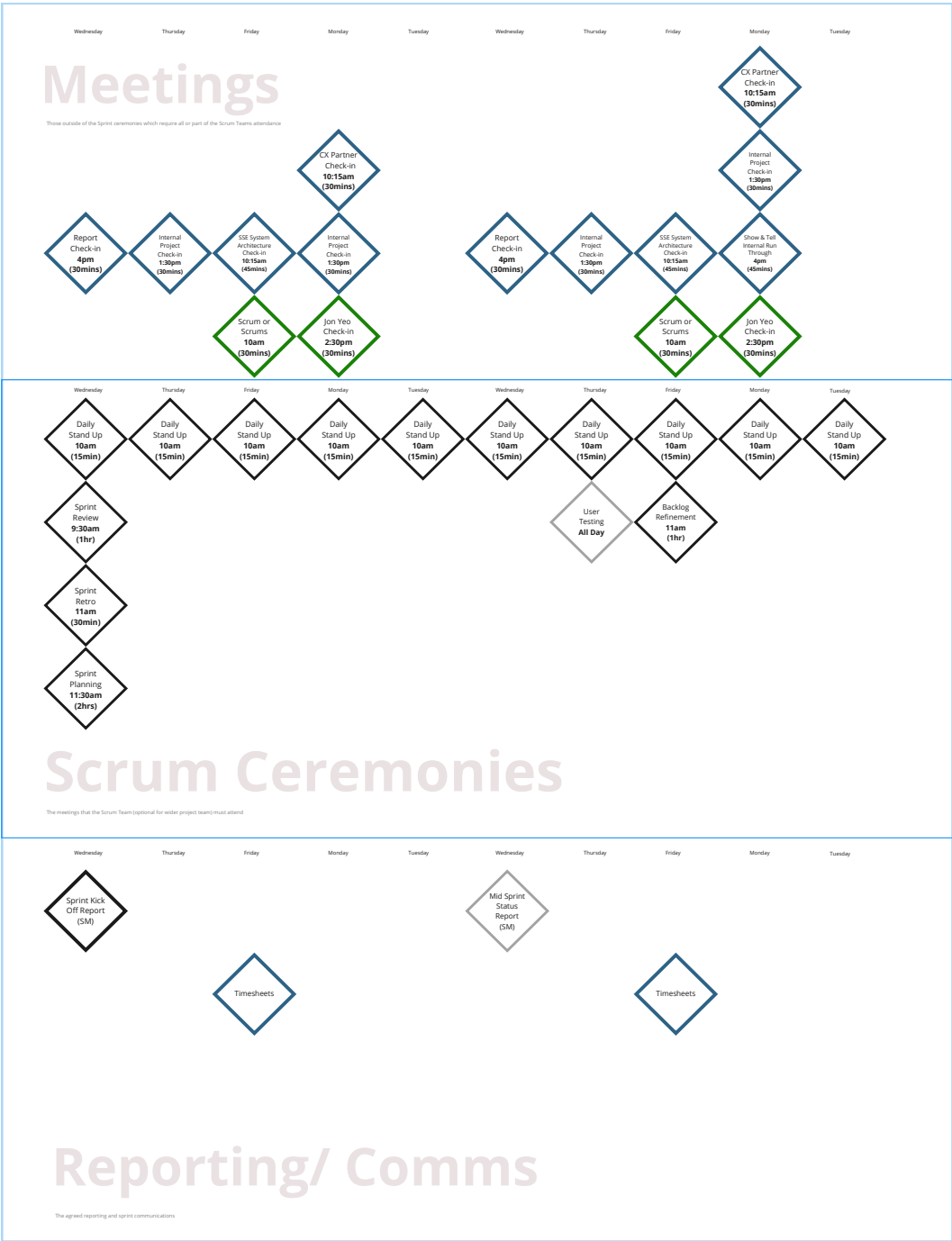
Scrum Intro

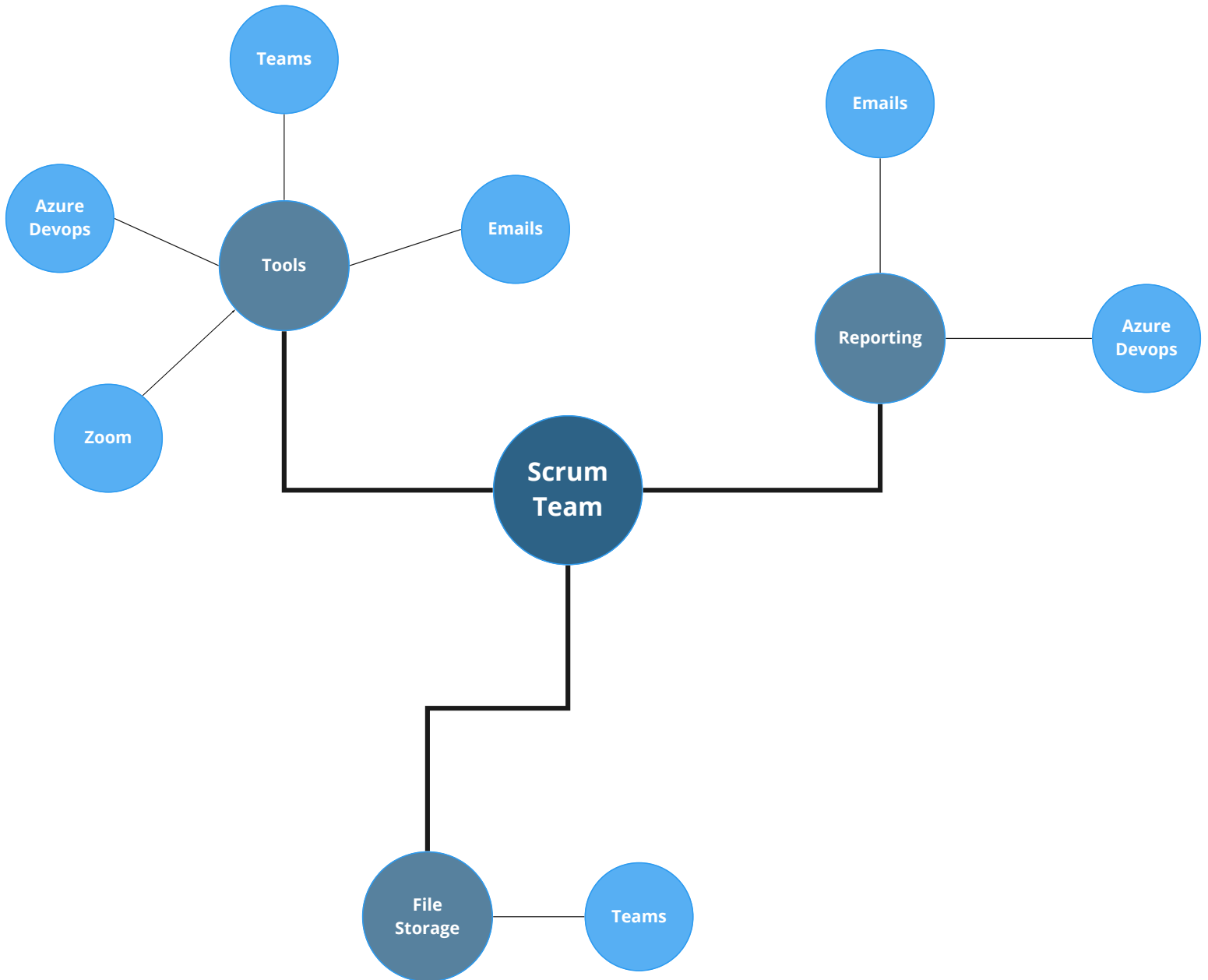# Scrum Framework, Meetings and Comms - Prototype Phase

Meetings
Those outside of the Sprint ceremonies which require all or part of the Scrum Teams attendance

	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday
									CX Partner Check-in **10:15am** **(30mins)**	
				CX Partner Check-in **10:15am** **(30mins)**					Internal Project Check-in **1:30pm** **(30mins)**	
Sopra Steria	Report Check-in **4pm** **(30mins)**	Internal Project Check-in **1:30pm** **(30mins)**	SSE System Architecture Check-in **10:15am** **(45mins)**	Internal Project Check-in **1:30pm** **(30mins)**		Report Check-in **4pm** **(30mins)**	Internal Project Check-in **1:30pm** **(30mins)**	SSE System Architecture Check-in **10:15am** **(45mins)**	Show & Tell Internal Run Through **4pm** **(45mins)**	
SSE			Scrum or Scrums **10am** **(30mins)**	Jon Yeo Check-in **2:30pm** **(30mins)**				Scrum or Scrums **10am** **(30mins)**	Jon Yeo Check-in **2:30pm** **(30mins)**	

Scrum Ceremonies
The meetings that the Scrum Team (optional for wider project team) must attend

	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday
	Daily Stand Up **10am** **(15min)**	Daily Stand Up **10am** **(15min)**	Daily Stand Up **10am** **(15min)**	Daily Stand Up **10am** **(15min)**	Daily Stand Up **10am** **(15min)**	Daily Stand Up **10am** **(15min)**	Daily Stand Up **10am** **(15min)**	Daily Stand Up **10am** **(15min)**	Daily Stand Up **10am** **(15min)**	Daily Stand Up **10am** **(15min)**
	Sprint Review **9:30am** **(1hr)**						User Testing **All Day**	Backlog Refinement **11am** **(1hr)**		
	Sprint Retro **11am** **(30min)**									
	Sprint Planning **11:30am** **(2hrs)**									

Reporting/ Comms
The agreed reporting and sprint communications

	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday
Sprint Reports	Sprint Kick Off Report (SM)					Mid Sprint Status Report (SM)				
Sopra Steria			Timesheets					Timesheets		
SSE										

Tools

Principles

One team

Deliver value continuously

Permission to Fail

Keep it simple

Self-organizing empowered teams

Collaboration

Develop with efficiency

Continuous learning

Safety

Knowledge - sharing successes