



# Agile Fundamentals for Project Managers and Business Analysts

*Keep your career and projects on track using the Agile framework to successfully manage an endless variety of complex projects. Go beyond theory into the practical application of Agile in your business.*



This 3-day course introduces you to the core values, principles, and practices of Agile – today’s #1 project approach.

**M**any project management and business analyst professionals are finding themselves leading, managing and analyzing on Agile development teams. **This popular new workshop shows you how to integrate Agile with traditional project management approaches.**

Are your project team members Agile ready? Fast track your career and effectively lead your teams to deliver outstanding results using the #1 project planning tool.

### The Best Part:

**Apply Agile to current projects:** explore how your projects can easily and successfully make the transition to an effective Agile environment.

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## What You Will Learn

1. The **direct project benefits of Agile** – why organizations are shifting to this approach
2. How to **integrate Agile with current project methodologies** in your organization and create high levels of visibility and trust with stakeholders
3. How to implement Agile – what it takes to make it work
4. Assign individual roles and responsibilities: **professionally plan, manage and close requirements** in less time
5. Ensure your project delivers required functionality and adds value to the business
6. How to set-up **self-organizing and cross-functional teams**
7. **Harness changing requirements** and communicate these to key players
8. Satisfy your client's needs through clear and continuous delivery of high value products and services
9. Promote processes that **promote sustainable development**
10. **Manage the 'learning curve'** of introducing any new type of project improvement approach
11. **Measure project success** often and accurately!
12. Helps prepare you for the **PMI Agile Certified Professional Certification** (PMI - ACP<sup>SM</sup> Certification)

### Featuring a Hands-On Case Study

Using a case study, participants will learn to plan and manage an Agile framework, form and coach a self-directed team, facilitate continuous collaboration with clients, and regularly deliver business value to clients.

## About This Seminar

Agile is a powerful iterative framework for project management, business and software projects – where **requirements and solutions evolve through collaboration between self-organizing, cross-functional teams**. Participants will master this disciplined project methodology involving:

- **A leadership philosophy** that encourages teamwork, self-organization and accountability
- **A set of best practices** allowing for rapid delivery of high-quality software and services
- **A business approach** that aligns projects with customer needs and company goals

Learn how to plan and manage an Agile framework

## Who Should Attend

This program is ideal for both novice and experienced managers, executives, project managers, business analysts, business and IT stakeholders working with analysts, quality and process engineers, technicians, managers, supervisors, team leaders, and process operators.

No prerequisites are required, but having an understanding of project management and business processes is helpful and recommended.



*Minimize project uncertainty and risk by applying Agile principles.*

# Program Content

## Introduction, History and Mindset of Agile

- Origins, the manifesto, and the declaration of interdependence
- Agile as values and culture
- The Agile lifecycle

## Agile and Your Current Methodologies

- Integrating Agile with your current methodologies
- Introducing Agile to the organization

## Roles and Responsibilities on an Agile Project Team

- Moving ideas between minds
- Shifting of power and new roles
- Implications of distance, face-to-face, tacit vs. documented, and culture
- Increasing team cohesion, visibility displays, and collaborative requirements/planning applications
- Establishing core hours

## Planning and Managing Communication and Performance

- Agile and CMMI
- How to build end-to-end systems in early iterations

## Value Driven Delivery

- Incremental/iterative/risk development, and the importance of retaining design quality
- Work-in-Progress (WIP), shorter iterations, and continuous flow
- Value-based work breakdown, spikes or walking skeleton, tracking progress, risk-or incremental-based planning and tools to help track

## Setting Expectations with Stakeholders

- Including customers and users, costs/benefits to frequent delivery
- Up-front user studies vs. on-the-fly usage design
- Contracts
- Prototypes, demos and feedback

## Tools and Techniques

- Communications
- Planning, monitoring and adapting
- Agile estimating, analysis and design
- Product quality
- Soft skills negotiation

## Initiate an Agile Project

- Envision product and project outcomes
- Project chartering
- Assemble the Agile project team
- Compile the product backlog
- Plan sprints and releases
- Managing different types of personas
- Identifying and managing “information radiators”
- Tracking and monitoring activities

## Planning Releases and Managing Expectations

- Project-level and adaptive planning
- Estimating
- Different processes/methodologies for different situations
- Chartering, release and iteration planning
- Establishing decision and acceptance criteria for user stories
- Planning poker
- Prioritize themes and releases
- Preparing for change
- Create a release plan

## Boosting Team Performance

- Team formation, empowerment, collaboration and commitment
- Coaching the team
- Communicate status
- Assist the team to detect and resolve problems

## Plan the Iteration (Sprint)

- Elements of a successful Sprint planning meeting
- Create a Sprint backlog
- Establishing Sprint success metrics
- Define vision and iteration requirements
- Estimating the level of effort (LOE)
- The art of slicing user stories
- How to create a task board
- Managing the solution scope
- Finalize the iteration plan

## Running the Sprint from Planning to Review and Retrospective

- Managing your Scrums
- Using burndown charts to track progress
- Prepare for the Sprint review
- Obtain customer acceptance of the product increment
- Hold a Sprint retrospective
- Update the product backlog
- Create an environment for continuous improvement

## Also Included

- A full student guide and Agile templates as well as references to useful books and links

### In-Company Training

This program can be delivered on site. Please contact Edwards Personnel at 306-966-8686, email [execed@edwards.usask.ca](mailto:execed@edwards.usask.ca) or visit [www.edwards.usask.ca/execed](http://www.edwards.usask.ca/execed) for more information.

## Instructor Profile

### Kevin Aguanno, PMP, IPMA-B, MAPM

With over 20 years of managing complex systems integration and software development projects, Kevin is known in the industry for his innovative approaches to solving common project management problems. He has won several international awards for his work, and has published over 20 books, audiobooks and DVDs on PM-related topics. As a well-known trainer and coach

in Agile management methods, Kevin has taught thousands of people how to better manage high-change projects by using techniques from a variety of Agile methods. At IBM, he worked as an executive project manager and ran their Agile Centre of Excellence for many years. He is also the current president of the Project Management Association of Canada.

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## Ways to Register

### Online

[www.edwards.usask.ca/execed](http://www.edwards.usask.ca/execed)

### Fax

Fax your registration to (306) 966-8812

### Mail

Mail your Registration Form to Edwards School of Business, K W Nasser Centre, 256 - 3rd Avenue South, SK S7K 1L9

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### Course Tuition & Registration Details

**Program Tuition:** \$1895.00 + 94.75 (GST) = \$1989.75. This includes instruction, all seminar materials, lunches, refreshments, but not hotel accommodations.

**Please Note:** Fees, dates and speakers are subject to change. Edward's liability is limited to reimbursement of paid tuition fees. One free transfer is permitted, provided written notice is received at least 14 days in advance of the seminar start date. Late transfer requests, less than 14 days in advance of the start date, will incur a \$100 fee. Additional transfers are \$200 each. Cancellations received in writing at least 14 days in advance of the seminar start date will receive a full refund. Written cancellations received less than 14 days prior to the seminar will be subject to a \$500 administration fee. Non-attendance will incur full seminar tuition cost. GST#11927 9313 RT0001.

Call us at (306) 966-8686, or email: [execed@edwards.usask.ca](mailto:execed@edwards.usask.ca)

**Please make cheque payable to:** Edwards School of Business

**and mail to:** Edwards School of Business, K W Nasser Centre 256 - 3rd Avenue South, Saskatoon SK S7K 1L9

### Program Location

**Saskatoon Session:** 9:00 - 4:30 each day  
Edwards School of Business, K W Nasser Centre  
256 - 3rd Avenue South, Saskatoon SK S7K 1L9

Other Offerings from Edwards School of Business

- (Saskatoon and Regina)
- The Masters Certificate in Project Management*
- The Masters Certificate in Business Analysis*
- The Project Management Course*
- The Business Analyst's Course*

Register online at [www.edwards.usask.ca/execed](http://www.edwards.usask.ca/execed), or complete and submit the following form:

YES! Please register me for:  Saskatoon: January 28 - 30, 2013

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