

Agile Transformation Checklist

1. Who is your agile champion?
2. Who is funding the transformation?
3. What is the expected transition timeframe?

4. Where is the transformation backlog (including requests from team retros) located?

5. Program & portfolio work in the same planning tool that teams pull work items from?

6. Product Owner(s) have been trained?

7. Who is your first/pilot team (or the next team(s)/group)?

8. Is there a plan to train everybody, including PMO and management?

9. Team formation date (and exercises):

10. Are the teams: dedicated (Y / N), 5 - 9 team members (Y / N), collocated (Y / N)?

11. Is the ScrumMaster dedicated (Y / N), Product Owner dedicated (Y / N)?

12. ScrumMaster's traditional/HR job title? Developer / Lead / PM / Manager / Other

13. Are all teams with dependencies planning together?

14. Is everyone clear about the roles of Project Manager, Manager, QA/QE, Architects, Leads, UX/Design, and any other roles that aren't directly represented in Scrum?

15. Is there a formal or informal Community of Practice, Center of Excellence?

16. Are there monthly agile or developer practice meetings of any kind?
