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PROJECT
DOCUMENTATION

While documentation in traditional and Agile project management looks different, it is valuable in both methodologies. If a project has little or no documentation and stakeholders are able to put in additional features, this can cause a project to fail. A project's documentation should be unambiguous (measurable and testable), traceable, complete, consistent, and acceptable to key stakeholders. Well-documented requirements make it easier to detect any deviation in the scope agreed upon for the project or product. To understand the differences between traditional and Agile documentation, let's look a few key components of each.

Traditional Project Management Documentation Musts
In traditional project management, documentation is a very detailed process. Its philosophy is the more detail you have, the better. Traditional documentation's thorough process is done before the project begins and will include the project's design and functional specifications, testing schedule, and bug log. You will also create any manuals, videos, checklists, or guides to be used during the project.

Agile Project Management Documentation Musts
While Agile does utilize documentation, it doesn't hold to the idea that it must be complete at the beginning of the project. Agile's documentation only gives enough information to satisfy the customer and is created throughout the project. It focuses on important things to know about the project and details information which will probably not change. It wants to bring value to the customer while increasing the ROI.

In the book Agile Game Development with Scrum, author Clinton Keith argues that one of the main reasons why traditional and Agile project management view documentation differently is because Agile doesn't feel that documents are the best form of communication. It believes that much of the information between an author and reader is lost. Sometimes it is discovered that stakeholders don't read any documentation; it's merely a deliverable to be checked off. Keith also explains that a project's vision changes over time. Because documents are poor databases of change, don't expect team members to revisit the design document to find modifications. He feels that daily conversation, meaningful sprint and release planning, and reviews are all places to share an updated vision. The challenge is in finding the balance between design documentation and conversation and collaboration.

Documents Found in Both Traditional and Agile Project Management
We've talked about the differences between documentation in the traditional and Agile methodologies, so now let's look at the few similarities.
- Project Charter - Regardless of the methodology used, every project should have a Project Charter in place before it begins. This document formally authorizes the project and assigns the project manager.
- Lessons Learned/Retrospective - While the methodologies use different names, the concept is the same. At the end of the project or iteration, take time to have a meeting about what worked well in the project and what should be improved during the next project.

Join Dr. Mathis on Friday, July 9 for our free *Project Documentation* webinar. If you cannot attend, a replay link will be sent out after the webinar.
To register, go to **www.themathisgroup.com/webinars**.

AGILE PROJECT MANAGEMENT - 2 DAY
SUCCEEDING IN A PROJECT FILLED WITH UNCERTAINTY AND CHANGE

PDUs - 13

PMI's Talent Triangle Breakdown
Technical - 12.50
Leadership - 0.50

face-to-face

virtual
instructor-led

self-paced
online

Course Description: Agile Project Management officially began in 2001 and has become a popular project management approach. This two-day course will examine the focus of energizing, empowering, and enabling project teams to provide customer value in a strong Agile framework. Participants will examine the value and process to actively involve the customer in delivering features and functionality throughout the duration of the project. This course will explore actions which reinforce the ability to respond to a changing project environment while focusing on delivering high customer value in every project.

Course Objectives:

Objective 1: Define Agile Project Management and the Agile manifesto
Compare why traditional projects struggle and fail
Discuss criteria on when to use the Agile methodology
Discuss when and how to use the hybrid approach to utilize traditional Project Management and Agile Project Management
Identify the success factors of Agile Project Management
Identify the principles of Agile Project Management
Compare predictive planning and adaptive planning
Discuss the rights and roles of the Agile business case

Objective 2: Define user stories, story mapping, Kanban boards, and burn down charts
Examine the usage of product vision box and product backlog
Discuss the characteristics of a time box

Objective 3: Review how to use daily stand up meetings successfully
Examine the role and core skills of the project manager in Agile Project Management
Examine the role of the culture to support the project team in Agile Project Management
Examine the engaging role of the customer in Agile Project Management
Discuss customer value in Agile Project Management

Objective 4: Examine strategies of Agile Project Management
Examine Agile modeling
Discuss the characteristics of the cone of uncertainty
Describe value stream in Agile Project Management

Objective 5: Discuss the positives of co-location, information radiators and team space
Analyze the planning processes of initiating, iteration, control, and closeout
Analyze estimating in Agile Project Management such as size, iteration, and releases
Analyze scheduling in Agile Project Management
Analyze tracking and communication in Agile Project Management
Analyze risk and changes in Agile Project Management
Examine types of contracts that work best with the Agile framework

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PROJECT MANAGEMENT TRAINING
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VALUES STATEMENT

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