



COURSE OUTLINE

CERTIFIED PROFESSIONAL IN AGILE PROJECT MANAGEMENT

TRAINING DURATION : 5 Days
TRAINING MODALITIES : Physical & Online

Agile project management has become the preference in software development companies in recent years as an iterative approach to managing software development projects focuses on continuous releases, and emphasizing on incorporating feedback in every iterative. This five days course provides a thorough understanding of the Agile process and extensive opportunities to practice implementing Agile best practices throughout a project's life cycle including Agile and Lean Mindset, Agile Deployment, and Implementations using methodologies such as Scrum, Extreme Programming, Lean and Kanban. The course exercises provide hands-on experience through interactive dialogues, case studies, debates, demos, instructional games, simulation exercises and roleplays. The participants will be well readied with Agile knowledge and skills upon completing this course necessary for project implementations.

LEARNING OUTCOME

By the end of the training, participants will be able to be mastering:

- Define a project's vision and scope.
- Identify stakeholders and success criteria
- Identify users
- Develop an agile team
- Review, estimate, and prioritize user stories
- Create an iteration and release plan
- Identify and manage project risk
- Plan communication
- Plan and conclude an iteration
- Add or modify stories in the backlog
- Manage impediments
- Interface with teams that use other development methodologies
- Coordinate a release

WHO SHOULD ATTEND

It is appropriate for those new to the agile world, and for practitioners who recognize the need to focus on "being" agile in addition to "doing agile".

These include but not limited to:

- Agile Project Managers
- Product Owners
- Scrum Masters
- Scrum Team Members
- Project Sponsors
- Project Planners
- Quality Staff
(Testing and Quality Assurance)
- Agile Developers
- Programmers
- Designers
- Project Manager
- Team Leaders
- Agile Developers

METHODOLOGY

The training involves interactive dialogues, case studies, debates, demos, instructional games, simulation exercises and roleplays.

With Knowledge: 60%, Skill-Building: 40% transfer



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COURSE MODULES

INTRODUCTION TO LEAN & AGILE MINDSET

Introduction to the Agile Movement and Getting Started

- Origins of the Agile Movement
- The Agile Manifesto
- Why Transitioning is so hard but worth it
- ADAPTING to Agile (Awareness, Desire, Ability, Promotion, Transfer)
- Patterns for adopting Agile
- Iterating towards Agility
- Selecting Pilot Projects

Case Study: The Toyota Production System and Lean Manufacturing.

Hands-on Exercises (Analyzing your current environment)

Individuals and Interactions

- Overcoming Resistance
- Communicating about Change
- New Roles (Product Owner, Scrum Master)
- Changed Roles (Project Manager, Developers, Analysts, Testers, etc)
- Improving Technical Practices
- Introducing Metrics and Statistical/Empirical Process Control

Teams and Team Interactions

- Team Structure and Guidelines
- Self-Organizing Teams
- Embracing Whole-Team Responsibility
- Fostering Team Learning
- Encouraging collaboration through commitment
- Change Agents
- Motivators
- Measuring Teams with DISC

AGILE DEPLOYMENTS

Organizational Interactions

- Working with a large product backlog
- Proactively managing dependencies – rolling look-ahead planning
- Coordinating work among teams
- Scaling the Sprint/Iteration planning meeting
- Cultivating Communities of Practice
- Distributed Teams
- Coexisting with other approaches – Governance and compliance
- Human Resources, Facilities, and the PMO
- Practicing Scrum and Kanban

Product Backlog

- Shifting from Documents to Discussion
- Progressively/iteratively refine requirements



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- Learning to start without a Specification (Code before Design)
- Introducing User Stories
- The Three C's (Card, Conversation, Confirmation)
- Introducing Sprints/Iterations
- Deliver working software each sprint/iteration
- Release Planning
- Integrate testing into the process
- BDD and Acceptance Test-Driven Development

Tools of the Trade – Measuring Success

- The Purpose of Measuring
- General-Purpose Agility Measurements
- Creating your own Assessment
- Balanced Scorecard for Agile Teams
- Sprint Velocity, Process Charts, and Burndown Charts

LEAN & KANBAN

Kanban -The Case for Change

- What is Lean
- What is Kanban
- How Kanban differs from other methodologies
- Difference from Scrum
- Kanban Team and Roles
- Benefits of Kanban
- How Kanban differs from other Agile methodologies

Kanban Overview and Concepts

- Kanban's 5 Core Properties
- Kanban Emergent Behaviors
- General Concepts at high level
- Kanban origins and evolution
- The Kanban concepts, principles, and terminology
- Understand the Kanban core principles

OVERVIEW OF KANBAN

Implementing Kanban

- Work Item Types
- Card Walls
- Workflow
- Queues and Buffers
- Cadences
- Work-in-Progress
- Bottlenecks
- Issues and Blocked Items
- Visualization of Work
- How to set up a Card Wall



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- Setting Work-in-Process Limits
- Limiting Work-In-Process
- Analyzing the Flow of Work
- Learn to build visualization methods like a Kanban board
- Understand implementation approaches
- How to use Work Item Types
- Setting input and output limits

OVERVIEW OF SCRUM

Basic Scrum Framework

- Product/Project Planning
- Using hands on sessions we'll introduce you to the concepts of Product/Project Vision, Adaptive frequent Release Planning
- User Stories Lifecycle and Product Backlog Management using Business Value Prioritization and Customer Feedback.
- Project Execution with Scrum
- Various exercises will be introduced to concepts like Sprint Planning, Sprint Capacity and Velocity, Managing Sprint Backlog, Setting up Story wall and task pull system, Daily Scrum, Sprint tracking using Burn-downs and Defect Management process
- Detailed discussion about Sprint Review and Retrospective.
- Discussion on various topics like Understanding Scrum Master's Role, Scrum Environments and Tools, Distributed Development with Scrum and so on.
- Scrum Adoption Patterns and Challenges.

PROJECT MANAGEMENT

What is Project Management?

- Global Standards (PRINCE2/PMI)
- The Product/Project Lifecycle
- Initiating the Project

Project Deliverables

- Developing a project charter
- Developing a project plan
- Performing a stakeholder analysis
- Define a SOW (Statement of Work)
- Creating a WBS (Work Breakdown Structure)

Project Executing, Monitoring, and Controlling

- Developing a Network Logic Diagram
- Developing the Cost Baseline
- Developing a Schedule Baseline
- Project Change Control (Change Request Management)



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AGILE PROJECT MANAGEMENT

What is Agile Project Management?

- Understanding the business need for Agile project management
- Traditional vs. Agile project management techniques
- Basic techniques and overview of Agile project management
- Understanding the business need for Agile project management
- Traditional vs. Agile project management techniques
- Basic techniques & overview of Agile project management

Roles and Responsibilities

- Traditional Project Management roles transformed
- New set of responsibilities

AGILE PROJECT PLANNING

Agile Project Management Process and Products

- Scheduling
- Prioritizing
- Managing Risk
- Reporting to Senior Management
- Leading self-organizing teams
- Servant leadership
- Measuring progress

Individuals and Interactions

- Agile communication techniques
- Agile communication tools

Prioritization and Time boxing

- Effective techniques for balancing business and technical priorities
- Time boxing meetings
- Product backlog approaches

Agile Requirements and Estimation

- User stories, personas, user journeys
- Estimation techniques

Agile Planning

- Release planning
- Sprint planning

MINI PROJECT ON AGILE PROJECT DEVELOPMENT

Project Tools, charts, sticky notes, and marker pens will be provided.

Participants will be guided by the trainer.

They will be given fictional case studies, where after studying the case study, they will have to exercise some of the practices, techniques, etc that team members of an agile team members are expected to know.

POST ASSESSMENT



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REGISTRATION FORM

COURSE: CERTIFIED PROFESSIONAL IN AGILE PROJECT MANAGEMENT

APPLICANT DETAILS

FULL NAME (AS PER NRIC):	
DESIGNATION:	
ORGANIZATION:	
ORGANIZATION ADDRESS:	
POSTCODE:	STATE:
MOBILE PHONE:	EMAIL:

METHOD OF PAYMENT

Enclosed cheque/IBG no _____ for the sum of RM _____

Payable to "QF4 Tech Asia Sdn Bhd (OCBC: 1731018522)"

PARTICIPANT DETAILS

NO	FULL NAME (AS PER NRIC)	EMAIL	MOBILE NO.	HRDC CLAIM

TERM AND CONDITIONS

- Cancellation Policy** Course fees are non-refundable once the reservation has been confirmed. No refund is given for cancellations or withdrawals. Cancelled unpaid registration will also be liable for full payment of the Course fees.
- Replacements** Registrations for the courses are not interchangeable but replacements are acceptable. Do notify us at least five days prior if you intend to send replacement.
- Recording** Any form of recording is strictly prohibited.
- Disclaimer** All information contained in this brochure is correct and accurate at the time printing. The Course Organisers reserve the right to cancel, make any amendments and/ or changes to the programme if warranted by circumstances beyond the control of the Organisers. The Course Organisers also reserve the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.