



Agile Transformation Checklist

16 Feb 2024

Complete

Score	1 / 1 (100%)	Flagged items	0	Actions	1
Organization Name	SST Manufacturing, Inc.				
Location	New York, NY, USA (40.7127753, -74.0059728)				
Project Name	Improved Product Development 2024				
Date Started	16 Feb 2024 13:30 PST				
Facilitator Name	Shane Volten				

Actions

1 action

Agile Transformation / Assessment and Objectives

Define clear objectives aligned with overall business goals.

In Progress

While we've already drafted the objectives for this project, we still need to finalize them due to recent organizational structure changes for the FY 2024-2025. This is already followed-up with the team and will be updated next Tuesday.

[Agile Transformation Project Objectives \[Draft\].pdf](#)

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 20 Feb 2024 13:00 PST | Created by: SafetyCulture Staff

Update drafted objectives for the Agile transformation project.

Agile Transformation	1 action
Assessment and Objectives	1 action
Conduct an assessment of the current organizational state.	Done
Define clear objectives aligned with overall business goals.	In Progress
<p>While we've already drafted the objectives for this project, we still need to finalize them due to recent organizational structure changes for the FY 2024-2025. This is already followed-up with the team and will be updated next Tuesday.</p> <p>Agile Transformation Project Objectives [Draft].pdf</p> <p>To do Assignee: SafetyCulture Staff Priority: Low Due: 20 Feb 2024 13:00 PST Created by: SafetyCulture Staff</p> <p>Update drafted objectives for the Agile transformation project.</p>	
Stakeholder Involvement	
Involve key stakeholders in the Agile transformation process.	In Progress
<p>In relation to the note above, the recent organizational structure update is a precedent to the stakeholder involvement requirements for this Agile transformation project. More details on this next Tuesday as well.</p>	
Obtain commitment and support from leadership.	Done
Agile Framework Selection	
Choose a suitable Agile framework based on organizational needs.	Done
Specify the Agile framework chosen.	Scrum
Tailor the framework to fit unique organizational characteristics.	Done
Metrics and KPIs	
Identify relevant metrics and KPIs for measuring Agile success.	Done
Align indicators with organizational goals.	Done
Training Programs	
Create customized training programs for teams and leadership.	Done
Ensure team members acquire necessary Agile knowledge	Done

and skills.	
Communication Plans	
Develop robust communication plans for transparency.	Done
Foster open channels for feedback and updates.	Done
Iterative Implementation	
Introduce Agile practices gradually, allowing teams to adapt.	In Progress
Incorporate regular feedback loops for continuous improvement.	In Progress
Tool Integration	
Select and integrate tools that support Agile practices.	In Progress
Ensure teams are trained in using Agile-friendly tools.	In Progress
Kickoff and Orientation	
Conduct a kickoff meeting to introduce the Agile transformation.	In Progress
Orient teams and leaders on their roles and responsibilities.	In Progress
Regular Team Check-ins	
Schedule regular team check-ins to review progress.	In Progress
Address challenges and discuss necessary adjustments.	Not Applicable
Leadership Alignment Meetings	
Schedule periodic leadership alignment meetings.	Done
Discuss organizational impact and reinforce Agile principles.	Done
Feedback Loops	
Establish formal feedback loops at various levels.	Done
Encourage open dialogue and continuous improvement.	In Progress
Metrics Review	

Regularly review and assess defined metrics and KPIs.	Not Applicable
Identify areas of improvement and celebrate achievements.	Not Applicable
Adaptive Leadership	
Cultivate adaptive leadership practices.	In Progress
Empower leaders to make data-driven decisions.	In Progress
Tool Utilization	
Regularly assess the utilization and effectiveness of Agile tools.	Not Applicable
Optimize tool usage based on user feedback and organizational needs.	In Progress
Celebrate Achievements	
Celebrate milestones, achievements, and successful Agile implementations.	Not Applicable
Recognize team and individual contributions.	Not Applicable
Ongoing Training	
Maintain a focus on ongoing training and skill development.	In Progress
Offer continuous learning opportunities for Agile knowledge reinforcement.	In Progress

Conduct a final review to ensure all checklist items are addressed, scheduled, endorsed, or marked appropriately.



Facilitator Sign-off

A handwritten signature in black ink, appearing to be 'Shane Volten', written over a horizontal line.

Shane Volten
17 Feb 2024 20:21 PST

Media summary

File summary

[Agile Transformation Project Objectives \[Draft\].pdf](#)