

## Restrospective Essence cards

The following Essence items (cards) form the Retrospective practice.

This is how to essentialize Retrospectives (how to translate the Retrospective practice in Essence terms).

It's important to note that translations may vary depending on the level of detail needed.

The activities of the Retrospective are:

- Hold a Retrospective

The alphas of a retrospective are:

- Improvement

Patterns are:

- Feedback
- Mad, Sad, Glad

Required competency levels are:

- Leadership
- Management

### Restrospective Essence cards - Activities

Title: Hold a Retrospective

Description: The whole team meets regularly to reflect on its way of working. Improvements are identified and prioritized, and actions agreed. At the next retrospective, the results are evaluated.

Required competencies: Leadership level 2, Management level 2.

Achieves: Alpha Improvement: Action Agreed or beyond.

Contributes to: Alpha Way of Working: Working Well

Patterns: Mad, Sad, Glad is one approach to Hold a Retrospective

Part of: Support the Team Activity Space

### Restrospective Essence cards - Alphas and Alpha States

Title: Improvement

Description: A possible adaptation to improve a Team's Way of Working.

States: identified, prioritized, action agreed, trialed, results evaluated, in use.

Related to: Alpha Way of Working (parent)

Progressed by: Hold a Retrospective

Title: Improvement state 1: Identified

Description: A possible adaptation to improve a team's way of working has been identified.

Checklist: A possible adaptation to improve a team's way of working has been identified

Title: Improvement state 2: Prioritized

Description: A possible adaptation to improve a team's way of working has been prioritized so support decisions on what to focus on improving and when.

Checklist: A possible adaptation to a team's way of working has been prioritized to support decisions on what to focus on improving and when.

Title: Improvement state 3: Action Agreed

Description: It has been agreed what action to take to enact or otherwise respond to an improvement.

Checklist: It has been agreed what action to take to enact or otherwise respond to an improvement, It is clear when the action will be taken, It is clear who is responsible for the action, It is agreed how the results of the actions will be measured to prove whether or not an improvement has been achieved.

Title: Improvement state 4: Trialed

Description: The improvement has been enacted in such a way that the team is able to assess its success and decide whether to continue with the enactment, reverse out of it, or adapt it in some way.

Checklist: The improvement has been enacted in such a way that the team is able to assess its success and decide whether to continue with the enactment, reverse out of it, or adapt it

Title: Improvement state 5: Results evaluated

Description: The team has assessed the success or otherwise of the improvement.

Checklist: The team has assessed the success or otherwise of the improvement, The team has agreed what changes to make to their future way of working as a result, if any

Title: Improvement state 6: In Use

Description: The improvement is in use and now a fully embedded part of the team's way of working.

Checklist: The improvement is now a fully embedded part of the team's agreed way of working

### **Restrospective Essence cards - Patterns**

Title: Feedback

Description: Feedback patterns establish mechanisms for assessing performance and adjusting the approach based on these assessments.

Title: Mad, Sad, Glad

Description: A popular approach to team brainstorming to identify potential improvements.

Team members write on sticky notes what has made them:

Mad – frustrations

Sad – disappointments

Glad – things that went well

Part of its power is that it taps into people's emotions, and results in an unfettered flow of ideas that the team can then analyze, prioritize and action.

One approach to: Hold a Retrospective

Patterns: Feedback groups Mad, Sad, Glad

### **Scrum Essentials Essence cards**

The following Essence items (cards) form the Scrum practice.

This is how to essentialize Scrum (how to translate the Scrum practice in Essence terms).

It's important to note that the Scrum could also be considered a method, which is a combination of practices, depending on the level of detail needed for the translation.

A smaller team will use a more general translation, a bigger team may instead need a more detailed translation.

The activities of the Scrum are:

- Product Backlog Refinement
- Sprint Planning
- Daily Scrum
- Sprint Retrospective
- Sprint Review

The artifacts of a Scrum are:

- Improvement
- Product Backlog
- Product Goal
- Sprint
- Sprint goal

Patterns are:

- Individual Pillars
- Individual Values
- Principles and Values
- Team Formation
- Team Roles and Accountabilities
- Others...

Required competency levels are:

- Leadership level 3
- Management level 2
- Stakeholder Representation level 3

Work Products:

- Definition of done
- Increment
- Product Backlog
- Sprint Backlog