

The background of the slide is a complex, abstract geometric pattern. It consists of numerous irregular polygons in various shades of red, from deep maroon to bright pink, and some white. These shapes are arranged in a way that creates a sense of depth and movement, resembling a mosaic or a low-poly 3D rendering. The pattern is dense and covers the entire slide area.

# Agile/Scrum Project Management using Microsoft Teams



# **Agile/Scrum using Microsoft Teams**

Agile = division of tasks into short phases of work and frequent reassessment and adaptation of plans

Kaleidoscope = a constantly changing pattern or sequence of objects or elements

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**Musician:**



**Fur-baby:**



**Biker—“Throttles Not Pedals”**

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- <http://www.linkedin.com/in/lizsundet/>
- Slides will be posted on SlideShare







# Agenda

- Scrum/Agile Concepts in Project Management
- How Microsoft Teams works with Scrum Teams
  - Favorite Apps
    - MindMeister
    - Planner
    - Trello
    - Freehand
    - OneNote







- ***Individuals and Interactions***  
*over processes and tools*
- ***Working Software***  
*over comprehensive documentation*
- ***Customer Collaboration***  
*over contract negotiation*
- ***Responding to Change***  
*over following a plan*



Stakeholder liaison



Product Owner

1	
2	
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8	
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10	
11	
12	
13	
14	
15	

PBI's

Product Backlog



Development Team

Team forecasts work needed to achieve Sprint Goal

Sprint Planning

Topic 1: forecast PBI's  
Topic 2: plan work (e.g. tasks)



Sprint Backlog

Product Backlog Refinement



**Sprint**  
(max 1 month)  
Scrum Master

Daily Scrum

Iterative-Incremental Development & Delivery



Potentially Releasable Increment

Sprint Review



Sprint Retrospective

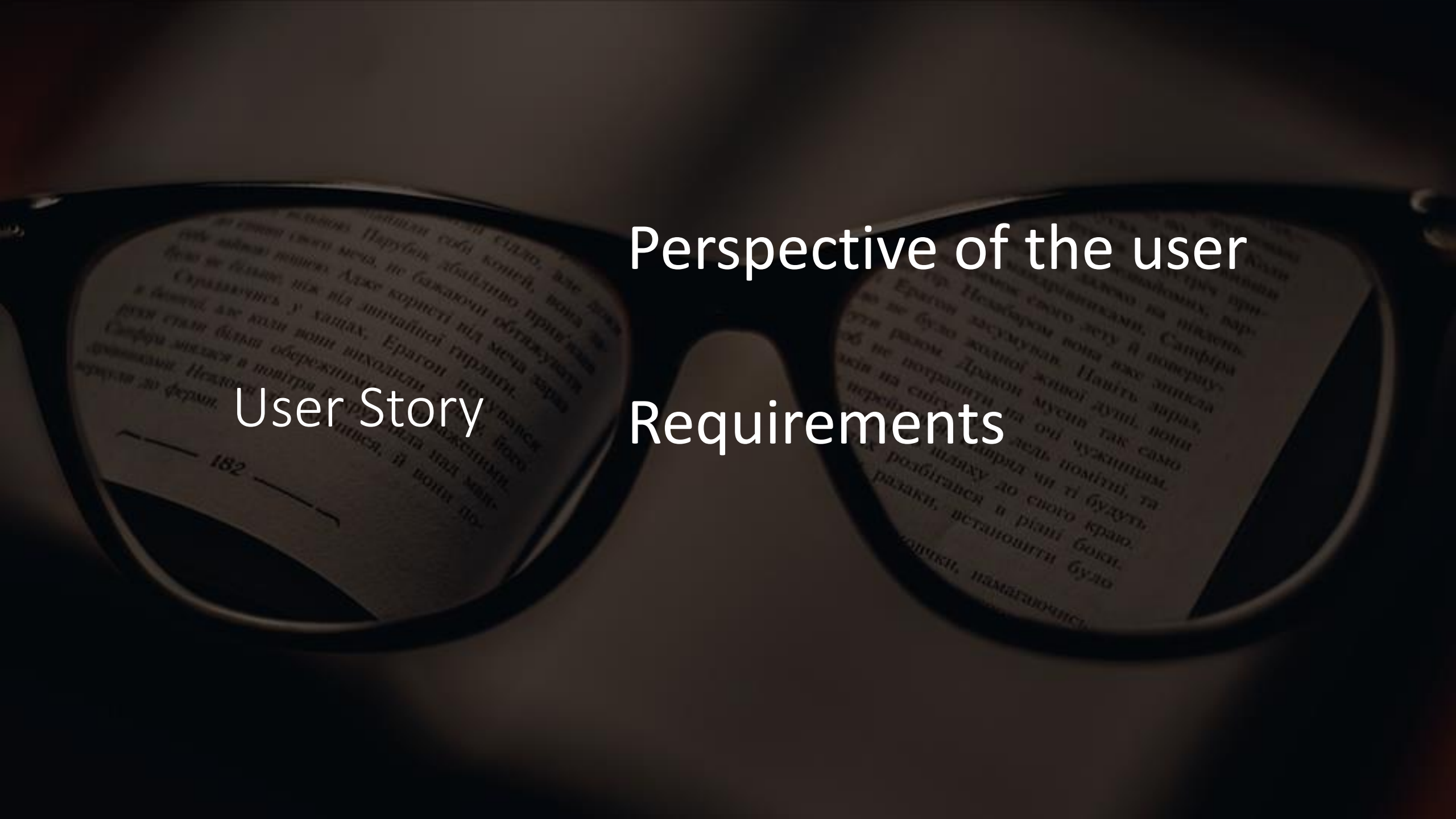




90% of a Project  
Manager's/Scrum  
Master's job is  
spent  
Communicating







Perspective of the user

User Story

Requirements



# Scrum Board

# User Stories are recorded

When worked, added to the board to be worked on by the group in a sprint

Tasks are assigned to get the work done to complete the user story


# To do, In Progress, Testing and Done are common buckets of work

## Everyone on the team can see progress









Why Microsoft Teams works?



Microsoft Teams



Agile principle=Build a  
solid team  
Individuals and  
Interactions over  
Processes and tools

- Give them a foundation of technology
- Allow the team to make choices





Allow the team to choose their own tools

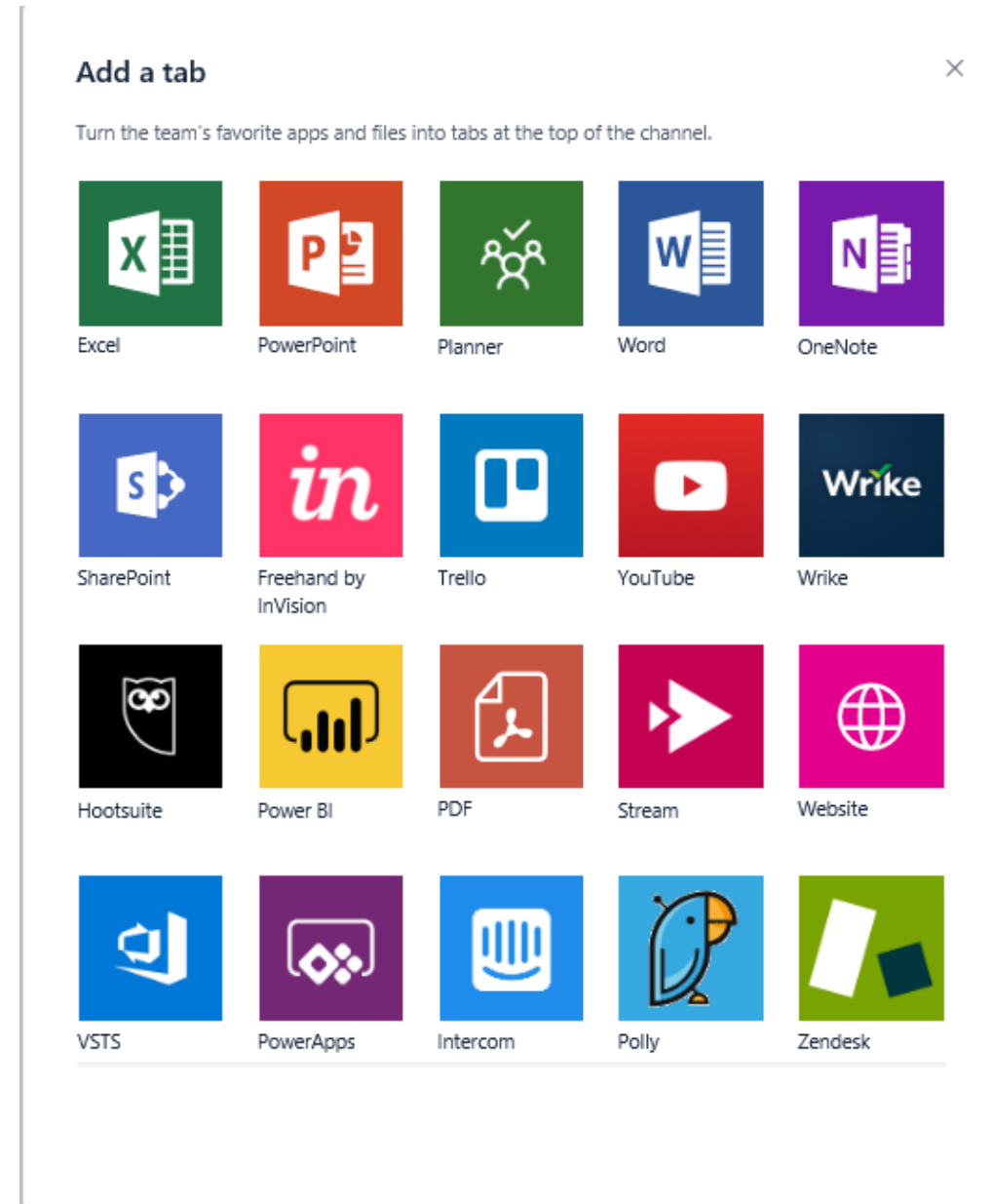


# Add Tabs or App's that support what you want to do

---

## Personal Favorites:

- Trello
- MindMeister
- OneNote
- Freehand
- Power BI





General (Scrum) | Micro

Documents - Free pictures

←

→

↺

🏠

🔒

https://teams.microsoft.com/\_#/?tab::3146396412/General?threadid=19:a5b740f936284c09ada6f1f23b5b985d@thread.skype&ctx=channel

📖

☆

⌵

🔍

✎

📎

⋮

Activity

Chat

Teams

Meetings

Files

Feedback

Sunset

Search

🔍

✎

Favorites

Scrum

General

Sprint 1

Sprint 2

Want an even faster, more collaborative experience? Download the desktop app.

Download

Scrum > General

Public · No classification

Conversations

Files

MindMeister

Plans

Notes

User Stories

Freehand by InVision

User Stories

☆

Personal

Private

Show Menu

User Story

User would like to be able to print the screen

Try out Trello

Add a card...

To Do

Add a save button to bottom right of the form entry screen

Add a card...

WIP

Add capabilities to print screen as a .pdf

Add

✕

Testing

Add print button to tool bar

Add a card...

Complete

Add a user story

Add a task

Add a card...

Add a list...

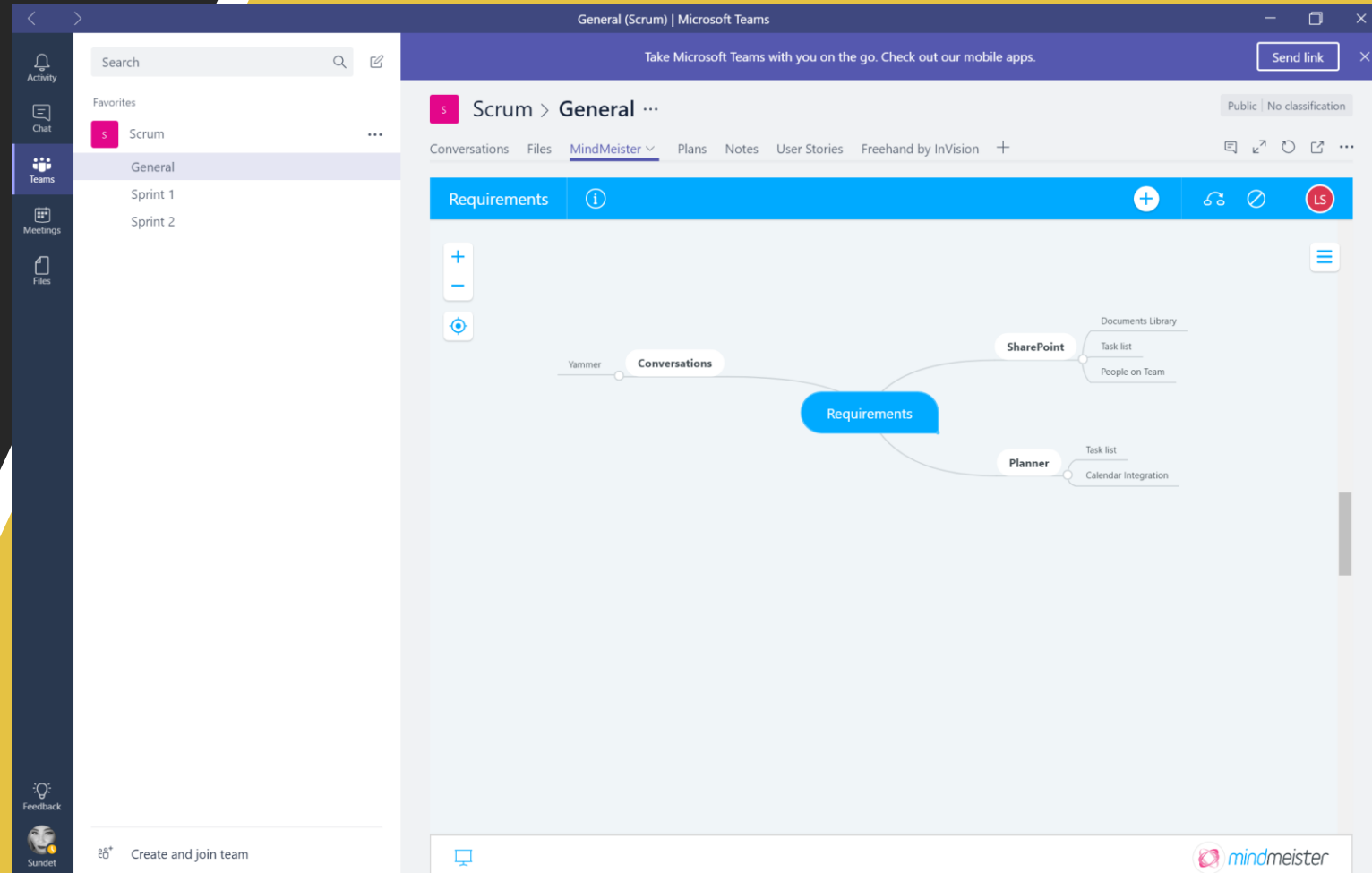
Create and join team

Open in New Window

Log out

# Mind Mapping Software--- YES PLEASE!!

- <https://www.mindmeister.com>
- <https://www.slideshare.net/LizSundetMBAPMPCBAPC/mind-mapping-43699987>

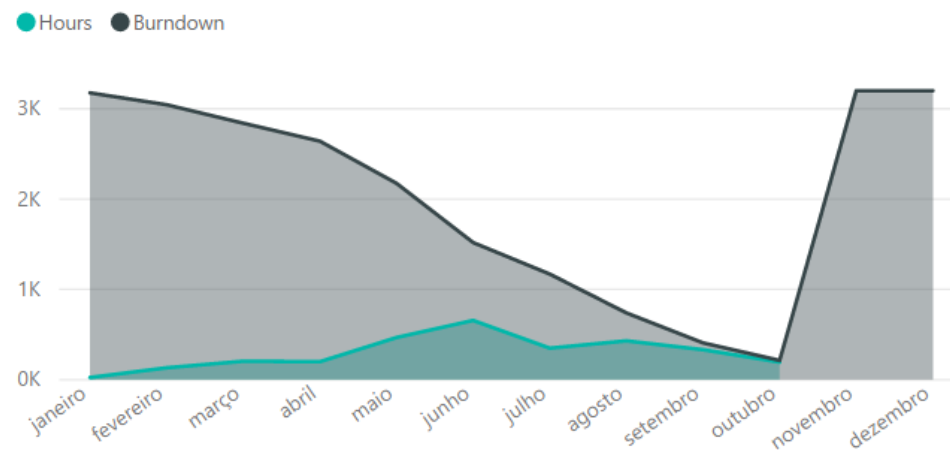




No Filter

Mês	Hours	Burndown
janeiro	24.00	3,176.00
fevereiro	131.50	3,044.50
março	204.50	2,840.00
abril	198.84	2,641.16
maio	466.75	2,174.41
junho	656.04	1,518.37
julho	349.08	1,169.29
agosto	429.82	739.47
setembro	332.08	407.39
outubro	194.00	213.39
novembro		3,200.00
dezembro		3,200.00
<b>Total</b>	<b>2,986.61</b>	<b>213.39</b>

No Filter



Filter by Customer 1

Mês	Hours	Burndown
janeiro	4.50	3,176.00
fevereiro	15.75	3,087.50
março	9.75	2,878.00
abril	44.50	2,641.66
maio	20.50	2,238.91
junho	7.75	1,539.37
julho	28.25	1,179.79
agosto	22.50	739.47
setembro	23.25	474.64
outubro	4.00	266.14
novembro		3,200.00
dezembro		3,200.00
<b>Total</b>	<b>180.75</b>	<b>266.14</b>

# Use Power BI for BurnDown Charts

FALSE: There  
is no  
documentation  
in Scrum

Working Software over  
comprehensive documentation





Teams sits on top  
of SharePoint/  
OneDrive—  
Perfect place for  
Documentation

Activity

Chat

Teams

Meetings

Feedback

Sundet

Search

Views

Recent

Microsoft Teams

Downloads

Cloud storage

OneDrive

+ Add cloud storage

Files | Microsoft Teams

Take Microsoft Teams with you on the go. Check out our mobile apps.

Send link

Recent

Type	Name	Modified	Location	
N	Liz	Just now	Liz's OneDrive	...
N	Liz @ Sundet	Just now	Liz's OneDrive	...
P	Kalidescope.pptx	Yesterday	Liz's OneDrive / Presentations	...
P	Make your Intranet go from Good to Great-San Diego.pptx	1/26/18	Liz's OneDrive / Presentations	...
P	PM Ess I & P Face to Face Class Jan 17, 2018.pptx	1/24/18	Liz's OneDrive / RCTC Class	...
P	SharePoint Fest Video.pptx	1/19/18	Liz's OneDrive / Presentations	...
W	Projects.docx	1/17/18	Liz's OneDrive / RCTC Class	...
N	Team Site Notebook	1/15/18	Unknown	...
P	PM Basics Face to Face Jan 10, 2018.pptx	1/10/18	Liz's OneDrive / RCTC Class	...
P	Make your Intranet go from Good to Great-SPSTC.pptx	12/20/17	Unknown	...
W	Document.docx	12/11/17	Communications	...
N	TeamsNotebook(Shared)	11/3/17	Liz's OneDrive / Notebooks	...
P	Dissemination folder.pptx	10/25/17	Zoo / SiteAssets	...
P	SharePointZoo.pptx	10/14/17	Unknown	...

Documentation  
all in one place

Conversations

Files

MindMeister

Plans

Notes

User Stories

Freehand by InVision



← Reply



Liz Sundet 1/1 12:58 PM  
Tab conversation has begun.



Notes

← Reply

January 22, 2018



Liz Sundet has created channel **Sprint 1**. [Remove favorite.](#)



Liz Sundet has created channel **Sprint 2**. [Remove favorite.](#)

Liz Sundet 1/22 11:44 AM  
What are the goals of this project?

← Reply

January 25, 2018



Liz Sundet 1/25 7:37 PM  
Tab conversation has begun.



Welcome Board

← Reply



Liz Sundet 1/25 7:46 PM  
Tab conversation has begun.



Freehand by InVision

← Reply



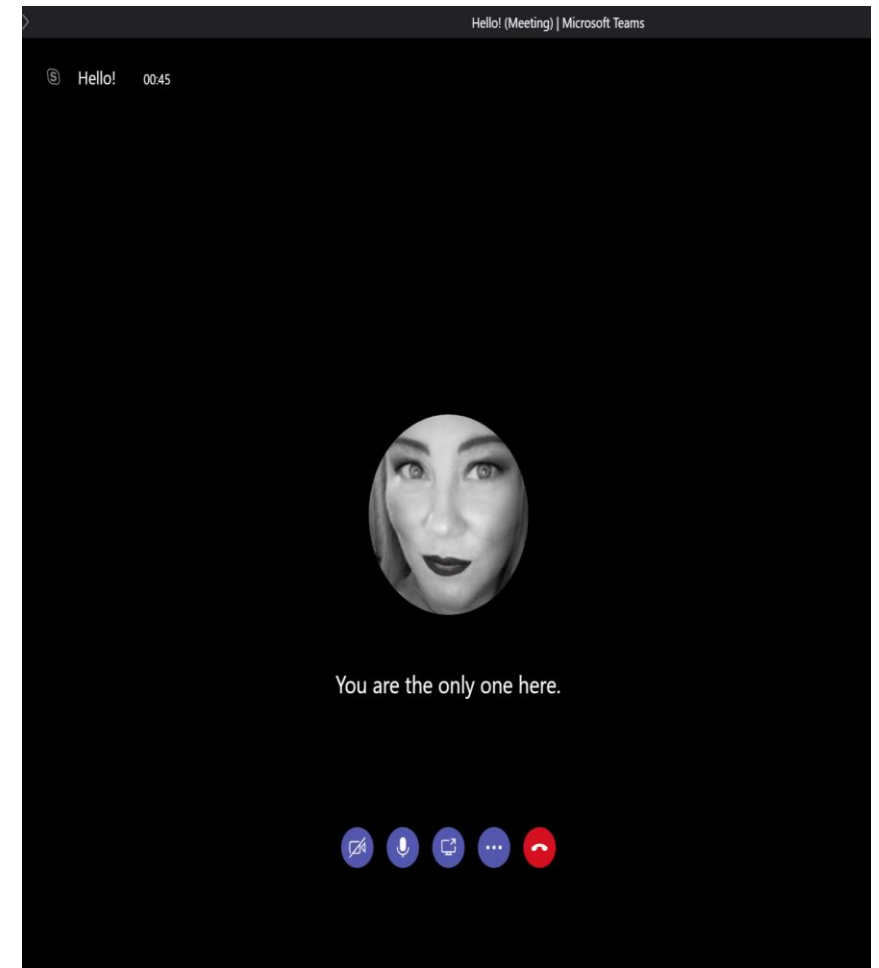


Customer Collaboration over Contract Negotiations

# Collaborate


- Skype for Business
- Conversations in channels
  - Use @ mention to better trigger responses
- Chats with team members
- New members to the team can get caught up quickly by seeing what has been done already

Start a new conversation, use @ to mention someone








# Who Bot...

 Who

[Conversation](#) [Your org](#) [Upcoming meetings](#) [About](#)

 I'll need your permission to perform searches on your behalf. Go ahead and click **Allow**.


Allow

Thanks! You're ready to start chatting. ...    
Please give me a moment while I get the answer to your original query.

Sorry, I couldn't find anyone in your teams that knows about 'power bi'.

Yesterday 8:03 AM


Who have I emailed about power bi

 Who Yesterday 8:04 AM

Sorry, I couldn't find anyone with whom you exchanged emails, in the past 12 months, regarding 'power bi'.

Yesterday 8:04 AM

who is Liz Sundet

 Who Yesterday 8:04 AM

Here's what I found for "Liz Sundet":



Liz Sundet


+1 5073631430

Manager

Works with

Peers

 1

Type your questions here

Never  
a failure,  
always  
a lesson



# Retrospectives

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- Respond to change
- Find out what works and what doesn't
- Make adjustments
- Do another sprint

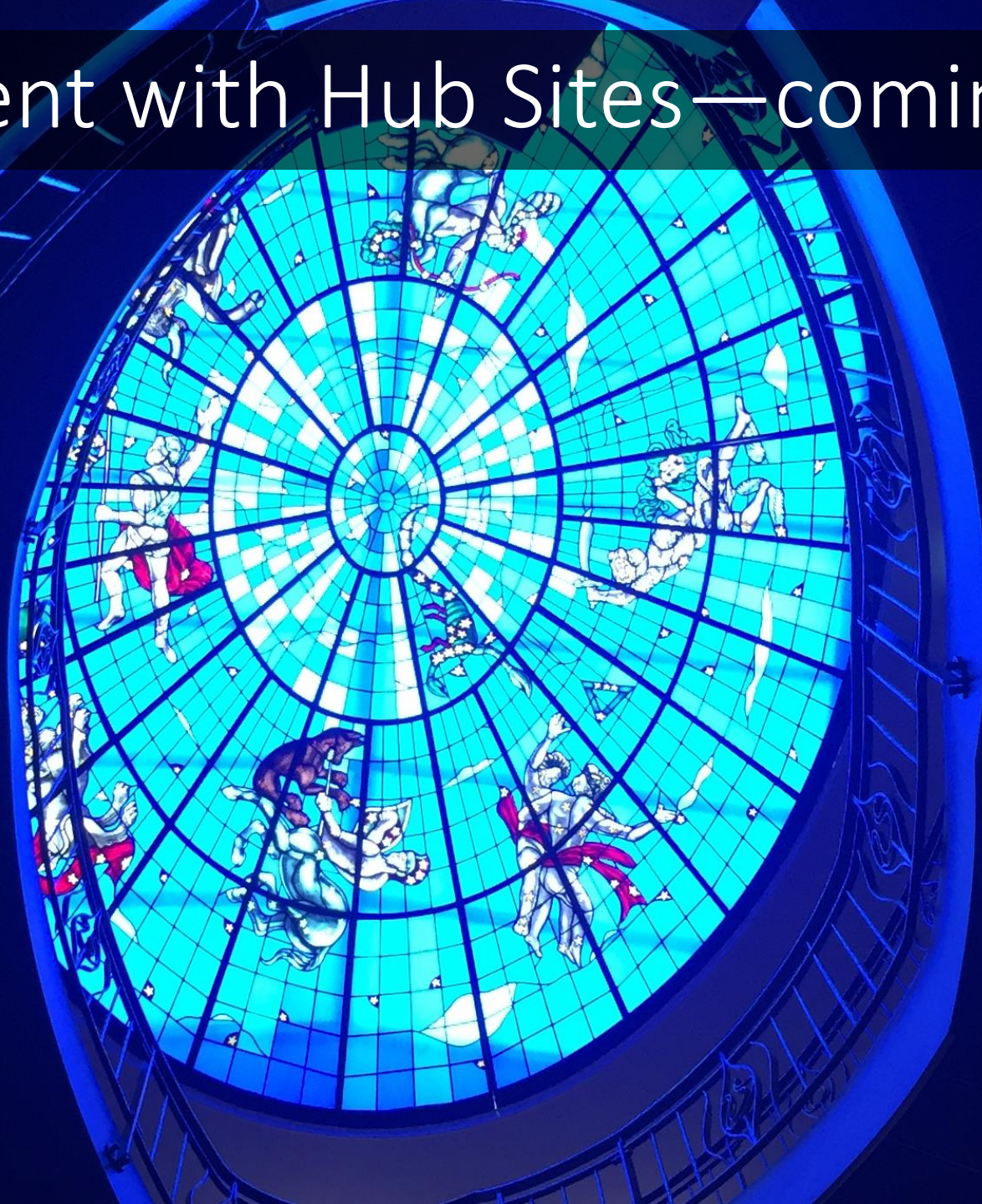




One Team for project



Roll up content with Hub Sites—coming soon!



# Want to learn more??

<https://3back.com/event/certified-scrum-product-owner-cspo-minneapolis-mn-26905/>



**Certified Scrum Product Owner  
(CSPO) – Minneapolis, MN**

**April 24 - April 25**



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