

Frequent Reviews / Demos



RefineM PROJECT MANAGEMENT CONSULTING

NK Shrivastava, PMP, RMP, ACP, CSP, SPC4
CEO/Consultant/Agile Coach - RefineM

www.RefineM.com

1

Agenda

1. What is Virtual Lunch & Learn
2. Your Expectations from this Webinar
3. Frequent Reviews / Demos
4. Upcoming Learning Opportunities from RefineM
5. How to get 1 PDU for this Webinar?
6. Rewarding Our Star Attendees
7. Q & A

RefineM

2

www.RefineM.com

RefineM's Virtual Lunch & Learn

This is a monthly webinar delivered during the lunch hour in the first week (Wednesdays) of every month.

It's designed to help you learn while you eat lunch, providing a relaxed environment to enhance your experience.

The monthly webinars will cover a variety of Project Management / Agile topics.

Your Expectations

What are your expectations from this webinar?

Why are you here today?

NK Shrivastava, PMP, RMP, ACP, CSP, SPC4

RefineM

Helping organizations turn their project management capability into a *competitive advantage*



CEO/Consultant since Dec 2011

- * Agile Transformation/Coaching/Adoption
 - ✓ Agile Coach @ IBM
- * Project Management/ Process Improvement Consulting and Training
- * Products for Project Professionals
 - ✓ Essential Gear for Project Managers
 - ✓ PMP Exam Simulator
 - ✓ PMP Videos at Vimeo

My professional journey b/f RefineM

20+ years of Successful Project Leadership

- * Led 100s of projects of all sizes, successfully
- * Recovered many projects, saved millions of \$
- * Implemented numerous process improvements
- * Coached/mentored 100s of PMs, and executives
- * Board Member – SWMO PMI Chapter (2008-2014)

RefineM

5
Contact@RefineM.com

www.RefineM.com

What's New at RefineM



RefineM PROJECT MANAGEMENT CONSULTING

www.RefineM.com

6

What's New at RefineM

* Upcoming Free Webinars

Webinar Title	Date
Retrospectives	Sept 6
Wireframes for UI / Design	Oct 4

* New Training and Outreach

- ✓ New class – Agile Practices for Waterfall Teams
- ✓ New workshop – Lean/Agile Process Improvement Workshop
(Achieve 15-40% efficiency improvements in 4-8 weeks)
- ✓ New live PMP video chat sessions every Saturday, 9-10 AM Central

* PMP Exam Prep Test Simulator

- ✓ <https://Examprep.RefineM.com>

* PMP Videos at <https://vimeo.com/ondemand/refinempmpexamprep>

Manifesto for Agile Software Development

We are uncovering better ways of developing software by doing it and helping others do it. Through this work we have come to value:

Individuals and interactions over processes and tools
Working software over comprehensive documentation
Customer collaboration over contract negotiation
Responding to change over following a plan

That is, while there is value in the items on the right, we value the items on the left more.

Developed in 2001 by 17 agile advocates at Snowbird resort in Utah

Agile Twelve Principles

1. **Satisfy the customer** thru early and continuous delivery
2. **Welcome changing requirements** even late in development
3. **Deliver working software frequently** a couple of weeks to a couple of months
4. **Work together daily** (business people and developers)
5. **Motivated individuals**, build projects around them, and give them freedom
6. **Face-to-face conversations** is the most efficient and effective method
7. **Working software** is the primary measure of progress
8. **Sustainable development** i.e. maintain a constant pace indefinitely
9. **Continuous Attention** to technical excellence & good design enhance agility
10. **Simplicity** – the art of maximizing the amount of work not done – is essential
11. **Self-organizing teams** deliver the best architectures, requirements, and designs
12. **At regular intervals** the team reflects on how to become more effective

RefineM

9

Contact@RefineM.com

www.RefineM.com

Agile Practices

- | | |
|--|----------------------------------|
| 1. Maintaining a Backlog / Prioritized List | 1. Continuous integration (CI) |
| 2. Progressive elaboration | 2. Iteration planning meeting |
| 3. Daily standups | 3. Planning poker |
| 4. Frequent reviews / demos | 4. Refactoring |
| 5. Retrospectives | 5. Test-driven development (TDD) |
| 6. Use of Wireframes for UI design | 6. User Stories |
| 7. Visualizing work through Kanban Board(s) | |
| 8. Limiting Work In Progress (WIP) | |
| 9. Customer involvement throughout project | |
| 10. Smaller iterations | |

RefineM

Source: PMI-ACP Exam Prep, Second Edition by Mike Griffiths, p. 62.

www.RefineM.com

Top 10 Agile Practices for Waterfall Teams

1. **Maintaining a Backlog / Prioritized Requirements**
2. **Progressive Elaboration**
3. **Daily Standups**
4. **Frequent Review/Demos**
5. **Retrospectives**
6. **Using Wireframes for UI Design**
7. **Visualizing Work through Kanban Board(s)**
8. **Limiting Work in Progress (WIP)**
9. **Customer Involvement Throughout the Project**
10. **Smaller Iterations**

Mapping to Agile Practices

To which Agile principles would you map the practice of frequent reviews / demos?

Mapping to Agile Principles

Agile Practice	Matching Agile Principle
Maintaining Backlog	Welcome changing requirements
Progressive Elaboration	Satisfy the customer through early and continuous delivery of valuable software
Smaller Iterations	Deliver working software frequently
Daily Standups	Work together daily
Retrospectives	At regular intervals, the team reflects on how to become more effective
Frequent Review/Demos	Working software is the primary measure of progress
Using Wireframes for UI Design	Continuous attention to technical excellence and good design enhance agility
Visualizing Work through Kanban Board(s) & limiting WIP	Sustainable development
Customer Involvement Throughout the Project	Business people and developers must work together daily throughout the project

Frequent reviews / demos could also match with:

- Deliver working software frequently
- Working software is the primary measure of progress
- Continuous attention to technical excellence & good design enhance agility

Remember, Agile Is

- **Iterative**
- **Customer Focused**
- **Data Driven**

Frequent Reviews / Demos



- What are reviews / demos?
- How to put them in practice?
- How to adapt to a Waterfall Team?

Frequent Reviews / Demos

- * Meeting with customers and stakeholders to review what team accomplished in the current sprint/iteration
- * Purpose of frequent reviews / demos:
 1. Allow constant customer feedback
 2. Allow customer to suggest changes for the next sprint
 3. Increase customer engagement and satisfaction

Vital part of customer involvement

Inspecting and Adapting

- * “Inspect and adapt” is a core tenet of Scrum
- * There will always be some surprises in development
 - ✓ Something won’t work as intended
 - ✓ A better solution might be identified
 - ✓ The customer may have feedback or a change of direction
- * Frequent reviews / demos keep the customer and the team on the same page throughout the process.

Both customer and team inspect and adapt

Structure of the Review / Demo

1. Product Owner describes what was the goal of the sprint and what stories/tasks were included in the current sprint.
2. Team presents the results of the Sprint, what was accomplished and what could not.
3. Team shares the work completed during the sprint, does the demo as needed, and answers any questions from stakeholders/customers.
4. Product Owner shares the current backlog and leads discussion with stakeholders on what to prioritize next, including any work that was not completed/accepted from the current sprint.
5. Input helps the team in the next Sprint Planning meeting.

Frequency and Duration of Reviews

- * Reviews should happen at the end of each sprint
- * Duration of reviews is based on the duration of the sprint
 - ✓ For a 4-week sprint, it may take (2-4 hours)
 - ✓ For a 2-week sprint, it may take (1-2 hours)
 - ✓ Adjust proportions for other sprint durations or other considerations



That is for the Agile projects, what about the Waterfall projects?

Set frequency? At the end of each milestone? What do demo?

Adapting to Waterfall

- * Find ways to do frequent reviews / demos
 - ✓ Easiest may be to do it at the end of each milestone
 - ✓ May set a frequency, like every month or quarter, if that is easier
 - ✓ Review/Demo, what all was accomplished in that time frame
- * Plan it during the planning phase
 - ✓ Make it part of stakeholder management
 - ✓ Include it in communication plan as well as in risk register
 - ✓ Put it on the schedule and set up date/time for each review
- * Track feedback and make changes as needed

Discussion

Do you think implementing frequent reviews / demos would be feasible in your organization? Why or why not?

Questions from Attendees

1. How do you suggest getting C-suite mgmt to see the importance of retrospectives for all projects?
2. Would you recommend varying complexity of retros dependent on the project complexity?
3. Would you recommend using the same form for all types and project complexities - events, programs, implementations?

- From Belinda Hentz

Conclusion

1. Frequent reviews/demos are a key part of “Inspect and Adapt”, as well as engaging the customer, both of which improve the final product.
2. Reviews/demos should be held at the end of each sprint.
3. Agile teams should allocate about one hour per week of sprint duration (i.e. 2 hours for a 2-week sprint) for a review meeting.
4. The Product Owner, most of the stakeholders/customers and the entire development team should participate in reviews/demos.
5. Waterfall teams should schedule reviews/demos either on a common frequency or at the end of each milestone to get some of the similar benefits.

Next Online Training Course

First Steps Toward Agility

August 24, 9:00 AM-5:00 PM Central US time

\$345 until August 3

Learn how to start your organization's Agile journey.

More info at <https://refinem.com/first-steps-toward-agility-public/>

Contact us at Contact@RefineM.com

Featured Upcoming In-Person Training

Project Management Professional (PMP)[®] Exam Prep

Project Management Professional (PMP)[®] Exam Prep Course

Course Details:

When: Multiple Dates

Where: Multiple Cities

Format: 4-day, in-person training

Standard Fee: \$1,595 until 3 weeks before start date, \$1,800 afterwards

Food and course materials included with fee. [Other discounts available.](#)

Earn: 35 PDUs / Contact Hours

Register:

Sept 18-21, Springfield, MO

REGISTER

Oct 30-Nov 2, Kansas City, MO

REGISTER

[Contact us about future dates or to arrange for this training to be delivered in your organization or city.](#)

Prepare to earn your PMP[®] certification with RefineM.

More info at <https://refinem.com/pmp-exam-prep-course-public/>

Contact us at Contact@RefineM.com

RefineM

Contact@RefineM.com

www.RefineM.com

Introducing our PMP Test Simulator

<https://Examprep.RefineM.com>

**PROJECT MANAGEMENT
PROFESSIONAL
(PMP[®]) EXAM
PRACTICE TEST**

RefineM

ExamPrep.RefineM.com

Subscribe today!

**Subscription Levels
(all prices in USD)**

Level	Duration	Price
Bronze	2 weeks	\$30
Silver	1 month	\$50
Gold	2 months	\$75
Platinum	3 months	\$100

Features:

- 20, 40, 100, and 200-question tests
- Questions close to real exam, written by PMP-certified practitioners and instructors
- Knowledge area-wise tests
- Unlimited tests
- Score history tracking
- Stop/Restart tests
- Unlimited email/phone support

Try risk-free for 1 day

RefineM

Contact@RefineM.com

www.RefineM.com

Subscribe Today

Self-Paced

Online Prep Course



Project Management Professional (PMP®) Exam Video Series

RefineM · vimeo.com/ondemand/refinempmpexamprep

PMP is a registered mark of the Project Management Institute, Inc.

About the Video Series:

- Fully aligned to *PMBOK® Guide 5th Edition*
- 15 videos covering all process groups and knowledge areas
- Exercises included in each video for greater understanding
- \$99/month for subscription to all videos
- \$29/month for individual video rental
- Unlimited free email/phone support

Prepare for the PMP® Exam at your own pace.

More details at <https://vimeo.com/ondemand/refinempmpexamprep>

RefineM

Contact@RefineM.com

www.RefineM.com

Free PMP Live Video Chat

RefineM



FREE LIVE PMP® CHAT with NK Shrivastava

Every Saturday
from 9 to 10 AM CT

Join NK Shrivastava to discuss passing the Project Management Professional (PMP)® Exam. Whether you're looking for the best study materials, building a study plan, or need help with your application, NK is here to help you get on the path to certification.

Bring your questions about the PMP Exam.

More details at <https://refinem.com/free-pmp-live-chat-with-nk/>

RefineM

Contact@RefineM.com

www.RefineM.com

Next Lunch and Learn

* **Retrospectives**

- ✓ How can teams best structure their retrospectives?
- ✓ How can Waterfall teams benefit from retrospectives?
- ✓ What are some best practices for Agile and Waterfall teams?

* **Wednesday, September 6, 12:00-1:00 PM Central**

Register Today - Don't wait for the last Minute

How to Claim 1 PDU for this Webinar?

1. Visit ccrs.pmi.org and log in.
2. Click on "Report PDUs" link.
3. Click "Courses and Training" in upper left.
4. **Activity Name:** "Frequent Reviews / Demos"
(complete this first, before you go to #5)
5. **Provider:** "RefineM LLC" *(don't select dropdowns)*
6. **Date started:** August 2, 2017
7. **Date completed:** August 2, 2017
8. **Contact person:** NK Shrivastava
9. **Contact phone:** (417) 763-6762
10. **Contact email:** Trainings@RefineM.com
11. **PDUs:** 1.00 Technical.
12. Click on the "I agree this claim is accurate" box and then Submit.

Rewarding Our Star Attendees

* Anyone who attends 3 Lunch and Learn Webinars in a row is a Star Attendee and is eligible for a prize drawing for a \$10 Amazon gift card.

This month's winner is:

Shailja R.



Congratulations to the winner!
Stay tuned for our next drawing in August.

RefineM

31
Contact@RefineM.com

www.RefineM.com

Questions?



RefineM PROJECT
MANAGEMENT
CONSULTING

NK Shrivastava, MBA, PMP, RMP, ACP, CSP, SPC4

CEO/Consultant, RefineM

Nixa, MO 65714, USA

nks@refinem.com, www.refinem.com

 <http://www.linkedin.com/in/nkshrivastava>

 [justrightpm](https://twitter.com/justrightpm)

RefineM

32
Contact@RefineM.com

www.RefineM.com

More Training Opportunities From RefineM

Training Title	Springfield	Kansas City	Online	Others
First Steps Toward Agility	Oct 19	Sept 22	Aug 24	
PMP® Exam Prep	Sept 18-21	Oct 30-Nov 2		
Agile Fundamentals / Agile 101		Aug 16-17 Nov 15-16		
PMI-ACP® Exam Prep		Aug 16-18 Nov 15-17		
Leadership Skills for Managers	Sept 28		Nov 08-09	Aug 17 Omaha, NE
Lean/Agile Process Improvement Workshop	Sept 27			Aug 26 Atlanta, GA
Advanced Techniques in MS Project		Oct 11	Sept 06-07	

Please visit <https://refinem.com/training/public> for more details.

RefineM

33
Contact@RefineM.com

www.RefineM.com