

# Flexiana

## Checklists

### From the book: **Lean Software Development: An Agile Toolkit**

**Book by Mary Poppendieck and Tom Poppendieck**

#### **Make a list of the 10 most important activities**

- ☐ Rate each item from 1 to 5 to evaluate the value of them for customers
- ☐ Identify the 2 lowest evaluated items
- ☐ Cut the time on them in half

#### **Discuss the 7 wastes of software development in the next 7 team meetings**

- ☐ Does the team agree on the items being a waste?
- ☐ Estimate the time each item consumes in a week
- ☐ What can be done to reduce the time?

#### **Develop a value stream map**

- ☐ Choose a request
- ☐ Map a timeline of its progress
- ☐ Estimate how much time is spent adding value
- ☐ Estimate how much time is spent waiting
- ☐ Identify the biggest cause of delay
- ☐ Cut the cause in half

#### **Identify the most difficult problem**

- ☐ Increase the feedback of development teams to management
- ☐ Are the team members proper for dealing with this problem?
- ☐ Are there enough of the needed resources?
- ☐ What needs to be changed to make things go smoothly?
- ☐ What is getting in the way?

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## **Increase the feedback of customers to development teams**

- ☐ How well does each iteration solve the problem and affect it?
- ☐ How could it be improved?
- ☐ What is needed to put this part into production?

## **Increase the feedback of the product to the development team**

- ☐ Write and run developer tests as codes are being written
- ☐ Write and run customer tests as code is being developed
- ☐ Test usability of each feature

## **Increase the feedback within the team**

- ☐ Make testers an integral part of the development team
- ☐ Involve operations people at the beginning of the project
- ☐ Establish the policy that the development team maintains the product

## **Start iteration with a negotiation session between customers and developers**

- ☐ Indicate which features are the highest priority
- ☐ Select and commit to only the top priorities to be completed in the current time-box

## **Post a progress chart**

- ☐ What needs to be done?
- ☐ How is the project converging?

## **Synchronize the teams**

- ☐ Integrate the code
- ☐ Run automated tests

## **Form a strata team to focus on UI**

- ☐ Identify the toughest development problem
- ☐ Come up with 3 options
- ☐ Have the team explore all the options at the same time

## **List decisions that are about to be made**

- ☐ Group into 2 categories of “tough” and “easy”
- ☐ Identify what information is needed to make a tough decision into an easy one
- ☐ Implant a strategy to delay the three toughest decisions

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## Evaluate your personality regarding problem-solving

- ☐ Pair with someone opposite your personality
- ☐ Decide how to approach the next development project

## Select a few critical processes

- ☐ Develop simple rules
- ☐ Can people understand them?
- ☐ Can people make independent decisions?

## Create a board for the project

- ☐ What is the goal of the current iteration?
- ☐ What has already been done?
- ☐ What is being done?
- ☐ What has yet to be done?
- ☐ What is the mission of the project?
- ☐ What has already been done to meet the project mission?
- ☐ What has yet to be done to meet the project mission?

## Review the process

- ☐ Does everyone know what to do?
- ☐ How does the team spend their time?
- ☐ What would help to make faster and better decisions about what is important?
- ☐ Implement two ideas for the next iteration

## Find the 3 longest queues in the area

- ☐ Chart the cycle time for each job
- ☐ Look for patterns

## Identify the biggest bottleneck from the queue

- ☐ Form a bottleneck task force
- ☐ How can you reduce the queue?
- ☐ Measure the results

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## **Assign an accountant to every development team**

- ☐ Develop an economic model
- ☐ Does it show the cost of everything simply?
- ☐ Analyze the model
- ☐ Find a solution to deliver as fast as possible

## **At the end of each iteration**

### **Process check with the team**

- ☐ What is slowing the team or getting in the way?
- ☐ What can help to make things faster, better and cheaper?
- ☐ Make a list of good and bad practices
- ☐ Decide which items are to be eliminated
- ☐ Decide which items are to be implemented
- ☐ Repeat after each iteration

## **The team writes down the goal of each iteration before starting**

- ☐ Post the goal on a prominent board

## **Use design reviews or pair programming**

- ☐ Are meetings focusing on learning and sharing experiences?

## **One specialty each team is low on the expertise**

- ☐ Ask team members to vote on the top candidate
- ☐ Plan to make that expertise more available

## **If current systems have a common language**

- ☐ Make a glossary of the customer's key terms
- ☐ Give the glossary to the development team
- ☐ Identify the key terms in the system with developing team
- ☐ Persuade the team to use domain language

## **Hold a meeting with people not directly involved**

- ☐ Brainstorm the concerns about the system
- ☐ Pick the top three most important issues
- ☐ Meet again in 2 weeks
- ☐ Have the three issues been resolved?

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## Identify hindrances that don't meet standards

- ❑ Refactor the items
- ❑ Take 1 or 2 days to clean up the worst offenders

## Estimate the average cycle time

- ❑ Time from writing feature until developer, customer and usability tests are run
- ❑ Time from writing feature until integrated into a system and automated developer test suite is run
- ❑ Time from writing features until deployment.
- ❑ Write a target cycle time for each item.
- ❑ Bring each cycle down to its target number
- ❑ Close the gap

## The defect measurement system as an informational measurement system

- ❑ Are defects traceable back to the developer who caused the defect? Why?
- ❑ Aggregate all defect reports

## Ask the legal team to provide adequate protection while dealing with a contractor.

### About Flexiana

We help companies improve and build digital services - **We are The Service Builders.** We provide quality and professional full-cycle applications, web applications, mobile applications and custom software. We specialize in solving real problems and using opportunities to increase customer satisfaction and gain new customer groups, from idea to long-term cooperation. Drive and dedication have ensured Flexiana has delivered true value to business since 2016. Our values are Craftsmanship, Transparency, Autonomy, Diversity, Remote and Agility.

To deliver consistently, we have lots of things, for example, checklists like these ones. To deliver the best practices, we read, we process information, we discuss and share and teach. And to improve continuously, learning, teaching, processing and building knowledge is an integral part of our operations.

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