

Program Increment (PI) Team Readiness Checklist

This checklist helps confirm agile teams are ready for PI Planning. Contact us if you would like an expert to guide you through the process.

First PI Planning Event Only¹

- All team members receive (a) agile and Scrum 101, and (b) SAFe for Teams training
- Team includes cross-functional members with all skills needed to define, build, test, and deploy business value
- Scrum Master and Product Owner named and receive training specific to each role
- Team members trained to use agile life cycle management tools (e.g., Integrated Development Environment [IDE], Jira, code repository, testing tools)
- Developers and testers confirm access to critical software and environments
- Team reviews architectural standards and discusses questions with the system architects
- RTE reviews minimum story and feature Definition of Done (DoD) standards with team and answers questions

Feature Readiness

- Team confirms each potential feature meets the Definition of Ready (DoR). DoR examples: business value clearly stated, acceptance criteria defined, Non-Functional Requirements (NFRs) documented, diagram shows the business context, Subject Matter Experts (SMEs) and business testers identified.
- Team meets with Program Management to review the initial list of PI features and get questions answered

Team and ART Cadence

- Calendar invites distributed for all team events (Sprint Planning, Daily Scrum, Sprint Review, Sprint Retrospective, and backlog refinement) for the whole PI
- Calendar invites distributed for all ART events (Scrum of Scrums meeting, PO Sync, ART Sync, System Demo) for the whole PI

¹ Launching a new Agile Release Train (ART) involves many other steps. Contact us for support.



Technology

- Team members trained to use PI Planning event technology in advance (e.g., Zoom, MURAL, Miro)

