



User Manual

A2M 1.1.0

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Company Admin

1. Login

Login using the credentials received via mail. (Figure 1)

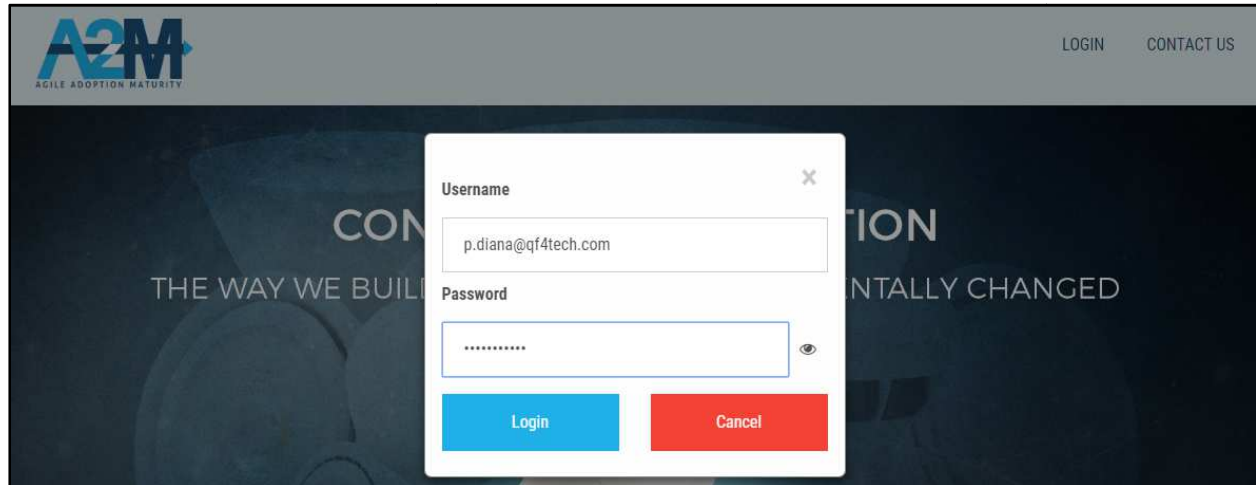


Figure 1

2. Dashboard

1. Dashboard will be displayed once the Company Admin logs in (Figure 2)

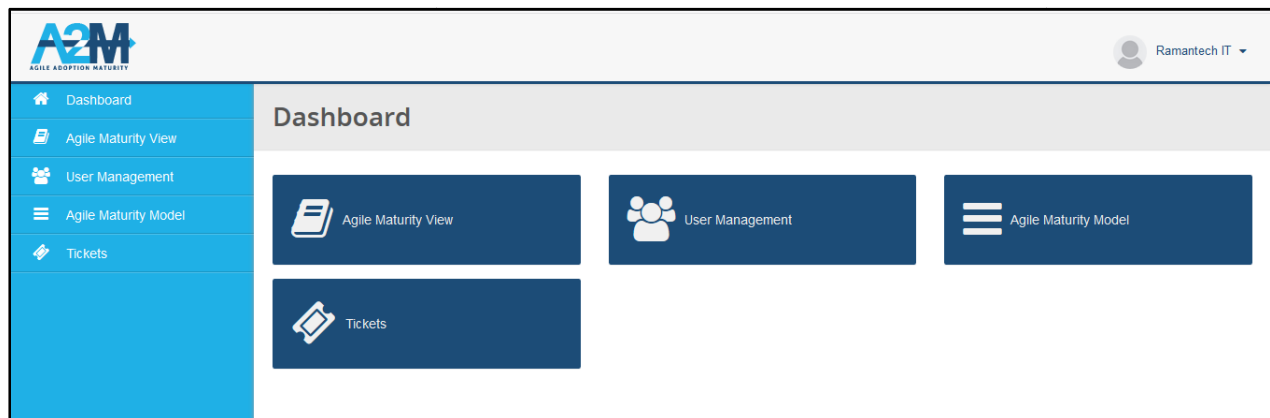
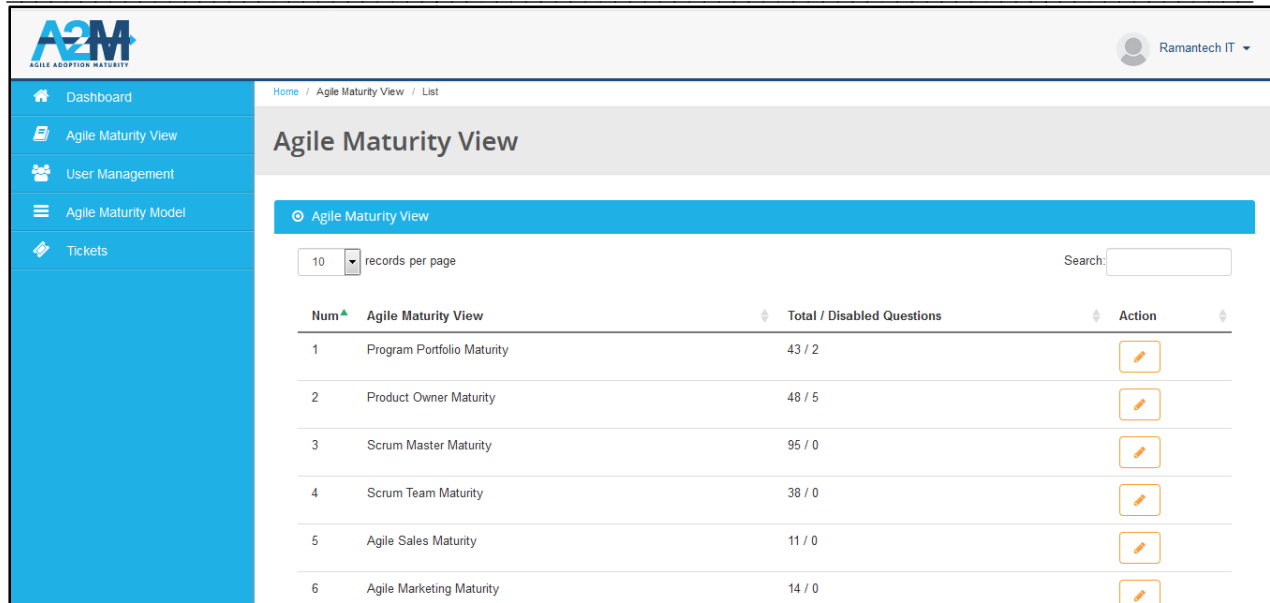


Figure 2

3. Agile Maturity View

1. Click on Agile Maturity View from Dashboard or Menu List, it will redirect to Agile Maturity View page.



Agile Maturity View

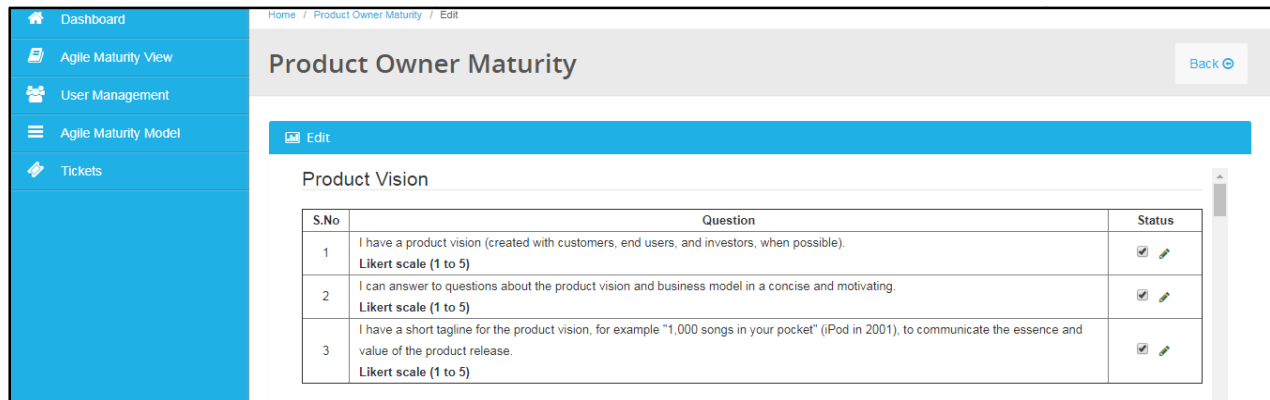
10 records per page Search:

Num	Agile Maturity View	Total / Disabled Questions	Action
1	Program Portfolio Maturity	43 / 2	
2	Product Owner Maturity	48 / 5	
3	Scrum Master Maturity	95 / 0	
4	Scrum Team Maturity	38 / 0	
5	Agile Sales Maturity	11 / 0	
6	Agile Marketing Maturity	14 / 0	

Figure 3

3.1 Edit Agile Maturity View

1. Click on Edit button from the Agile Maturity View, it will redirect to the Agile Maturity View with set of questions. (Figure 3)



Product Owner Maturity

Back

Edit

Product Vision

S.No	Question	Status
1	I have a product vision (created with customers, end users, and investors, when possible). Likert scale (1 to 5)	☒
2	I can answer to questions about the product vision and business model in a concise and motivating. Likert scale (1 to 5)	☒
3	I have a short tagline for the product vision, for example "1,000 songs in your pocket" (iPod in 2001), to communicate the essence and value of the product release. Likert scale (1 to 5)	☒

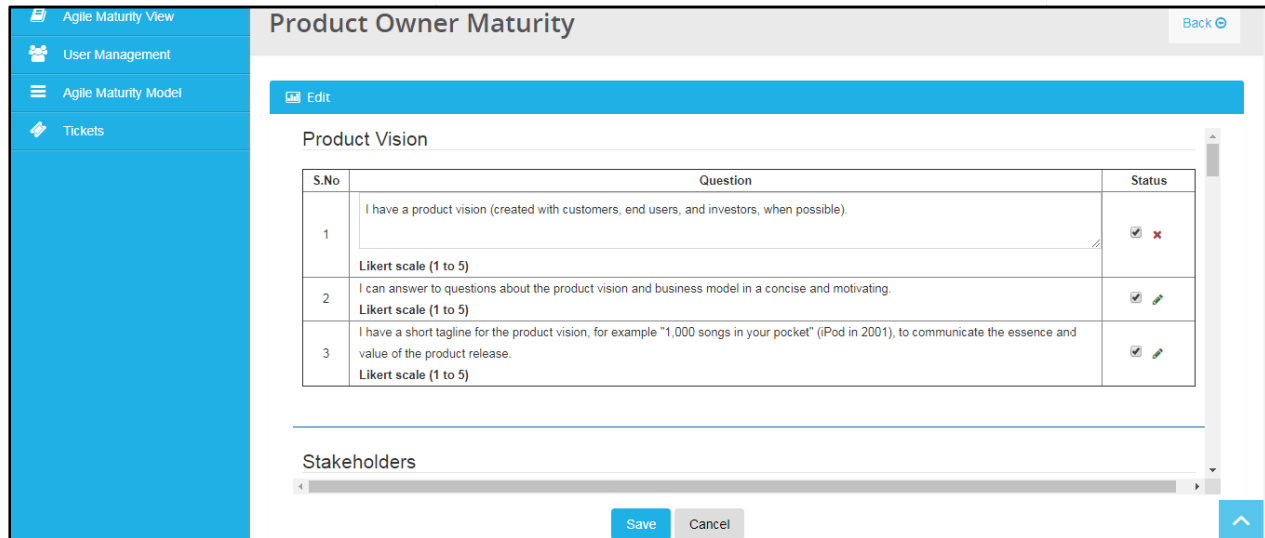
Figure 4

3.2 Disable Questions

1. Check/Uncheck the checkbox from Edit Agile Maturity View page and click on the Save button to enable or disable the Questions.
2. The count of questions is updated on Agile Maturity View grid. Disabling a Question will hide it on the Assessments page.

3.3 Edit Questions

1. Click on Edit from Edit Agile Maturity View page and click on the Save button to enable or disable the Questions.
2. The Question is opened in Edit Mode. Edit the required Questions and click on Save.
3. The changes will be reflected on the newly assigned Assessments or the ones that are yet to be filled.



Product Owner Maturity

[Back](#)

[Edit](#)

Product Vision

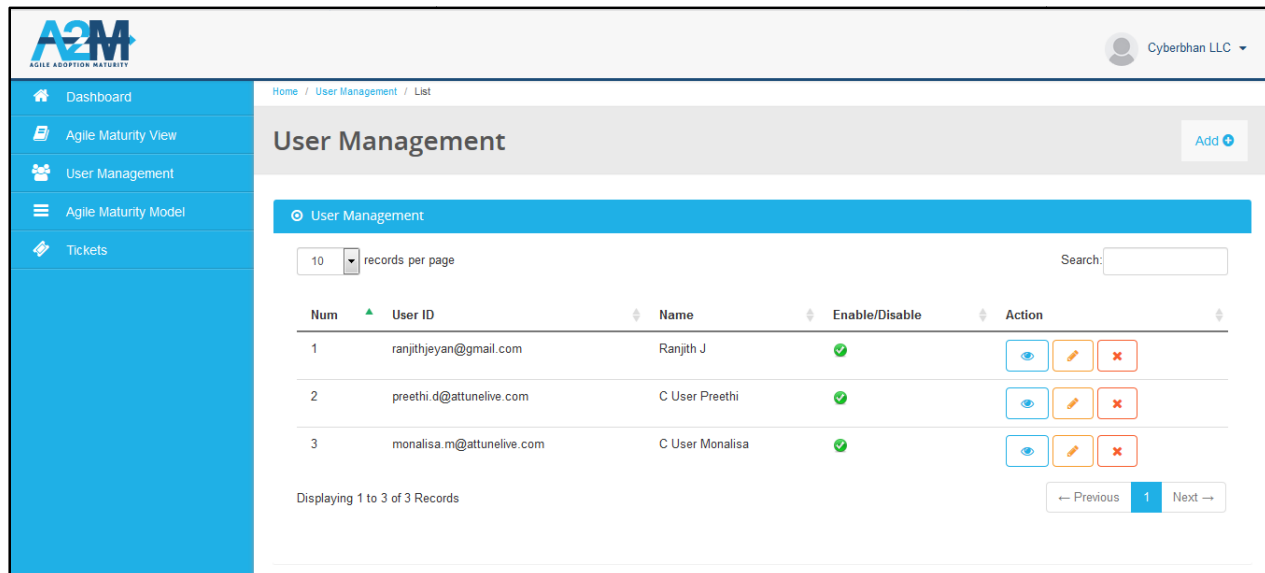
S.No	Question	Status
1	I have a product vision (created with customers, end users, and investors, when possible). Likert scale (1 to 5)	☒ ☐
2	I can answer to questions about the product vision and business model in a concise and motivating. Likert scale (1 to 5)	☒ ☐
3	I have a short tagline for the product vision, for example "1,000 songs in your pocket" (iPod in 2001), to communicate the essence and value of the product release. Likert scale (1 to 5)	☒ ☐

Stakeholders

[Save](#) [Cancel](#)

4. User Management

1. Click on User Management from Dashboard or Menu List, It will redirect to User Management list page.(Figure 5)



User Management

[Add](#)

10 records per page Search:

Num	User ID	Name	Enable/Disable	Action
1	ranjithjeyan@gmail.com	Ranjith J	☒	View Edit Delete
2	preethi.d@attunelive.com	C User Preethi	☒	View Edit Delete
3	monalisa.m@attunelive.com	C User Monalisa	☒	View Edit Delete

Displaying 1 to 3 of 3 Records

[← Previous](#) [1](#) [Next →](#)

Figure 5

4.1 Add User

1. Click on Add button from User Management List. (Figure 5)
2. Enter the details of the user and click on save button. (Figure 6)
3. If admin role is selected, it will have same functionality of Company Admin.
4. If notify user is checked then the credentials would be sent to the user through mail.

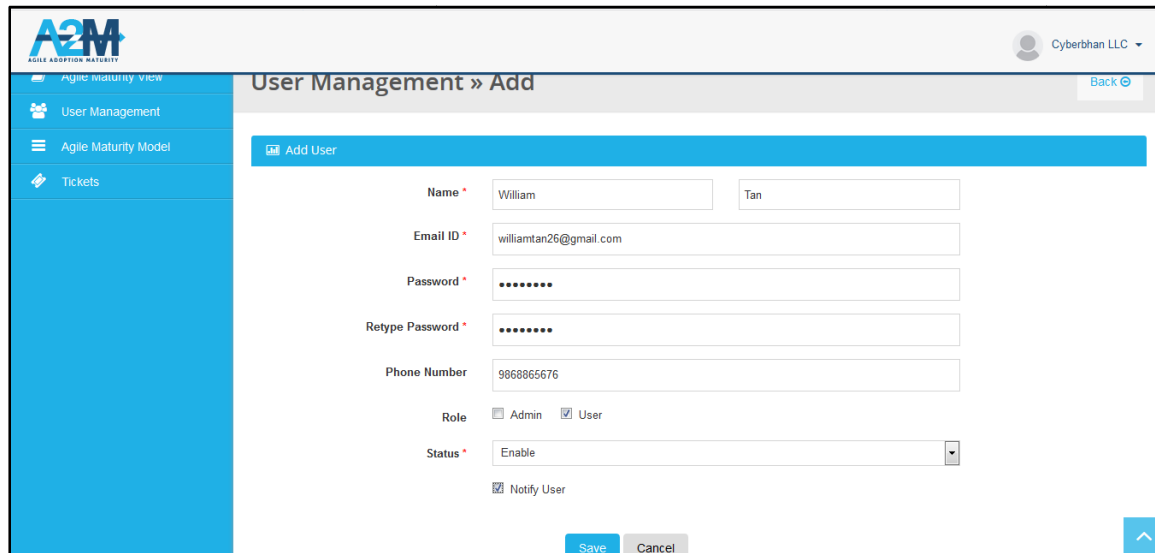


Figure 6

4.2 Edit User

1. Click on Edit icon to update the details of Name, Phone number, Role and Status from User Management list. (Figure 5)
2. If the user is not notified while adding, then you will have the option in edit page to notify the user. (Figure 7)

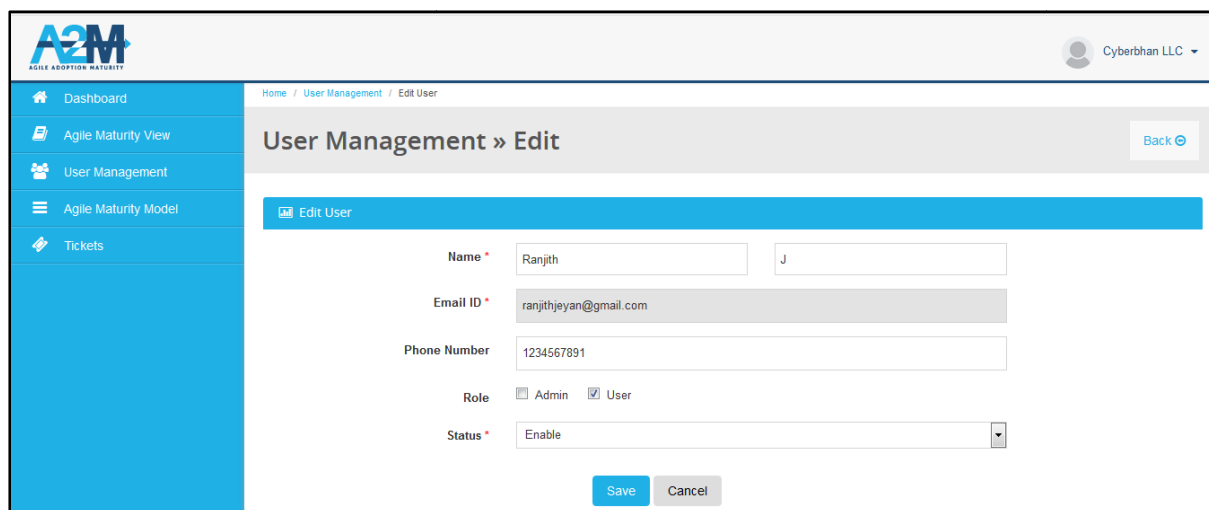


Figure 7

4.3 View User

Click on View icon to view the details of the user from User Management List. (Figure 5)

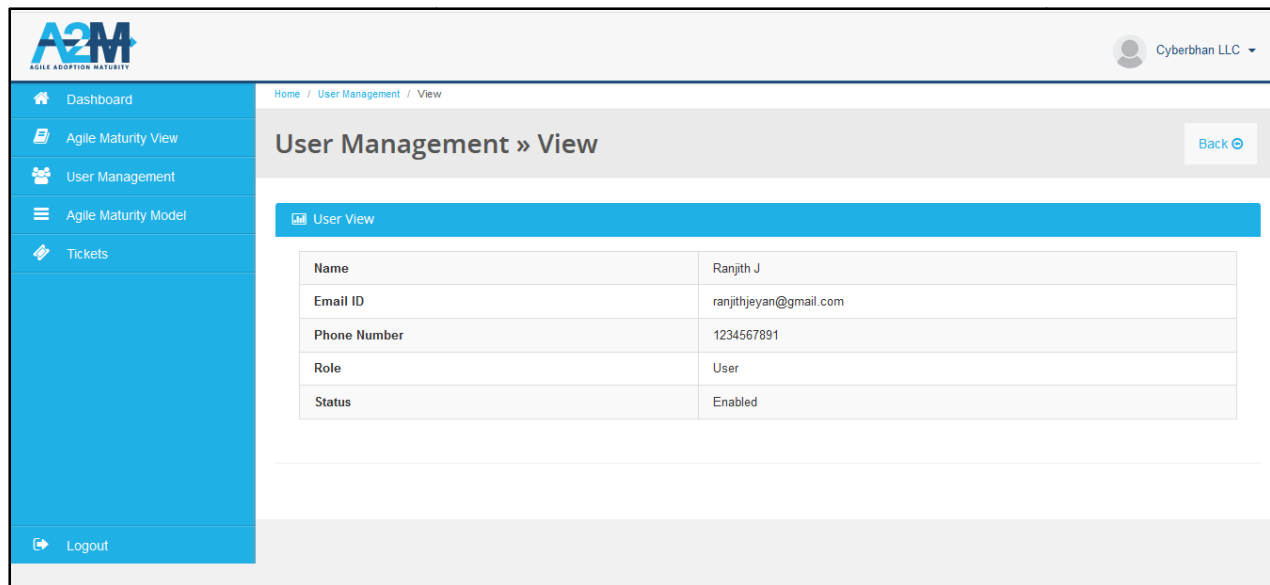


Figure 8

4.4 Delete User

1. Click on Delete icon to delete the user from User Management List.
2. If the user is mapped to any Agile Maturity View then the pop up will be shown as “Deletion is not allowed...”
3. If the user is not mapped then you will be able to delete the user.

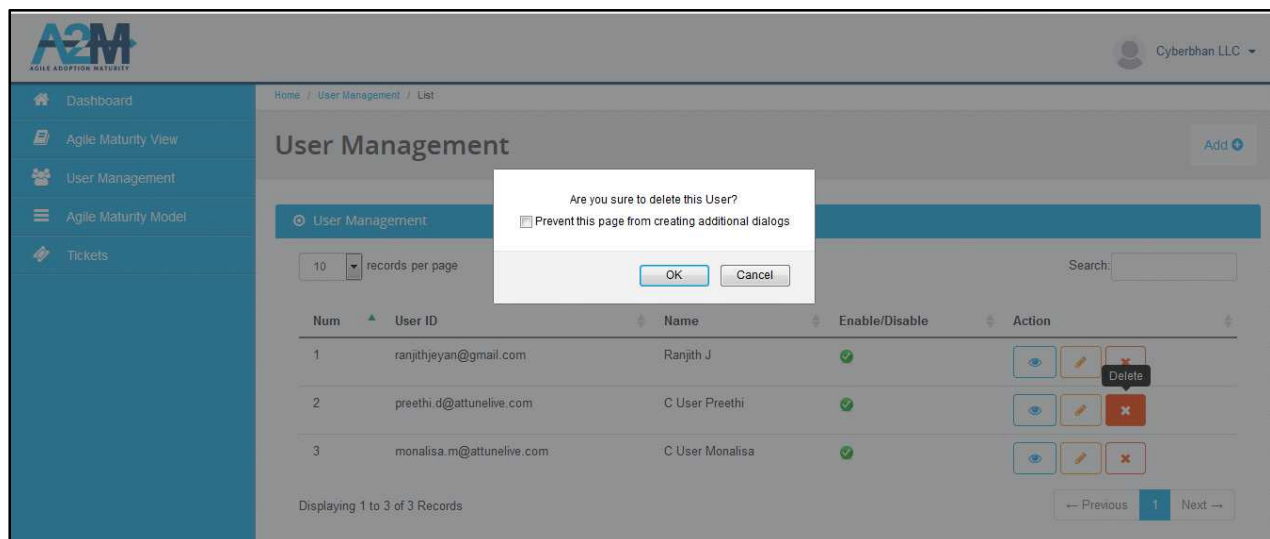


Figure 9

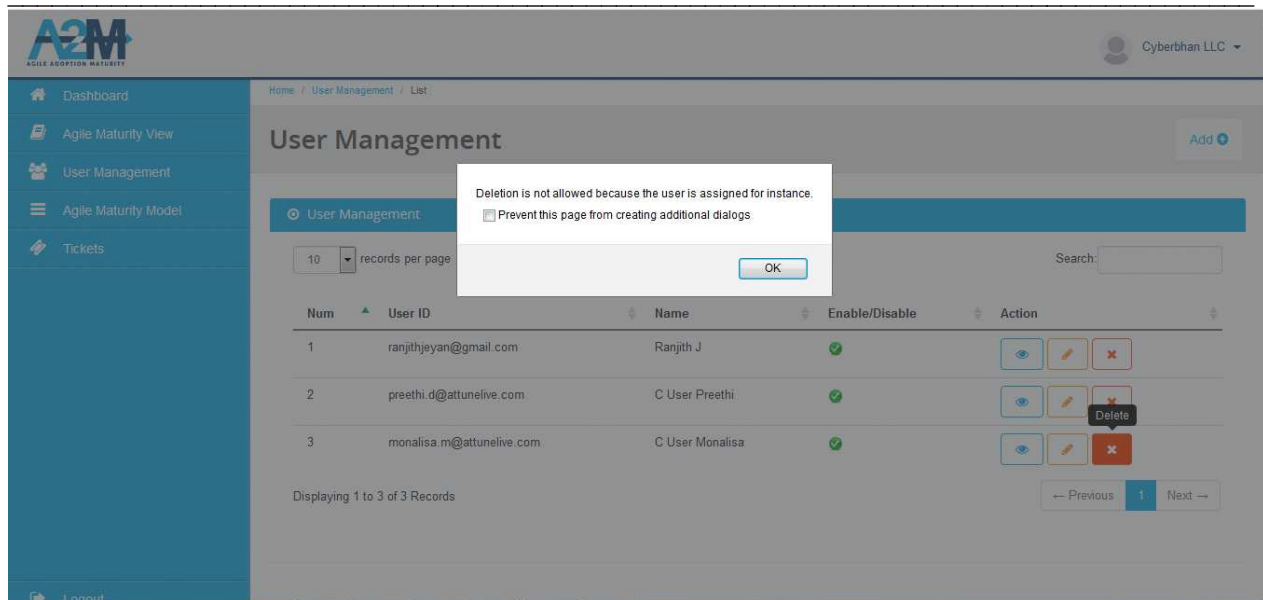


Figure 10

5. Agile Maturity Model

Click on Agile Maturity Model from Dashboard or Menu List, It will redirect to Agile Maturity Model list page. (Figure 11)

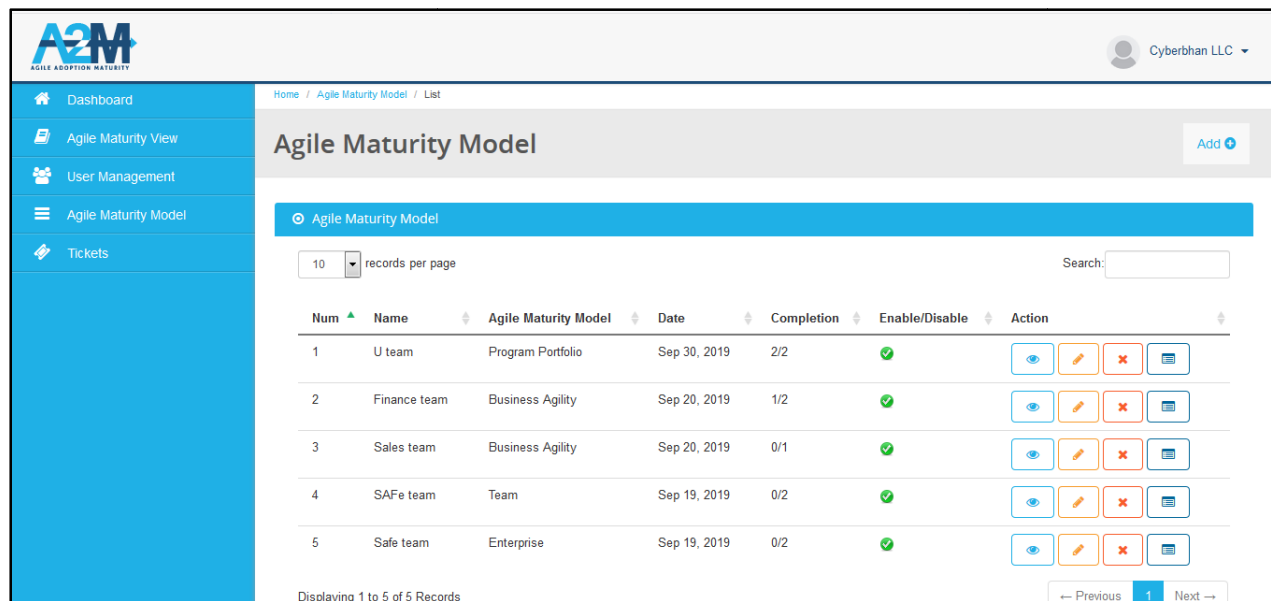
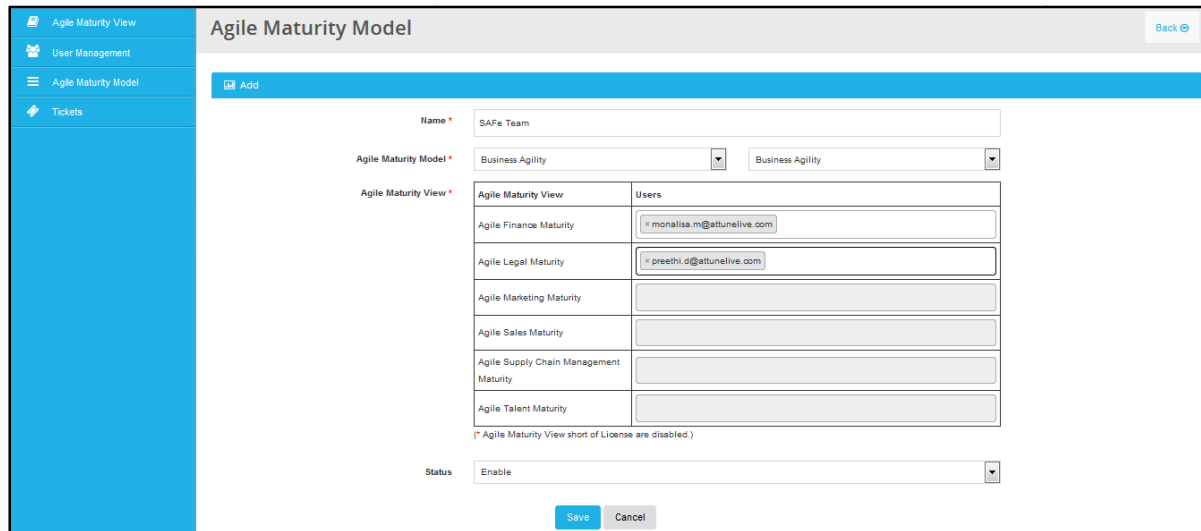


Figure 11

5.1 Map User

1. Click on Add button to map the users to Agile Maturity View from Agile Maturity Model page. (Figure 11)
 - a. You will be able to map the user based on the license count that purchased. You will not be able to map more than what you purchased.

- b. Agile Maturity Views with short of license are disabled. (Figure 12)
- c. Once the Agile Maturity View is mapped to the user then the mail will be sent to the user about the mapping.



Agile Maturity Model

Add

Name * SAFE Team

Agile Maturity Model * Business Agility Business Agility

Agile Maturity View *

Agile Maturity View	Users
Agile Finance Maturity	monalisa.m@attunelive.com
Agile Legal Maturity	preethi.d@attunelive.com
Agile Marketing Maturity	
Agile Sales Maturity	
Agile Supply Chain Management Maturity	
Agile Talent Maturity	

(* Agile Maturity View short of License are disabled.)

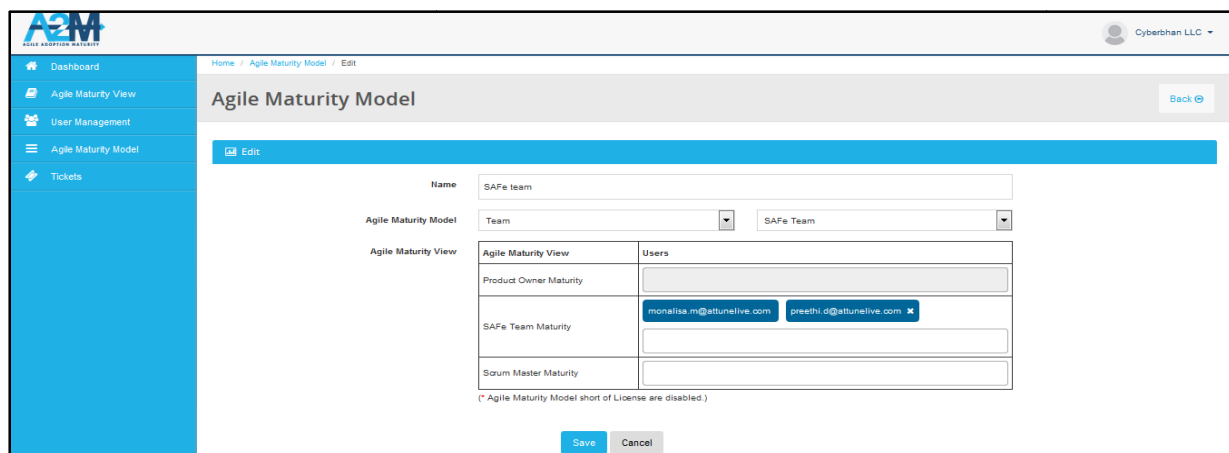
Status Enable

Save Cancel

Figure 12

5.2 Edit User Mapping

1. Click on Edit icon to map or unmap new users to Agile Maturity View from Agile Maturity Model page.(Figure 11)
 - a. If the user is attempted the surveythen you won't be able to unmap. (Figure 13)
 - b. If the user is unmapped then the license count will be increased to one from the available.
 - c. Agile Maturity Views short of license are disabled.



Agile Maturity Model

Edit

Name SAFE team

Agile Maturity Model * Team SAFE Team

Agile Maturity View *

Agile Maturity View	Users
Product Owner Maturity	
SAFE Team Maturity	monalisa.m@attunelive.com preethi.d@attunelive.com
Scrum Master Maturity	

(* Agile Maturity Model short of License are disabled.)

Save Cancel

Figure 13

5.3 Delete the Agile Maturity Model mapped to the user

1. Click on Delete icon to delete the Agile Maturity Model mapped to the user from Agile Maturity Model page.(Figure 11)
 - a. If the user is attempted the survey you won't be able to delete. (Figure 14)

- b. If the record is deleted then the license count will be increased based on the deletion count.

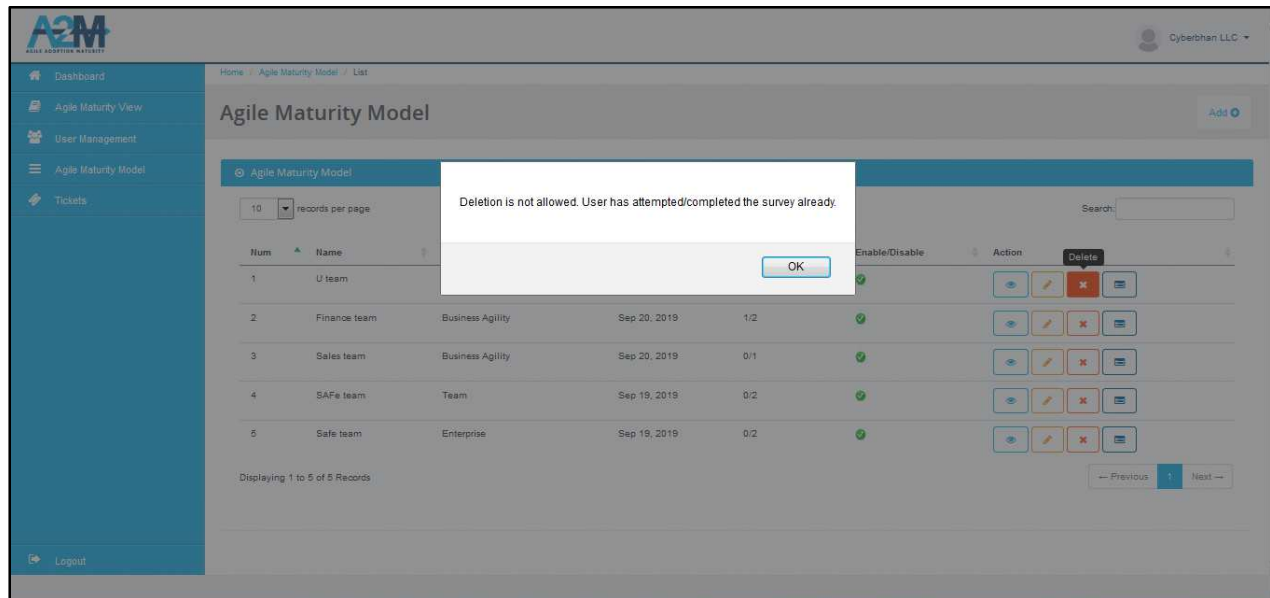


Figure 14

5.4 Reports based on the Instance wise

1. Click on Reportsto view the reports of selected Agile Maturity Model from Agile Maturity Model page. (Figure 15)

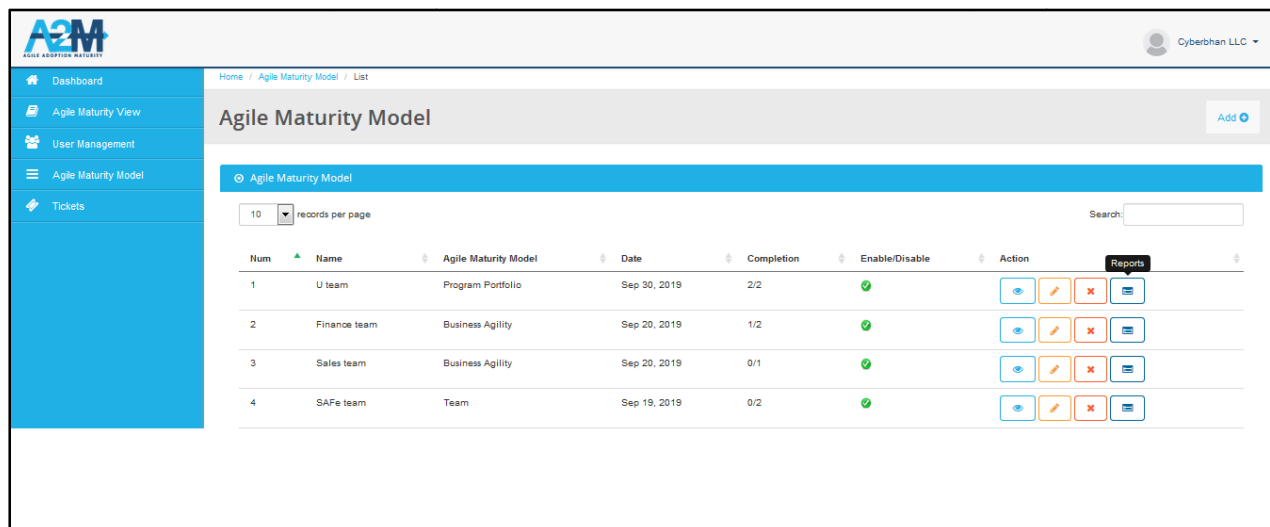


Figure 15

2. List of Agile Maturity View will be loaded based on the selected Agile Maturity Model(Figure 16)
 - a. If the Agile Maturity survey is completed then the report will be enabled.
 - b. Click on report option to view the report.

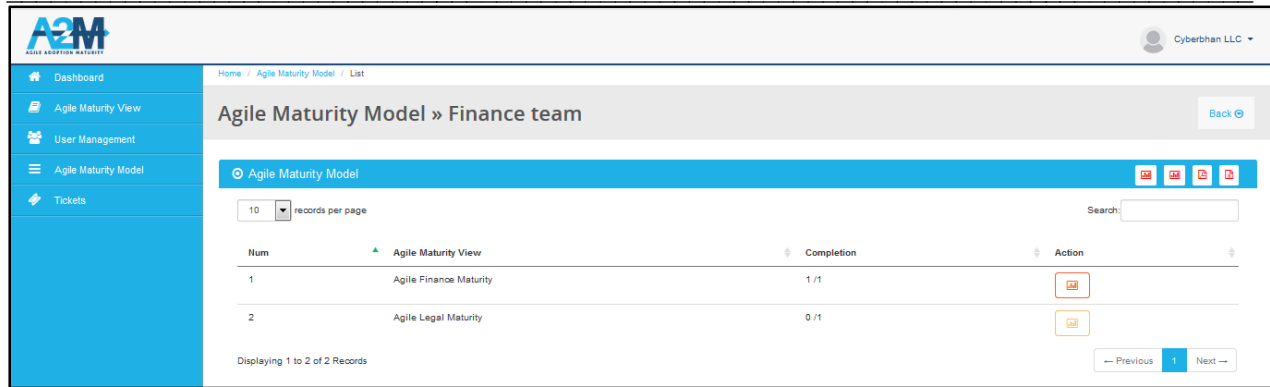


Figure 16

- Report of the completed Agile maturity will be opened. (Figure 17)

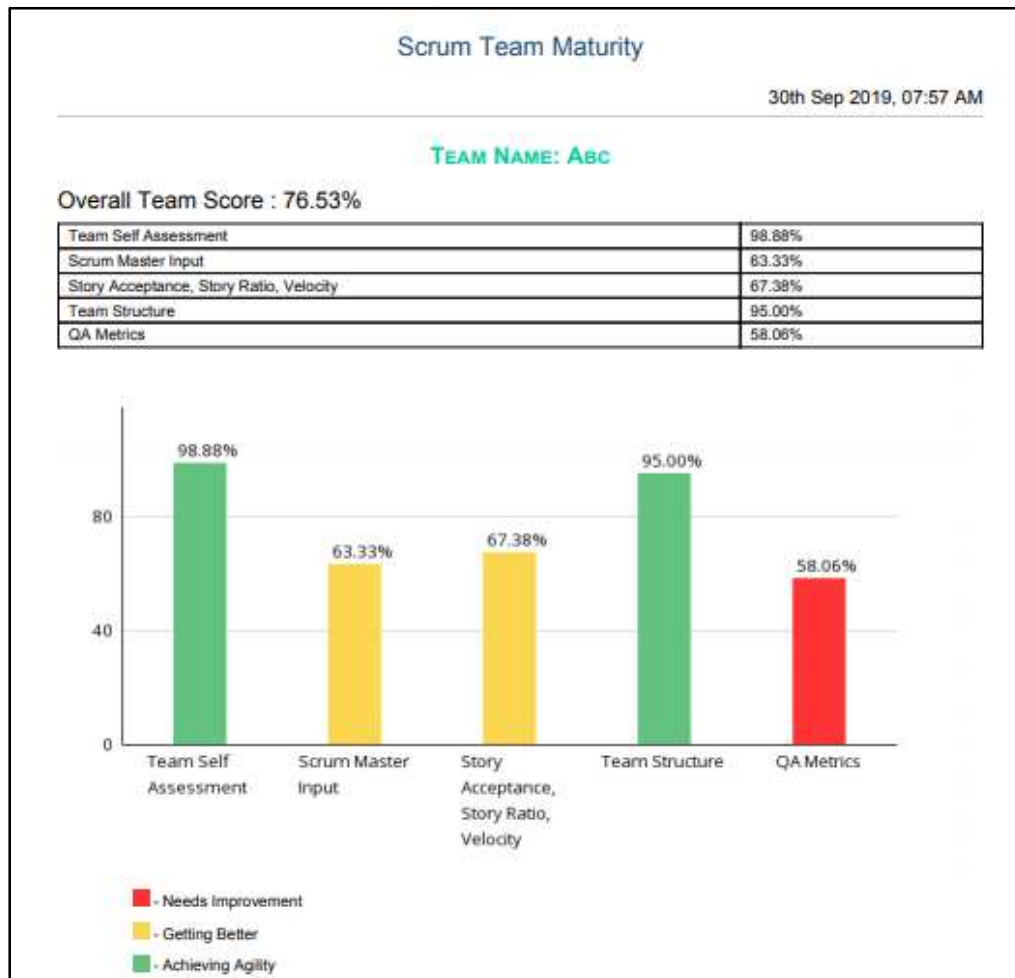


Figure 17

6. Tickets

- Click on Tickets from Dashboard or Menu List, It will redirect to Tickets list page. (Figure 18)

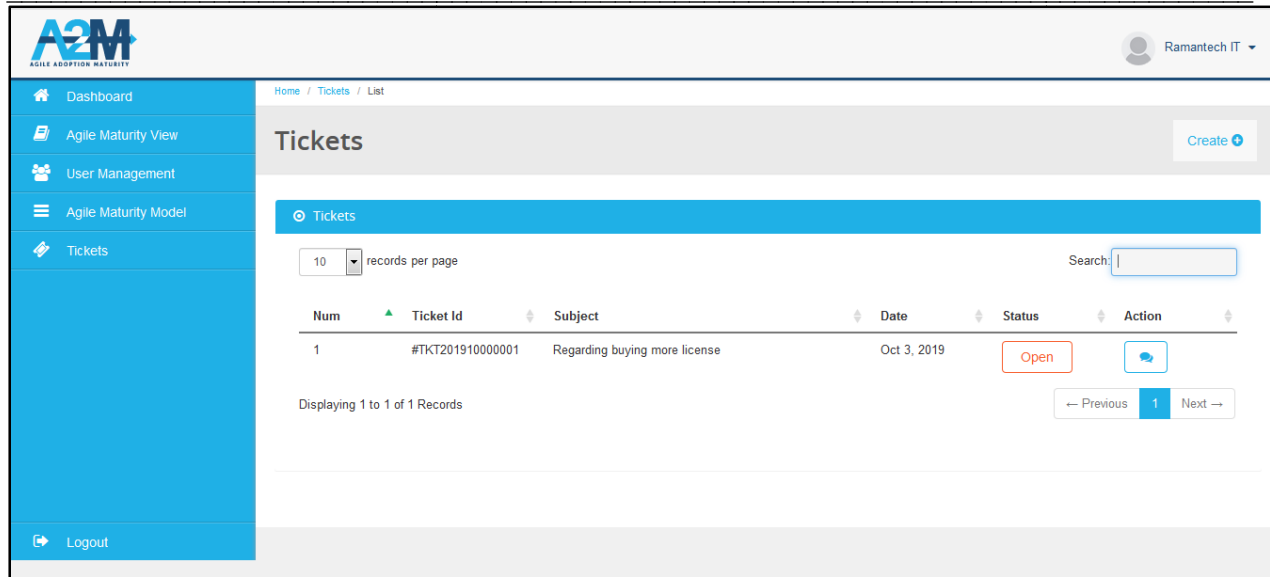


Figure 18

2. Click on Create from Ticket list page to create a new ticket then creation page will be opened.
3. Enter the details of Subject and Message then click save. Once the save is clicked the message will be sent to the A2M Admin. (Figure 19)

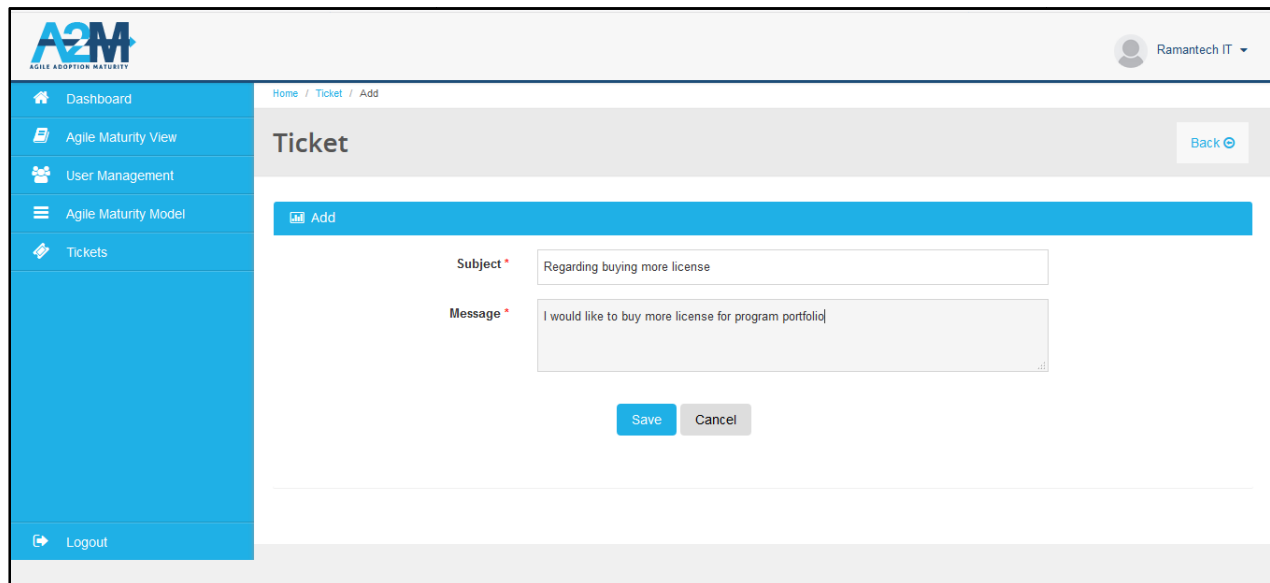


Figure 19

4. Click on view option to view the reply of A2M Admin. (Figure 21)
 - a. If any reply comes from A2M Admin it will be notified with the bubble on view option.(Figure 20)

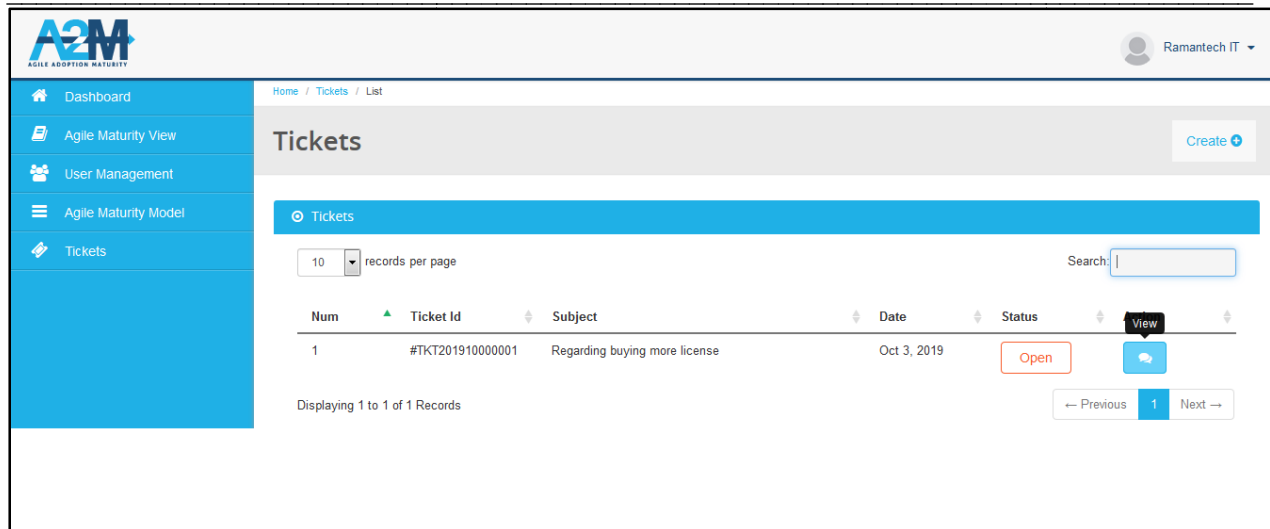


Figure 20

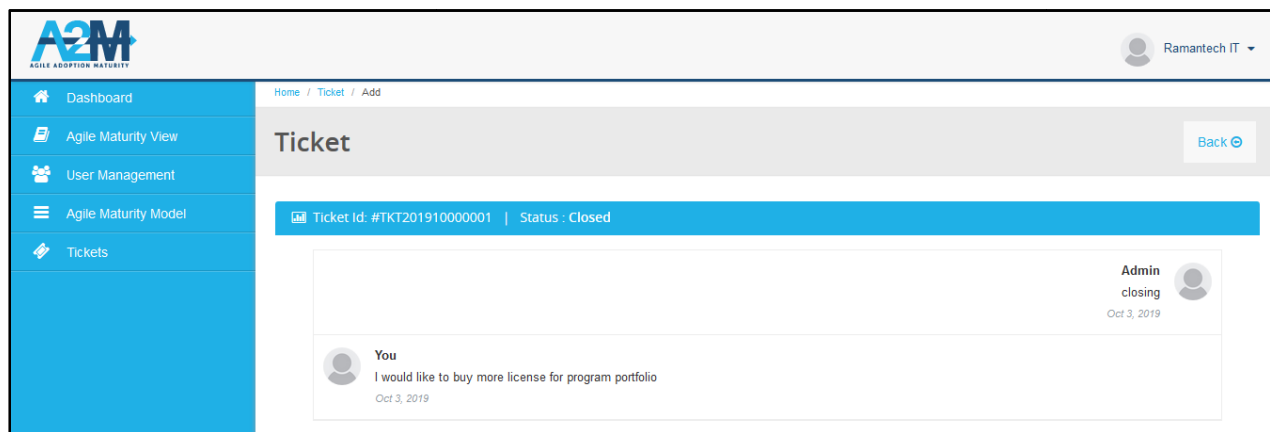


Figure 21

- b. Once the admin closes the ticket then the status will be changed to Closed and you won't be able to send message to A2M admin. (Figure 22)

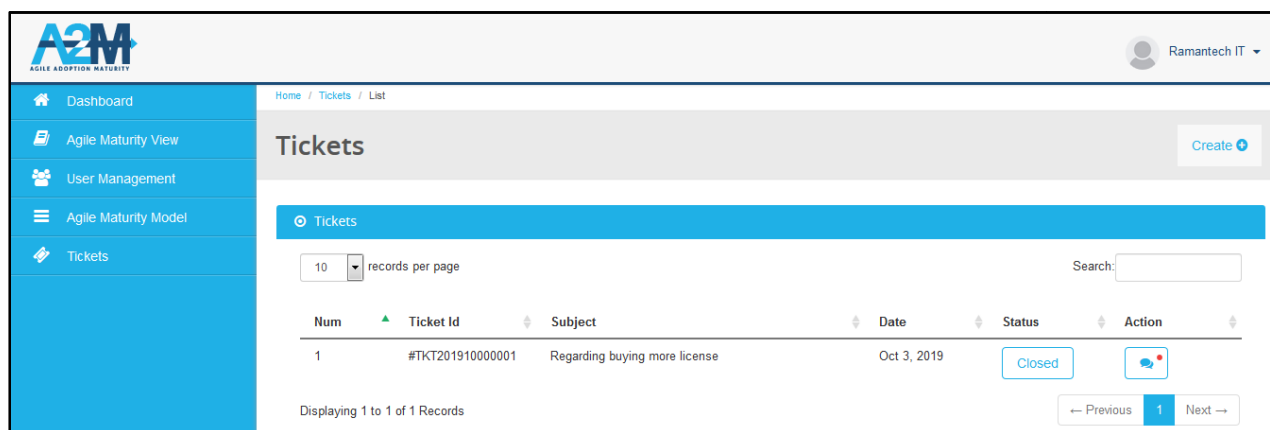


Figure 22

7. Profile Settings (Same for all the roles)

1. Click on My Profile Settings from top right corner under username. (Figure 23)

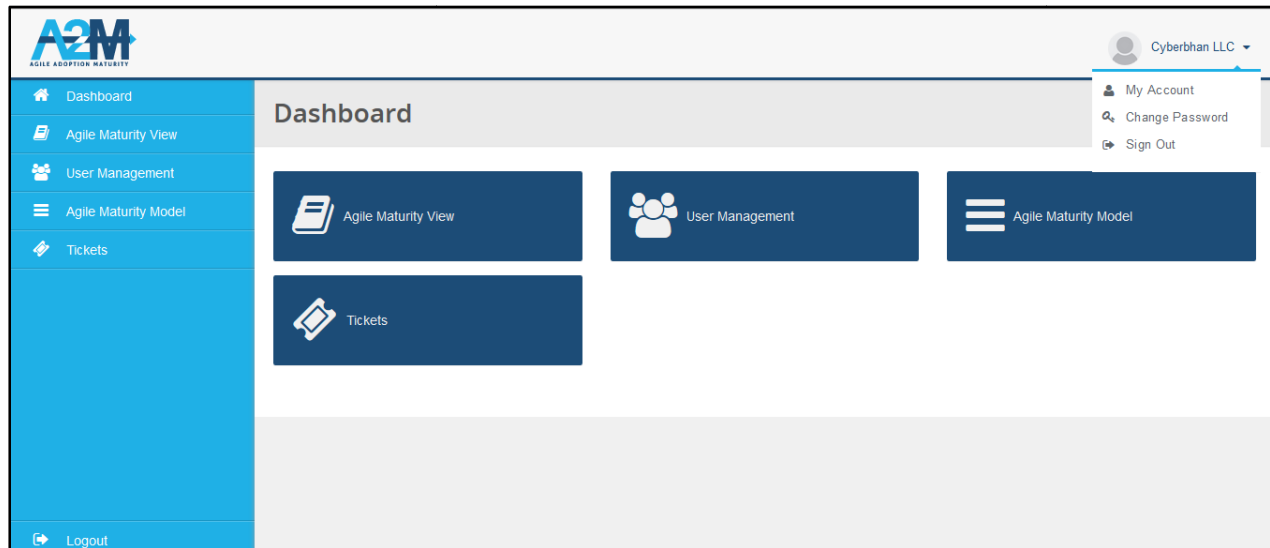


Figure 23

7.1 Edit Profile

1. Edit profile details and click submit button. (Figure 24)

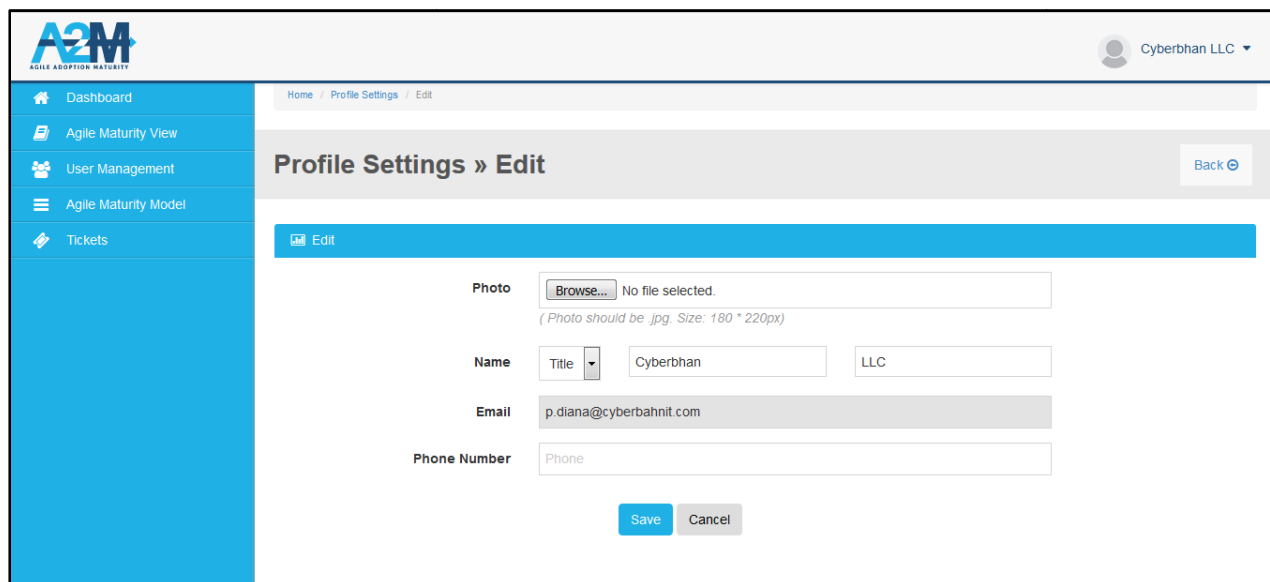
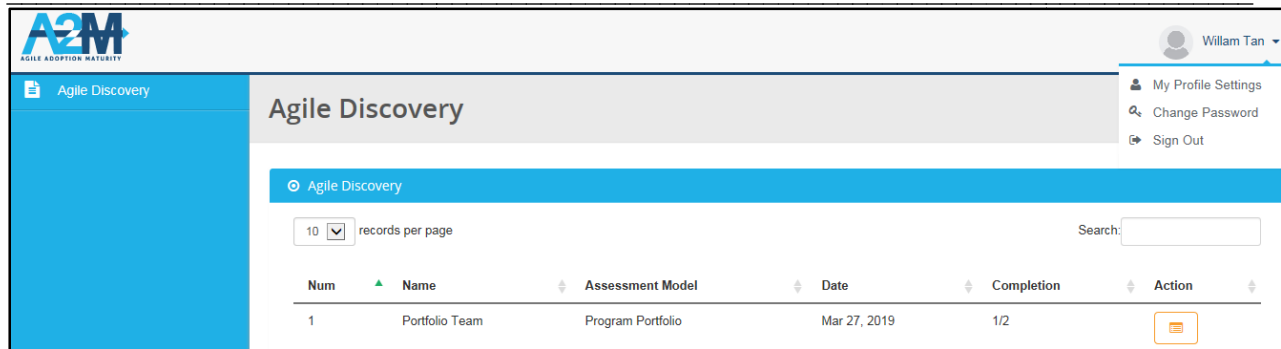


Figure 24

7.2 Change Password

1. Click on Change Password from top right corner under username. (Figure 25)

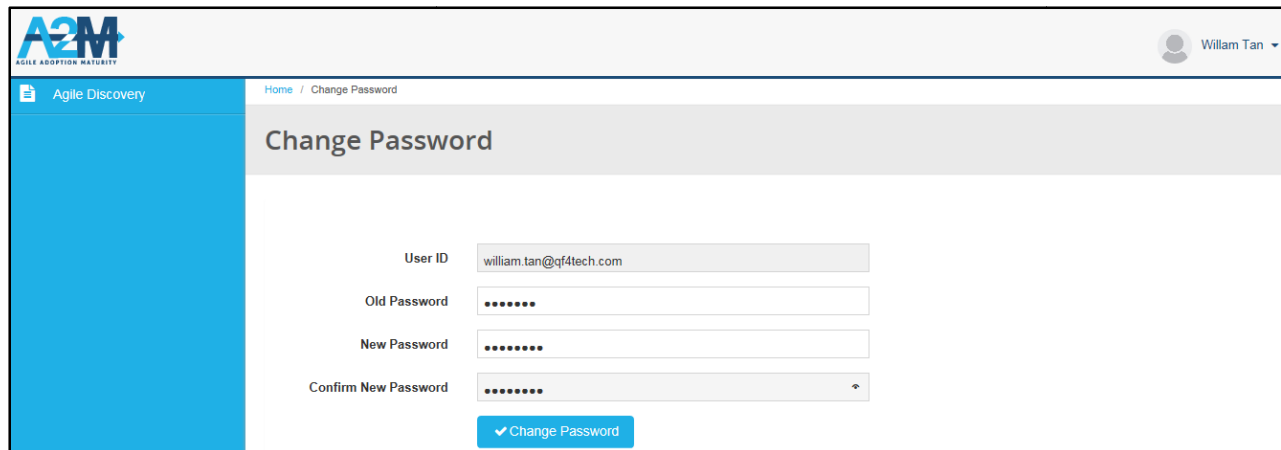


The screenshot shows the Agile Discovery dashboard. The left sidebar has the A2M logo and 'Agile Discovery'. The top right shows a user profile for 'William Tan' with a dropdown menu containing 'My Profile Settings', 'Change Password', and 'Sign Out'. The main content area is titled 'Agile Discovery' and features a table with columns: Num, Name, Assessment Model, Date, Completion, and Action. The table has one row with the following data: Num 1, Name Portfolio Team, Assessment Model Program Portfolio, Date Mar 27, 2019, Completion 1/2, and Action (represented by a menu icon). Above the table, there is a search bar and a dropdown for 'records per page' set to 10.

Num	Name	Assessment Model	Date	Completion	Action
1	Portfolio Team	Program Portfolio	Mar 27, 2019	1/2	

Figure 25

2. Enter the password details and click on change password. (Figure 26)
3. Application is auto logged off. Login again with the new password.



The screenshot shows the 'Change Password' form. The left sidebar has the A2M logo and 'Agile Discovery'. The top right shows a user profile for 'William Tan'. The main content area is titled 'Change Password' and contains a form with the following fields: User ID (william.tan@qf4tech.com), Old Password (masked with dots), New Password (masked with dots), and Confirm New Password (masked with dots). A blue button with a checkmark and the text 'Change Password' is at the bottom of the form.

Figure 26

User

1. Login using the credentials received via mail. (Figure 27)

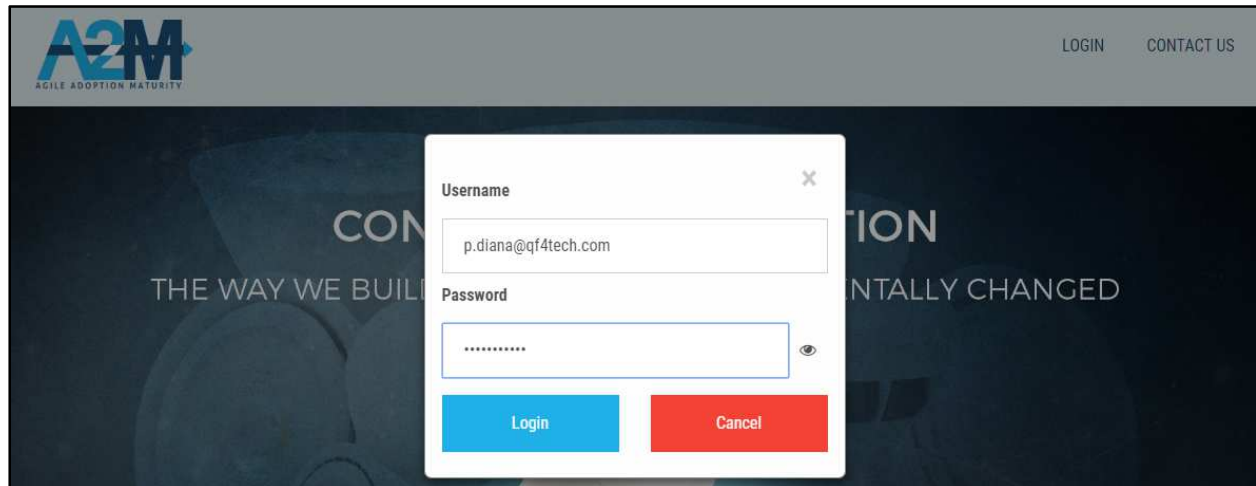


Figure 27

1. Agile Discovery

1. In Agile Discovery, the list of Assessment Models mapped to the user is shown with the Assessment completion status. (Figure 28).

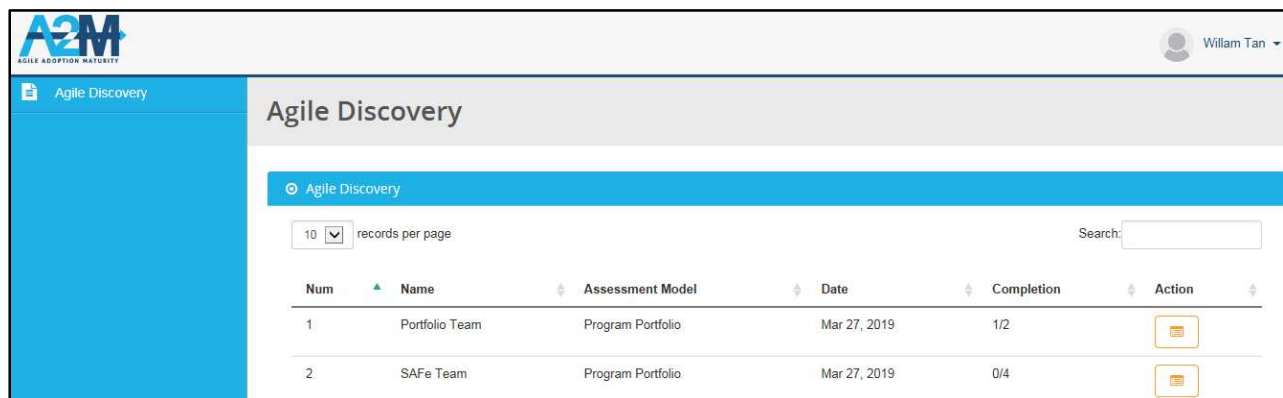
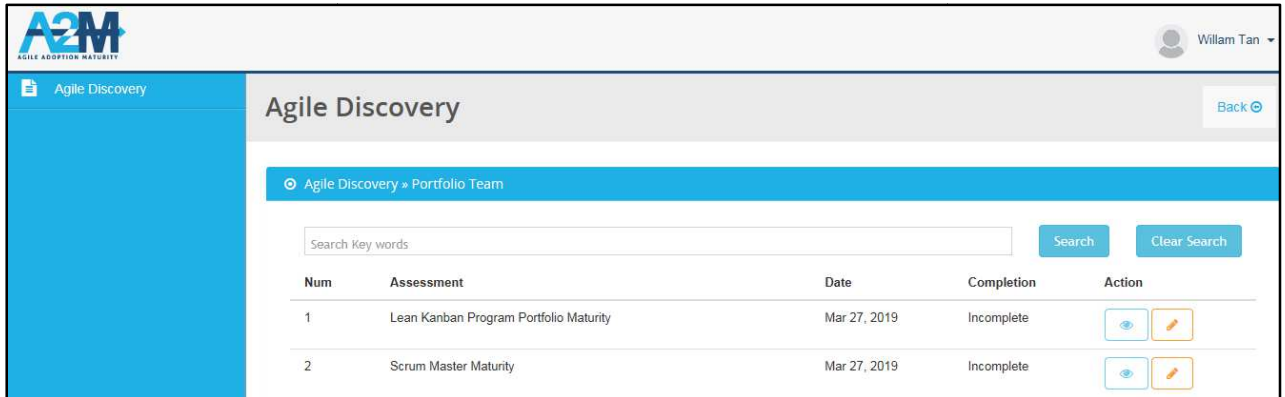


Figure 28

1.1 Assessments

1. Click on Assessments icon from Agile Discovery List. (Figure 28)
2. List of assessments mapped to the user based on Assessment model will be shown. (Figure 29)

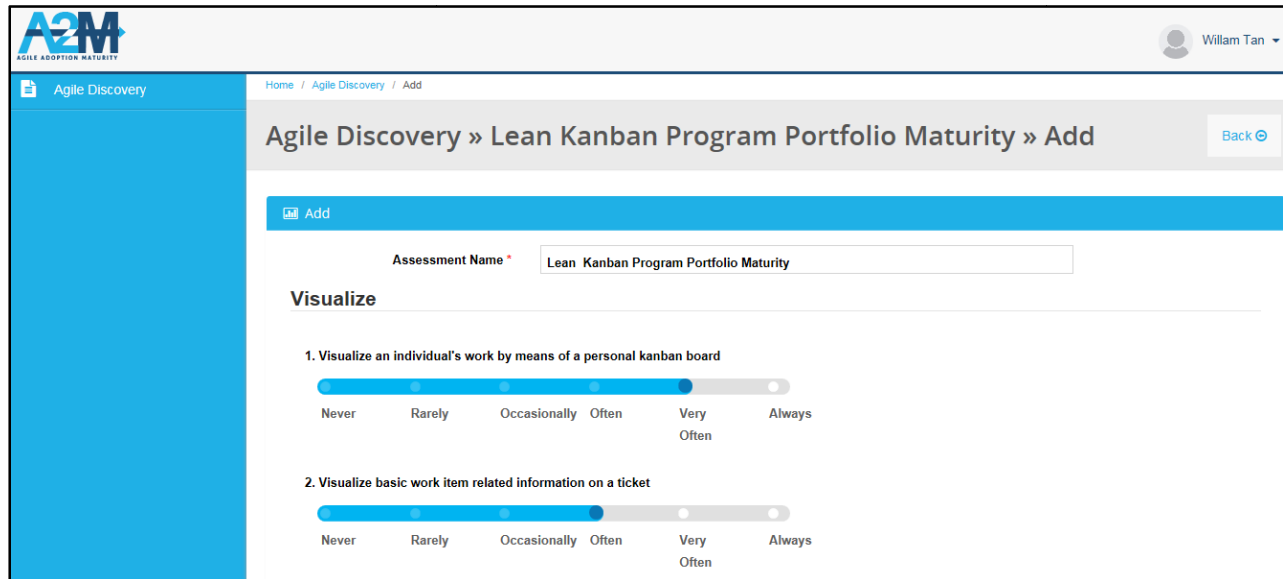


Num	Assessment	Date	Completion	Action
1	Lean Kanban Program Portfolio Maturity	Mar 27, 2019	Incomplete	 
2	Scrum Master Maturity	Mar 27, 2019	Incomplete	 

Figure 29

1.2 Assessments – Fill Survey

1. Click on Edit icon of the Assessment, the assessment form will be loaded with selected assessment name. (Figure 29)
2. Fill the survey and click on save button. (Figure 30)
3. Report will be generated once the survey is completed. (Figure 31, Figure 32)
4. Assessment Form will be available in PDF format once the survey is completed. (Figure 31, Figure 33)
5. If the assessment is not completed before 6 days then the reminder will be sent on the 5th day to user.
6. If the user is not completed the Assessment on the 6th day then the assessment will be disabled.



Agile Discovery » Lean Kanban Program Portfolio Maturity » Add

Assessment Name *

Visualize

1. Visualize an individual's work by means of a personal kanban board

Never Rarely Occasionally Often Very Often Always

2. Visualize basic work item related information on a ticket

Never Rarely Occasionally Often Very Often Always

Figure 30


William Tan

Agile Discovery

Agile Discovery

Agile Discovery » Portfolio Team

Num	Assessment	Date	Completion	Action
1	Lean Kanban Program Portfolio Maturity	Mar 27, 2019	Completed	View Edit Print Share
2	Scrum Master Maturity	Mar 27, 2019	Incomplete	View Edit

Figure 31

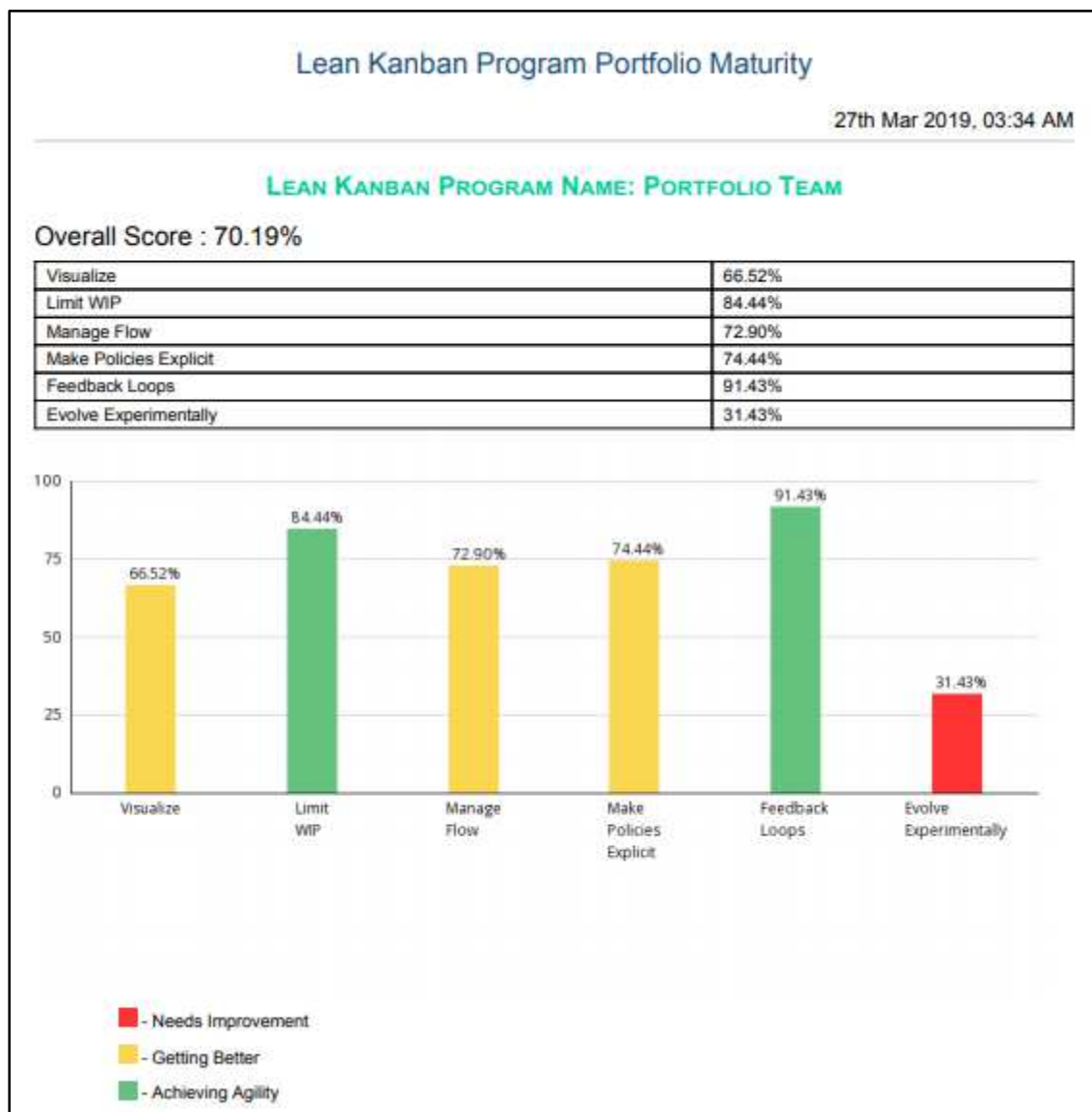


Figure 32

Lean Kanban Program Portfolio Maturity		
27th Mar 2019, 03:35 AM		
LEAN KANBAN PROGRAM NAME: PORTFOLIO TEAM		
Visualize		
1	Visualize an individual's work by means of a personal kanban board	Very Often
2	Visualize basic work item related information on a ticket	Often
3	Visualize work for several individuals by means of an aggregated personal kanban board	Very Often
4	Visualize the work carried out by a team by means of a team kanban board	Very Often
5	Use avatars to visualize an individual's workload	Often
6	Visualize initial policies	Occasionally
7	Visualize teamwork by means of an emergent workflow kanban board	Occasionally
8	Visualize work items by means of a delivery kanban board with per-person WIP limits	Often
9	Visualize work types by means of card colors or board rows	Very Often
10	Visualize blocked work items	Always
11	Visualize development of options by means of a discovery kanban board	Often
12	Visualize individual workload on a discovery kanban board by means of per-person WIP limits, potentially implemented using avatars	Occasionally
13	Visualize basic policies	Often
14	Ticket design: Visualize concurrent or unordered activities with checkboxes	Always
15	Ticket design: Visualize concurrent activities performed by specialist teams using partial rows	Occasionally
16	Board design: Visualize sequential activities where no dependency or preferred sequence exists using rows or vertical spaces	Occasionally
17	Visualize defects and other rework types	Often
18	Use CONWIP with an emergent workflow delivery kanban board to provide workflow level relief from overburdening and basic mechanics of a pull system, with separate replenishment and delivery cadences	Always
19	Visualize workflow by means of enhanced discovery/delivery boards	Often
20	Visualize project progress on a portfolio kanban board	Occasionally

Figure 33

1.3 Assessments – View Survey

1. Click on View icon of the Assessment from Assessment list of selected Assessment Model. (Figure 34)

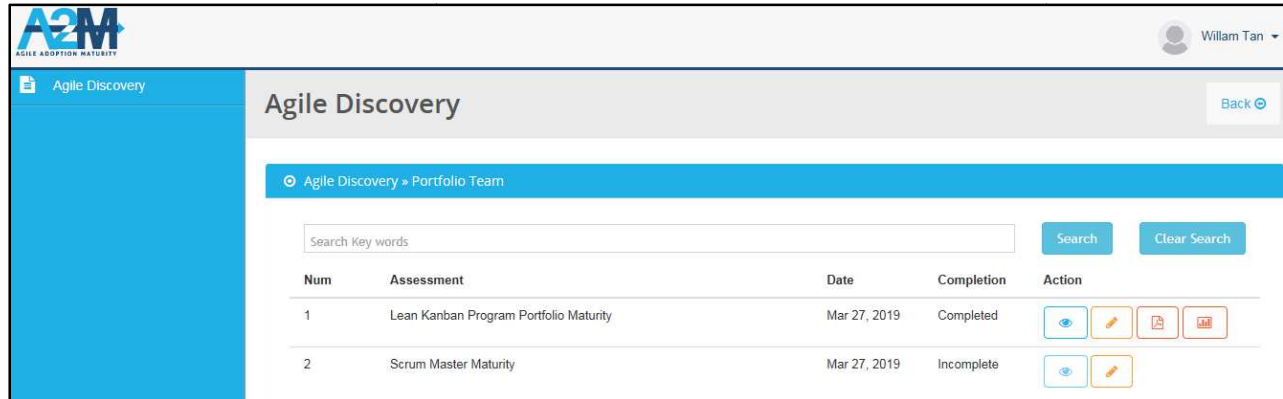


Figure 34

2. View page will be opened with the filled details of Assessment (Figure 35)
 - a. View option will be enabled only upon completion of the Assessments.

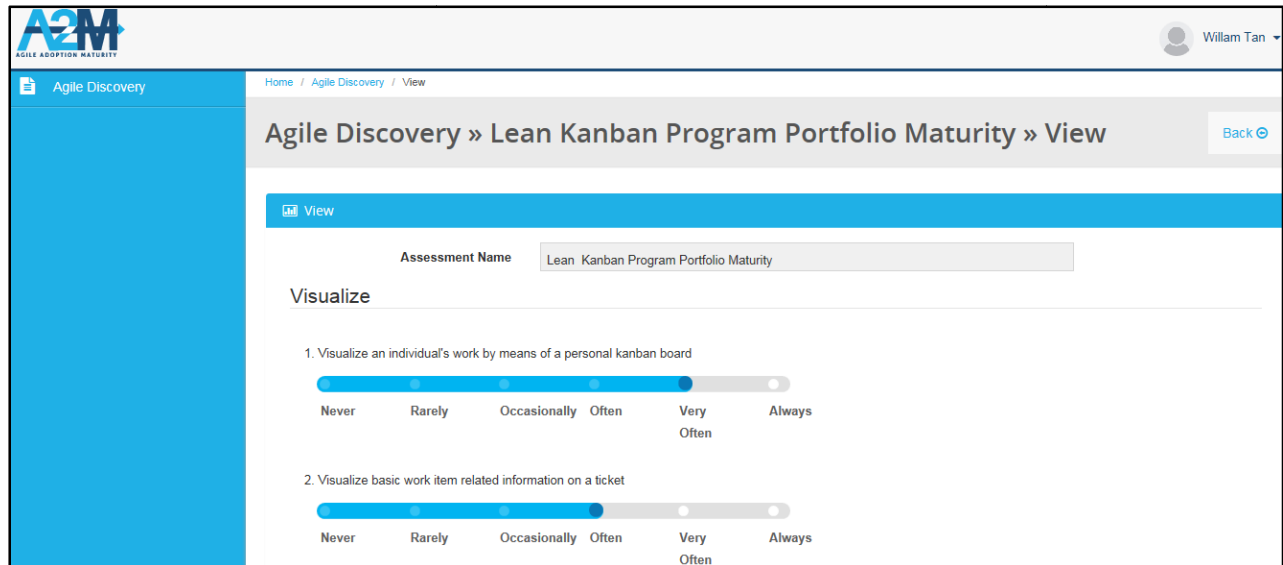


Figure 35