



User Manual

A2M 1.1.0

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

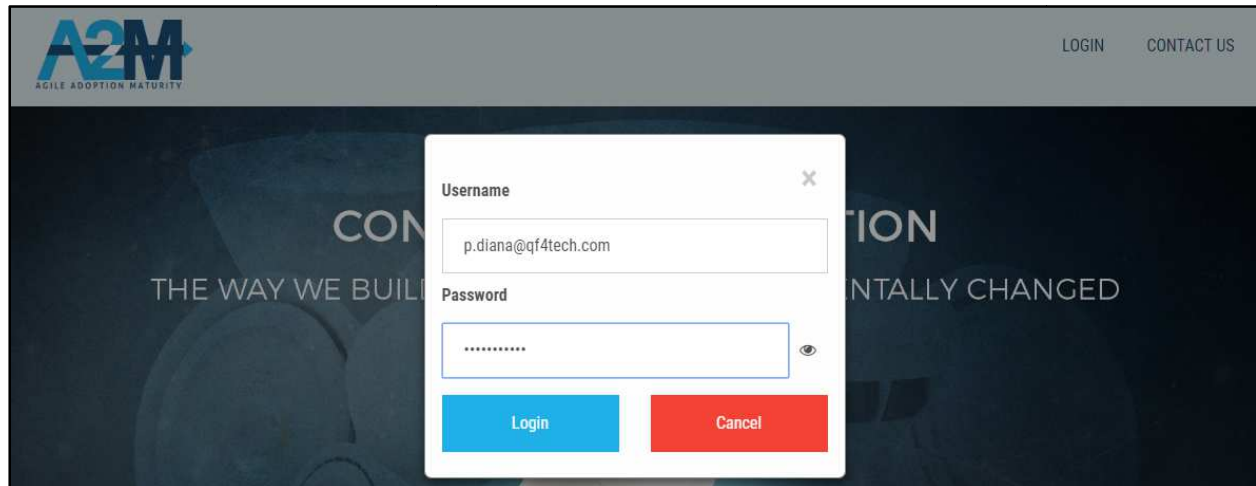


Figure 1

1. Agile Discovery

1. In Agile Discovery, the list of Assessment Models mapped to the user is shown with the Assessment completion status. (Figure 2).

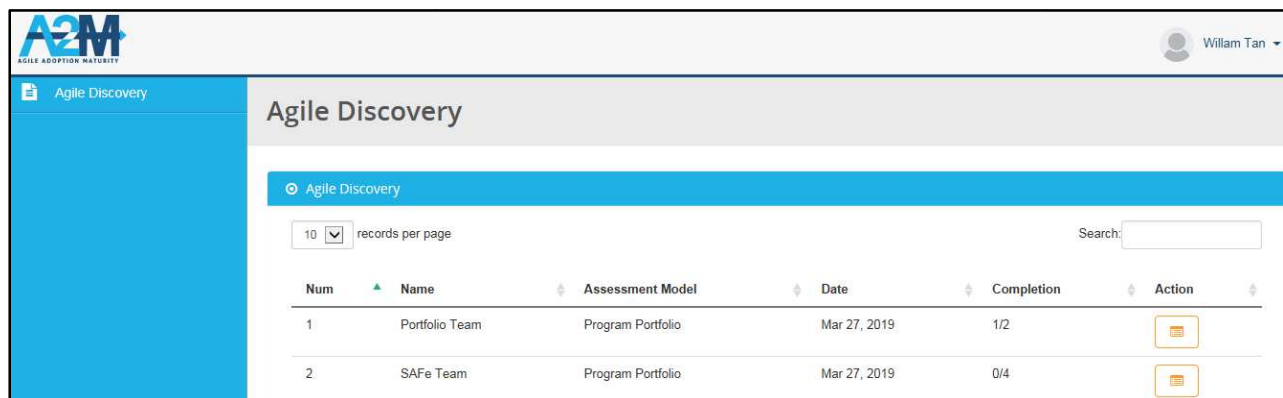
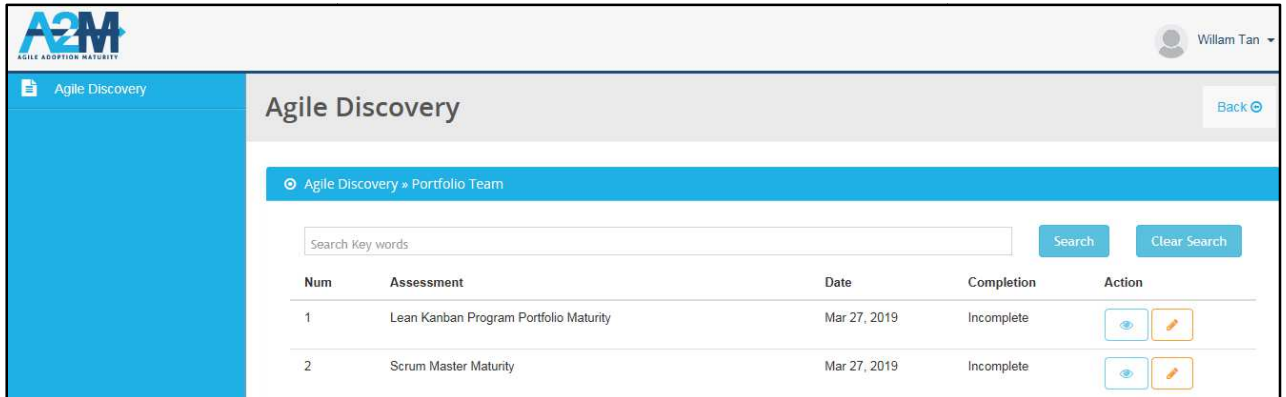


Figure 2

1.1 Assessments

1. Click on Assessments icon from Agile Discovery List. (Figure 2)
2. List of assessments mapped to the user based on Assessment model will be shown. (Figure 3)

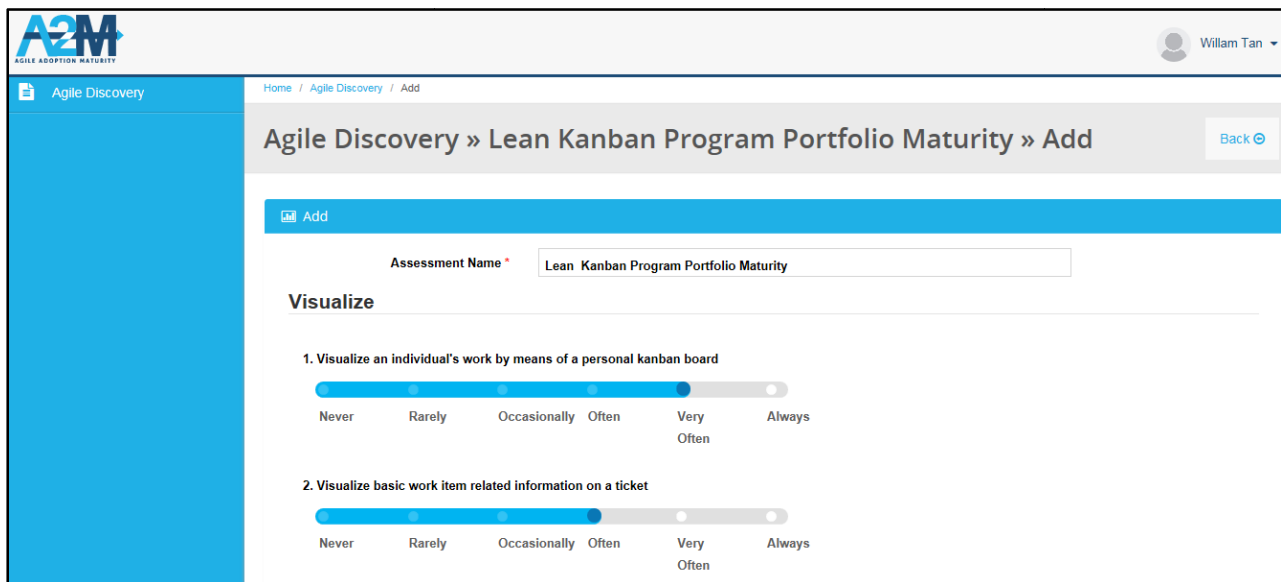


Num	Assessment	Date	Completion	Action
1	Lean Kanban Program Portfolio Maturity	Mar 27, 2019	Incomplete	 
2	Scrum Master Maturity	Mar 27, 2019	Incomplete	 

Figure 3

1.2 Assessments – Fill Survey

1. Click on Edit icon of the Assessment, the assessment form will be loaded with selected assessment name. (Figure 3)
2. Fill the survey and click on save button. (Figure 4)
3. Report will be generated once the survey is completed. (Figure 5, Figure 6)
4. Assessment Form will be available in PDF format once the survey is completed. (Figure 5, Figure 7)
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 4


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 5

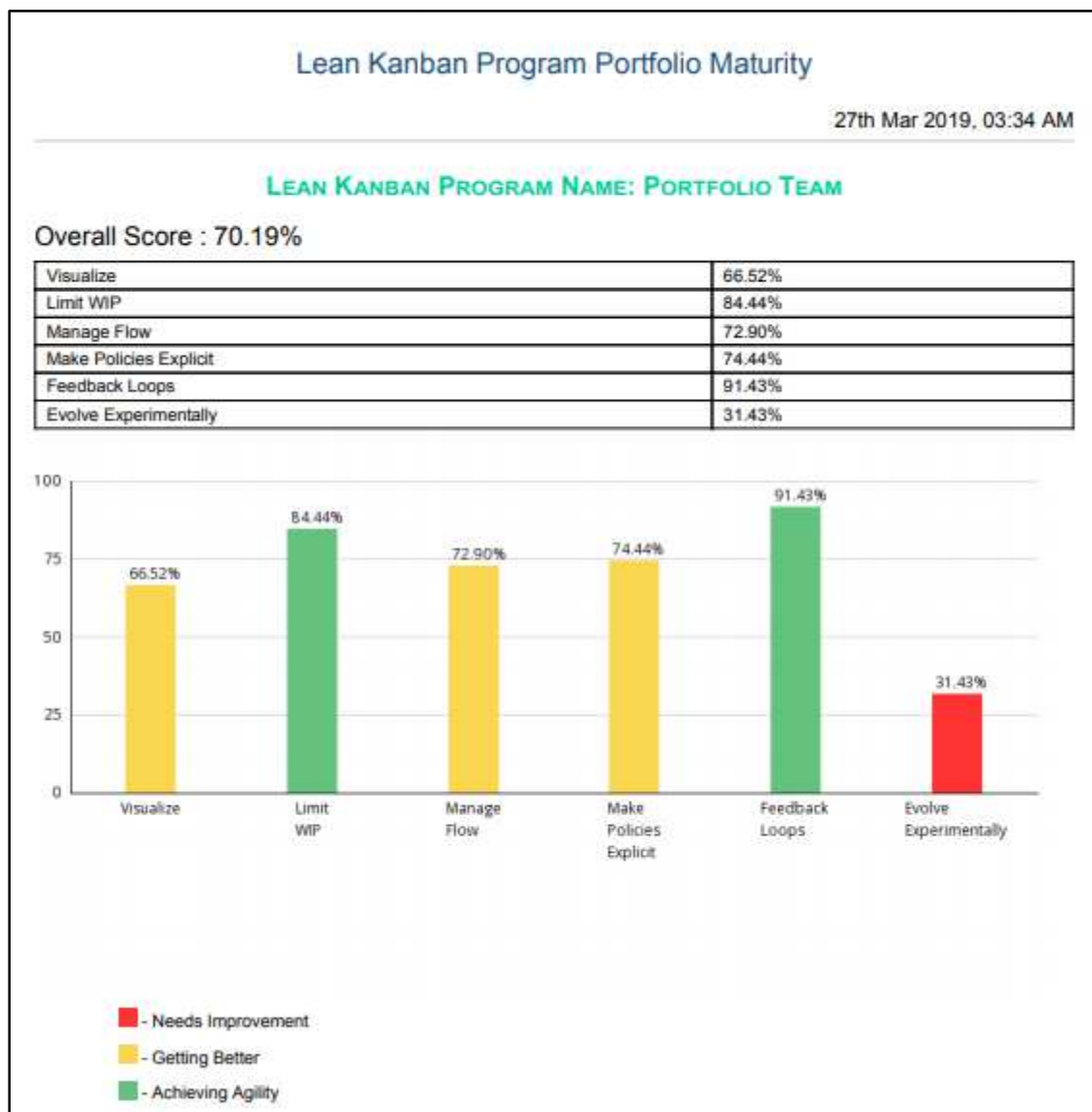


Figure 6

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 7

1.3 Assessments – View Survey

1. Click on View icon of the Assessment from Assessment list of selected Assessment Model. (Figure 8)

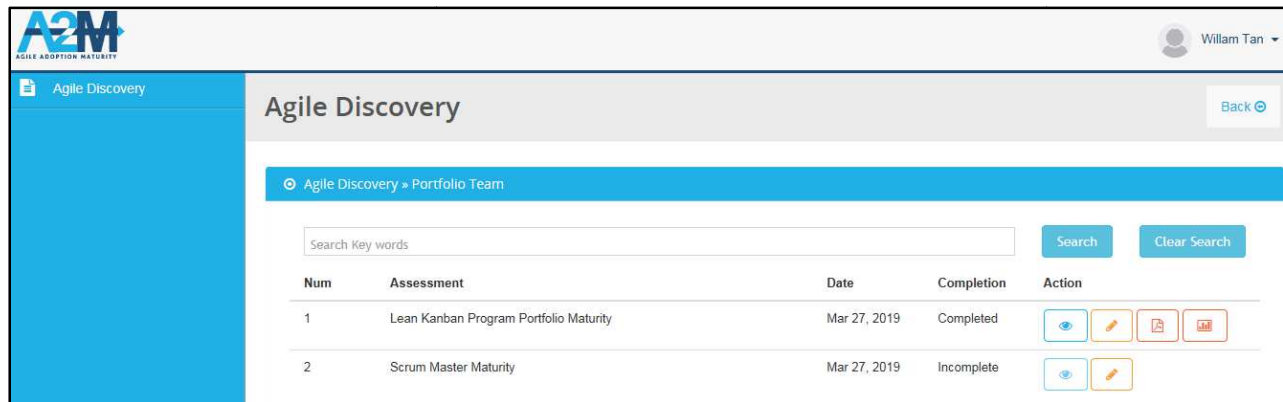


Figure 8

2. View page will be opened with the filled details of Assessment (Figure 9)
 - a. View option will be enabled only upon completion of the Assessments.

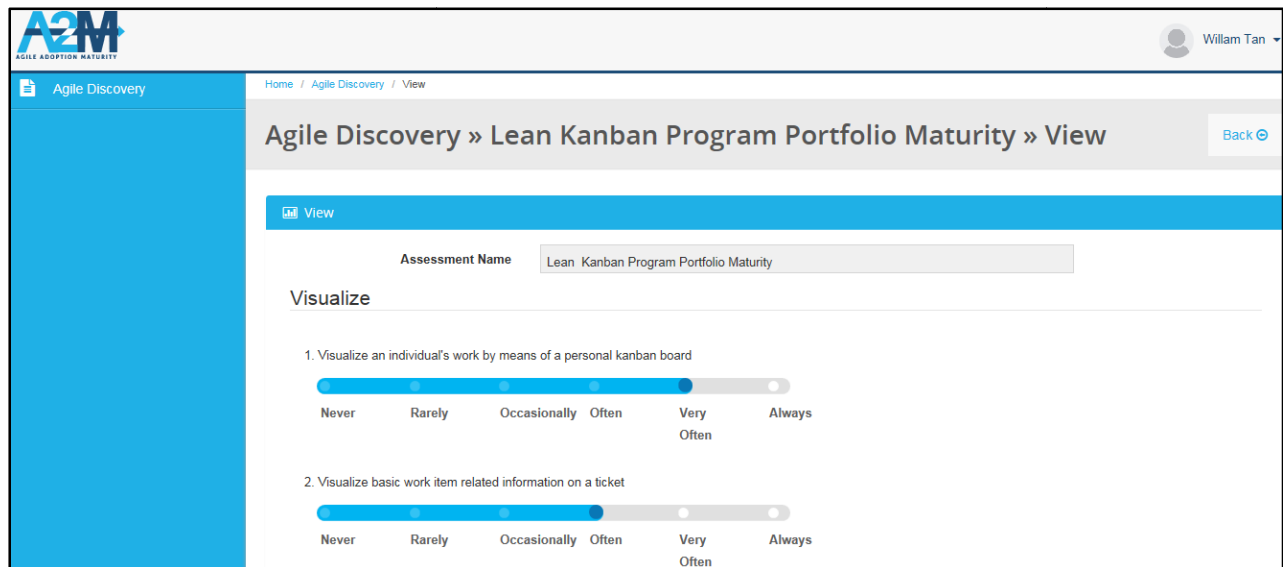


Figure 9