

Agile Target Operating Model

Supporting Documentation Plan

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Current State

- **Confluence**
 - WPB Digital Transformation
 - PPM Tooling
 - Tooling demos (Rally)
 - IT Agile Transformation
- **SharePoint**
 - Agile Transformation
 - WPB Technology
 - htsPCube (Clarity)
- **In-app User Guides**
- **Training videos (various locations)**

Agile Documentation Solution

SINGLE SHAREPOINT SITE FOR EACH GBGF

- Establish review / approval process
- Maintain version control and file-naming conventions
- Modular (topic-based) content to permit single-source, multiple user-focused outputs
- Read-only (not Wiki but Web Help)

STRUCTURE

- Introduction to tools
- Getting started (configuration)
- Tooling journey
 - GBGF-specific functional steps
 - ‘How-to’ video snippets
- Training videos (live recordings)
 - GBGF-specific user journeys
 - Agile WoW support
- Glossary of Terms
- Frequently Asked Questions

Agile Documentation Solution

what

- Clarity
- Rally
- Jira

who

Other (GBGF-specific)

VS

BOL - Lead - Tech Lead - Architect

SVS

BOL - Lead - Tech Lead - Architect

Platform

CTO - Architect

Pod

PO - SM - FSE

- Accountability
- Activity
- User Journey
- User Story

how

- Step Instructions
- Field Descriptions
- Data Synchronization
- Report Generation

Agile Documentation Solution

objective

- Intuitive
- Easy & fast
- Search capability
- Accurate, up-to-date
- Scalable (future-proof)

key results

- Single source
- Modular:
 - centralised resource for shared content
 - locally controlled GBGF-specific content for bespoke solution
- Version controlled
- Bespoke
- Persona- & function- focussed

Agile Documentation Solution

Search facility enables user to search library of tooling documents according to

- Role
- Function
- Tool

Example Table of Contents 1

Value Stream Business Outcome Lead

Delivery Management (Rally)

- 4.1 Review velocity charts for VS and SVS
- 4.7 Track progress of capabilities and features
- 4.10 View timeline for delivery within VS or SVS
- 4.12 Set up home dashboard metrics and reports
- 4.13 Create own work views with different portfolio items
- 4.14 View available reports and add custom page

Example Table of Contents 2

Sub Value Stream Lead

Delivery Management (Rally & Jira)

- 4.1 Review velocity charts for VS and SVS
- 4.7 Track progress of capabilities and features
- 4.8 Review progress of iterations
- 4.9 View team board charts
- 4.10 View timeline for delivery within VS or SVS
- 4.12 Set up home dashboard metrics and reports
- 4.13 Create own work views with different portfolio items
- 4.14 View available reports and add custom page