



Agile@FO

Achieving leadership, kick-starting transformation in ways of working in Ford Otosan and laying the foundations for Koç Group

Ford Otosan Agile Playbook - Glossary

MAY 2020

The Ford Otosan logo is located in the bottom right corner of the page. It features the word 'FORD' in a bold, blue, sans-serif font, followed by 'OTOSAN' in a bold, grey, sans-serif font. The 'O' in 'OTOSAN' is stylized with a white circle inside it. The background of the entire page is a photograph of a large group of people in blue shirts standing in front of a modern building with a grey facade and large windows.

Glossary

Agile Glossary (I/IX)

Keyword	Description
<i>Acceptance Criteria</i>	Acceptance criteria provides detail that defines when an <i>Epic</i> or <i>User Story</i> is complete. They contain a check list of the conditions for satisfaction of <i>Epics</i> and <i>User Stories</i> and the technical criteria or boundaries.
<i>Agile</i>	Refers to a group of development methodologies based on iterative development, where requirements and solutions evolve through collaboration between self-organizing cross-functional teams. It encourages frequent inspection and adaptation, a leadership philosophy that encourages teamwork, self-organization and accountability.
<i>Agile Coach</i>	An <i>Agile Coach</i> is a defined role. An <i>Agile Coach</i> is responsible for promoting and supporting Agile and helping everyone understand Agile theory, practices, rules, and values.
<i>Artifact</i>	<i>Artifacts</i> represent work or value to provide transparency and opportunities for inspection and adaptation.

Agile Glossary (II/IX)

Keyword

Description

Backlog Refinement	Backlog Refinement is a defined Agile ceremony. Backlog Refinement is a ceremony held during the Sprint designed to achieve greater certainty on upcoming work. User Stories and Epics on the Backlog are broken down to a greater fidelity to help them be ready for the Squad to work on. The ceremony focuses on the User Stories that are scheduled to be completed in the next 2-3 Sprints .
Chapter	A group or team of people working within an expertise area. Every Squad member is part of one - and only one - Chapter ; most Chapters will exist 'across Squads '.
Chapter Leader	A Chapter Leader is a defined role. Chapter Leaders coordinate the “how” of a Chapter and are the ‘line manager’ of Chapter members. They are responsible for growing expertise, professional development, and performance of the Chapter . They are not full-time managers. They typically work in a Squad for around 60% of their time and allocate rest of their time for Chapter related duties.
Daily Scrum	A defined Agile event where all members of a Squad come together for a max. of 15 minutes to each team give a verbal update to 3 questions: 1) What did I focus on yesterday? 2) What is my focus today? 3) Do I have any Impediments ?

Agile Glossary (III/IX)

Keyword	Description
<i>Definition of Done</i>	A check list of conditions that every <i>User Story</i> to meet in order to be considered done.
<i>Dependency</i>	Relationship between conditions/events/tasks such that one cannot begin or be completed until one or more other conditions/events/tasks have occurred, begun, or completed.
<i>Development Team</i>	Members of an Agile <i>Squad</i> that work on the <i>Product Backlog</i> , towards the joint mission of the <i>Squad</i> , together with the <i>Product Owner</i> and <i>Scrum Master</i>
<i>Empiricism</i>	A theory in philosophy, asserting that knowledge comes from experience and making decisions based on what is known. It emphasizes the role of empirical evidence in the formation of ideas, rather than innate ideas or traditions.
<i>Epic</i>	A very large <i>User Story</i> that is eventually broken down into smaller <i>User Stories</i> .
<i>Event / Ceremony</i>	Agile <i>Events (Ceremonies)</i> allow a <i>time-boxed</i> way of work with low overhead. They are meetings, but are meetings that increase efficiency of collaboration.
<i>Increment</i>	A piece of work that adds to previously created <i>Increments</i> , where the sum of all <i>Increments</i> - as a whole - form a Product.

Agile Glossary (IV/IX)

Keyword	Description
<i>Iteration</i>	<i>Iteration</i> is the repetition of a process in order to generate a (possibly unbounded) sequence of outcomes.
<i>Impediment / Obstacle</i>	<i>Impediments</i> (obstacles) are any person, process or system that is impacting the timely delivery of work for the <i>Squad</i> . They typically impact multiple <i>User Stories</i> or <i>Backlog Items</i> and require people outside the <i>Squad</i> to resolve. These are placed on the <i>Impediment Board</i> to ensure they are actioned.
<i>Impediment / Obstacle Board</i>	A visual management board that tracks open, working and cleared <i>Impediments</i> that are impeding the <i>Squads</i> ' mission.
<i>Kanban</i>	A workflow management method designed to help teams to visualize your work, maximize efficiency and be Agile. From Japanese, <i>Kanban</i> is literally translated as billboard or signboard. Its principles and practices are rooted in Lean thinking.
<i>Minimum Viable Product (MVP)</i>	A product with just enough features to satisfy early customers, and to provide feedback for future product development.

Note: This Agile Glossary is a living document and will evolve over time
Source: Ford Otosan, BCG

Agile Glossary (V/IX)

Keyword	Description
Product Backlog	Prioritized schedule and list containing all required deliverables of the <i>Squad</i> . Work for each <i>Squad</i> is transferred from <i>Tribe Wall</i> to the <i>Product Backlog</i> . <i>Squads</i> break down the work in their <i>Product Backlog</i> , prioritize them and tackle them to deliver the outcome.
Product Owner	<i>Product Owner</i> is a defined role. The <i>Product Owner</i> represents the voice of the customer and is accountable for ensuring that the <i>Squad</i> delivers value to the business. The <i>Product Owner</i> writes customer-centric items (typically <i>User Stories</i>), prioritizes them, and adds them to the <i>Product Backlog</i> .
Scrum	<i>Scrum</i> is a process framework that has been used to manage work on complex products since the early 1990s. <i>Scrum</i> is not a process, technique, or definitive method. Rather, it is a framework within which you can employ various processes and techniques. <i>Scrum</i> makes clear the relative efficacy of your product management and work techniques so that you can continuously improve the product, the team, and the working environment.
Scrum Master	<i>Scrum Masters</i> facilitate new ways of working events, support <i>Squad</i> members to resolve problems and overcome <i>impediments</i> and help embed new ways of working. <i>Scrum Master</i> tasks are taken up by a <i>Squad</i> member as a ‘hat’ on top of their regular <i>Squad</i> activities.
Sprint	A fixed duration period of time where products are chosen to work on. A <i>Sprint</i> can be 1 or 2 or 4 weeks in length.

Agile Glossary (VI/IX)

Keyword	Description
<i>Sprint Backlog</i>	An overview of the development work, typically a forecast of functionality and the work needed to deliver that functionality, that the <i>Squad</i> commits to deliver in a given duration (i.e. <i>Sprint</i>).
<i>Sprint Board</i>	The <i>Sprint Board</i> is a visual management tool to track the <i>Squad</i> commitment and progress during a <i>Sprint</i> . It contains four columns, To Do, Doing, In Review and Done. The <i>Squad</i> aims to have <i>User Stories</i> ' and <i>Tasks</i> ' progress towards Done during the <i>Sprint</i> .
<i>Sprint Planning</i>	<i>Sprint Planning</i> is a defined Agile event. <i>Sprint Planning</i> is task planning to be agreed with team in the specific time and plan how to work for the achievement.
<i>Sprint Retrospective</i>	<i>Sprint Retrospective</i> is a defined Agile event. <i>Sprint Retrospective</i> occurs after the <i>Sprint Review</i> . The <i>Squad</i> comes together to reflect on the last <i>Sprint</i> and discuss improvements to collaboration and process. The <i>Sprint Retrospective</i> will provide a set of improvements to be implemented in the next <i>Sprint</i> .
<i>Sprint Review</i>	<i>Sprint Review</i> is a defined Agile event. It provides the opportunity for the <i>Squad</i> to collaborate with the stakeholders. The <i>Squad</i> shows the working outcomes from that <i>Sprint</i> to the stakeholders. Stakeholder input is recorded to be incorporated in the next <i>Sprint(s)</i> .

Agile Glossary (VII/IX)

Keyword	Description
<i>Squad</i>	A <i>Squad</i> is a small multi-disciplinary team with its own customer-focused mission and metrics, and is designed to feel like a mini start-up. They sit together, and they have all the skills and tools needed to design, develop, test, and release to production. They are a self-organizing team and decide their own way of working.
<i>Squad Member</i>	The role within a <i>Squad</i> accountable for managing, organizing and doing all development work required to create a releasable Increment of product every <i>Sprint</i> .
<i>Squad norms</i>	A set of rules or guidelines that a <i>Squad</i> establishes to shape the interaction of its members with one other.
<i>Stakeholder</i>	Set of people and organization units who frequently interface with the <i>Product Owner</i> and the <i>Squad</i> , to provide them inputs and facilitate creation of the products and/or services, influencing them throughout the development process.
<i>Tasks</i>	A <i>User Story</i> can be broken down in to one or more tasks.
<i>Theme</i>	A <i>Theme</i> is a large-scale deliverable aligned to the strategic objectives with clear objectives and results used for planning purposes. It is typically assigned to a <i>Tribe</i> and can be delivered in 3-12 months.

Agile Glossary (VIII/IX)

Keyword	Description
<i>Time-box</i>	A <i>time-box</i> is a defined period of time during which a task or event must be accomplished.
<i>Tribe</i>	A <i>Tribe</i> is a collection of <i>Squads</i> that work in related areas.
<i>Tribe Leader</i>	Leader of a <i>Tribe</i> , responsible to deliver the <i>Tribe's</i> mission, to align <i>Squads</i> and engage stakeholders.
<i>Tribe Wall</i>	Scheduled list of <i>Epics</i> divided over the <i>Squads</i> of the <i>Tribe</i> and owned by the <i>Tribe Leader</i> . The <i>Tribe Wall</i> is updated during the <i>Tribe Sync</i> . The <i>Tribe Wall</i> shows estimated time to delivery of epics and interdependencies between different <i>Squads</i> .
<i>Tribe Sync</i>	A periodically held meeting to update <i>Squads</i> within a <i>Tribe</i> on the progress, dependencies and <i>Impediments</i> . During the <i>Tribe Sync</i> current <i>Epics</i> , interdependencies and decision points are discussed, new <i>Epics</i> are made, prioritized and allocated to <i>Squads</i> .

Agile Glossary (IX/IX)

Keyword

Description

User Story

A *User Story* is a very high-level definition of a requirement, containing just enough information so that the project team can produce a reasonable estimate of the effort to implement it.

A good User Story should be:

“I” ndependent

“N” egotiable

“V” aluable

“E” stimable

“S” mall

“T” estable

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FORD OTOSAN

Çevik Çalışmada Sık Kullanılan Kelimeler

Adaptation Adaptasyon
Alignment Hizalanma
Artifact Eser
Autonomy Otonomi

A

Burn-down chart Burn-down tablosu
Burn-up chart Burn-up tablosu

B

Chapter Chapter
Commitment Taahhüt
Cross-functional Çapraz fonksiyonlu
Cumulative flow Kümülatif akış
Cycle time Çevrim süresi

C

Daily Günlük

Daily scrum Günlük scrum

Definition of done Bitti tanımı

Developer Geliştirici

Development team Geliştirme takımı

Development team member Geliştirme takım üyesi

Done Biten iş

D

Empirical process control Deneysel süreç kontrol

Empiricism Deneysellik

Epic Epik

Estimate Tahmin

Event Etkinlik

E

Framework Çerçeve
Functionality İşlevsellik

F

Guild Lonca

Impediment Engel

Increment Artım

Incremental Artımlı

Inspection Gözlem

Item Madde

Iteration Yineleme

Iterative Yinelemeli

I

Lead time Teslim süresi

Lean Yalın

L

Product backlog Ürün iş listesi

Product backlog item Ürün iş listesi maddesi

Product backlog refinement Ürün iş listesini iyileştirme

Product goal Ürün hedefi

Product owner Ürün sahibi

P

Ready Hazır

Release Kullanıma alma

R

Scope Kapsam

Scrum guide Scrum kılavuzu

Scrum master Scrum master

Self-managing Kendini yönetme

Servant-leader Hizmetkâr lider

Size Büyüklük

Sprint Sprint

Sprint backlog Sprint iş listesi

Sprint goal Sprint hedefi

Sprint planning Sprint planlama

Sprint retrospective Sprint retrospektifi

Sprint review Sprint değerlendirme

Squad Takım

Stakeholder Paydaş

S

Time-box Zaman sınırı

Transformation Dönüşüm

Transparency Şeffaflık

Trend Trend

Tribe Tribe

T

U

User story Kullanıcı hikayesi

V

Value Değer

* Bazı terimlerin Türkçe karşılığı terimin tam anlamını ifade etmediği için bu terimler orijinal kullanımı ile bırakılmıştır.

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