

## How to Work Efficiently With a Distributed Agile Model and Remote Working Amidst COVID-19

With COVID-19 affecting our ways of working and living, many organizations find themselves forced to operate and deliver in a distributed agile manner. As employees begin working from home or remotely, it is forcing traditional or in-person agile teams to work in a distributed agile model, which can be quite different. Agile can work in a distributed environment, but it is a different way of working, especially if you have never done it before.

Organizations often have challenges in making distributed agile work. Mergers and market consolidation, geographic expansion, and offshoring have made multi-site development the norm rather than the exception. Companies with sites in competitive labor markets can find distributed team members as an alternative when they cannot recruit locally.

CGI has extensive experience in executing projects in a distributed agile delivery model. The customized version of the agile framework can be applied for remote working during business continuity and disaster recovery periods like we are currently experiencing amidst COVID-19. Based on our experience, we've put together 10 considerations to help organizations make the agile distributed model successful.

# 10 key considerations for distributed agile:

1

All Scrum ceremonies held remotely

- Publish a calendar in advance. Make sure that all team members participate as required
- Invite business team members to these meeting on an as-needed basis
- Always follow conference etiquette (i.e. fix technical difficulties beforehand, introduce yourself, speak loudly and clearly, establish who's participating)
- Formalize and document the outcome of every meeting

2

Document and circulate the action plan. It is the Scrum Master's responsibility (or the PM/PC in case of a project). We recommend two mandatory daily scrum (15 minutes each) every day, ideally taking place at the beginning and close of the day.

3

Use collaboration platforms for status reporting (twice weekly) as well as for any training purposes or pairing (Platforms like Microsoft Teams, Slack, Webex or others). Make sure to add a picture to your profile.

4

Use project management tools for monitoring/tracking backlog item (Azure DevOps, Service Now or others).



5

Common repositories (i.e. code, documentation) are even more essential.



6

Make it social. Enable virtual team building through online coffee meetings, games, share workspace pictures and more by planning 30 minutes a week. If the teams are new, increase the frequency in the beginning.

7

Turn on your camera (i.e. use the video feature, and add photos to your profile). The best angle for your camera for warmth and power is straight on with eyes at camera level.



8

Take mindful breaks and move your body in-between work activities.



9

Make your work visible (i.e. create a shared visual dashboard and provide status in a daily scrum and/or team chat).



10

Login a few minutes early to socialize with team members, as you would passing by in an office hallway.



When these considerations are applied, we see efficient and effective teams delivering the same if not more in this virtual environment.

For any questions about the agile distributed model, reach out to [info@cgi.com](mailto:info@cgi.com).

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