

A woman with purple nail polish is typing on a silver laptop. In the foreground, there is a white coffee cup with a latte and a glass of water. The background shows a window with a view of a building.

# AGILE TOOLS FOR PROPOSAL DEVELOPMENT

*Clary*



# DAILY STAND-UP FORMAT

Short  
10 min or less

- + Successes yesterday
- + Tasks I'm working on today
- + What's blocking me



# SPRINT REVIEWS

30 Minutes

- + Show what you've done
- + Successes
- + Failures
- + Did we accomplish everything we meant to do?
- + Plan next sprint



## RETROSPECTIVE

15 Minutes  
or Less

- + Each team member states one or two things they can improve on the next sprint.
- + Core team only
- + Do before next kick-off meeting

# TRELLO BOARD FORMAT

The screenshot displays a Trello board interface with a blue header. The board is titled "2018 Agile Proposal Example" and is set to "Personal" and "Private". The board is organized into five columns representing different stages of a project workflow:

- Backlog:** A list of tasks including "Cover Letter", "Project 1 Drafted", "Project 2 Drafted", "Project 3 Drafted", "Project 4 Drafted", "Project Approach Outline", "Project Approach Part 1", "Project Approach Part 2", "Project Approach Part 3", and "Project Approach".
- Current Sprint:** A list of tasks including "Project Template Design", "Org Chart Created", "Team Member 1 Resume Drafted", "Resume Template Design", "Team Member 2 Resume Drafted", and "Team Member 3 Resume Drafted".
- In Progress:** A list of tasks including "Covers and Tabs Designed and sent to printer", "Reference forms sent to client 1", "Reference forms sent to client 2", "Reference forms sent to client 3", and "Shipping Label Created".
- Quality Control Review:** A single task "Add a card ...".
- Done:** A single task "Add a card ...".