AGILE TOOLS FOR PROPOSAL DEVELOPMENT

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

Boards

Trello

2018 Agile Proposal Example ☆ Personal Private

Backlog	Current Sprint	In Progress	Quality Control Review	Done
Cover Letter	Project Template Design	Covers and Tabs Designed and sent to printer	Add a card...	Add a card...
Project 1 Drafted	Org Chart Created	Reference forms sent to client 1		
Project 2 Drafted	Team Member 1 Resume Drafted	Reference forms sent to client 2		
Project 3 Drafted	Resume Template Design	Reference forms sent to client 3		
Project 4 Drafted	Team Member 2 Resume Drafted	Shipping Label Created		
Project Approach Outline	Team Member 3 Resume Drafted	Add a card...		
Project Approach Part 1	Add a card...			
Project Approach Part 2				
Project Approach Part 3				
Project Approach				