# COURSE GUIDE
## Introduction to Agile
Introduction to Agile

Learn the fundamentals of agile working and how to put your skills into practice

## Why study this course?

- develop the essential mindset to work in a more adaptable, efficient way;

- immediately be able to apply agility to a range of contexts;

- have covered the breadth of modern agile tools, techniques and frameworks;

- be able to work smarter, not harder, as you boost your personal effectiveness through the adoption of a learning mindset; and

- gain an understanding of the Agile Manifesto, a document that outlines the key values and principles of agile software development, but is also relevant across all areas of business.

Course number

SH1004

Course name

Introduction to Agile

Course duration

3 months

Course level

Open Colleges Certificate

Delivery method

Online

Assessments

Online quizzes

Awarded by

Open Colleges Pty Ltd (Provider number: 90796)

# About the course

## The industry

XXXXXXXXXX TO BE UPDAED: The concept of 'agile' was once limited to technology professionals. But now, a wide range of businesses around the world are adopting an agile approach to maximise outcomes. By studying this course, you'll set a solid foundation for efficient agile working. Get a handle on the skills and knowledge you need to embrace an agile mindset, while utilising agile tools and frameworks. And best of all, this course is delivered exclusively online which means you can fit your study around your life and fast-track your learning.

## Who this course is for

This short course has been designed for those who want to learn the fundamentals of agile working. Whether you're a student or already working, this course will enable you to upskill swiftly and become an effective agilest.

*If you are an existing worker or have experience in the related industry, please inform our enrolment consultants during your enrolment conversation as you may be eligible to enrol as an existing worker and may be able to complete your studies faster.*

## What you'll learn

In this course you'll learn how to:

- better understand agility and how it creates value for individuals and organisations when working with complex projects, with an understanding of the mindset, principles and frameworks;

- create and participate in a high performing team, with a focus on ownership, collaboration and soft skills;

- build a Kanban system, to manage and optimise a workflow or project delivery;

- maximise productivity and the delivery of valuable outcomes, by adopting modern approaches to progressively creating and maintaining a backlog of activities; and

- use the Scrum framework to better manage delivery of projects or a product in complex environments.

## Learning materials

Your learning materials are accessed through OpenSpace. These include:

1. VIDEOS brought to you by an experienced agile coach and teacher, who will guide you through the content.

2. INTERACTIVE CONTENT that will help you further your knowledge with activities, resources and articles.

3. QUIZZES to test the progress of your knowledge.

4. PEER SHARING ACTIVITIES that give you an opportunity to reflect and practice agile exercises with fellow students studying the course.

5. RESOURCES and templates that you can download and put into practice straight away.

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# Academic information

SH1004-1.1
Agile Mindset
This module will provide you with a background on the link between mindset and agility. Learn about fixed and growth mindsets and how you can improve your resilience when working in changing situations.

Learning Content

- Mindset and agility
- Social motivations

Learning Activities

- Discussion on fixed and growth mindsets
- Explore your personal sensitivities to threats in your external environment

Knowledge Quiz

Topic Takeaways and Tools

- Ways to develop a growth mindset
- Explore the Status, Certainty, Autonomy, Relatedness and Fairness (SCARF) model and your personal triggers
- Growth mindset journal template to measure improvement

SH1004-1.2
Introducing Agile
The world is changing rapidly, driving increased uncertainty and complexity. Agile is one way of working that can help teams efficiently plan, collaborate and execute projects. In this module, you'll explore agile, where it began, what is at its core and how it's different from traditional methods of delivery.

Learning Content

- Agile Foundations, mindset, values and principles
- Difference between traditional vs agile
- The nature of problems

- How iterating on work solutions can help achieve best possible results over time

Learning Activities

- Explore the drivers for agility
- Learn about volatility, uncertainty, complexity and ambiguity (VUCA) and explore a related case study
- Discuss the *Agile Manifesto*

Knowledge Quiz

Topic Takeaways and Tools

- Identify the key drivers for agility, both from a personal and external perspective
- Consider the values and principles of agile working
- How can repetitive delivery minimise risk while maximising learning
- An understanding of the four imperatives which make up the Heart of Agile

SH1004-1.3
High Performing Teams
What is the key to building a high performing team? In this module you'll learn about the fifth principle of the Agile Manifesto, which focuses onbuilding projects around motivated individuals, giving them the environment and support they need, and trusting them to get the job done.

Learning Content

- Leading with intent
- High performing teams
- Psychological safety and trust

Learning Activities

- Discuss empowerment and motivation
- Build a team agreement
- Understand the role of trust
- Explore techniques to build high performing teams

Knowledge Quiz

Topic Takeaways and Tools

- Learn how leading with intent creates engaged, thinking team members
- Identify the ways you can build an environment built on trust and safety
- Use tools and practices to create a team agreement
- Explore complementary practices to create high performing teams

SH1004-2.1
Kanban
You might already have an understanding of what a Kanban is, or you may never have heard the term before. This module will give you an overview of what a Kanban system is, and will teach you to embrace its philosophy and how to apply it to your daily work. By the end of this module, you'll understand the six practices of Kanban and the key elements of creating a visual board to manage your work.

Learning Content

- Kanban principles and practices
- Kanban boards
- Benefits of Kanban

Learning Activities

- Participate in a context switching exercise
- Understand the elements of a Kanban board
- Identify the six practices of Kanban
- Access a range of digital tools to manage your Kanban

Knowledge Quiz

Topic Takeaways and Tools

- Understand the impact of context-switching on your productivity
- Describe the six core practices of Kanban and how they help you optimise your process

- Define the key elements of a Kanban board and how they help you create transparency
- Articulate the benefits of Kanban and the importance of sharing this with your team when building a board together
- Five Kanban digital tools to create a board

SH1004-2.2
Create a Kanban System
This module is all about putting the practices of Kanban into action. You'll explore how to use systems thinking to approach implementing a Kanban system. Using a real-world example, you'll be guided through building a system to manage work.

Learning Content

- Systems thinking approach to implementing Kanban (STATIK)
- Classes of services

Learning Activities

- STATIK at home – build a Kanban system
- Use a visual board to infer challenges and opportunities to improve
- Consider how to apply Kanban in your place of work

Topic Takeaways and Tools

- Use a collaborative approach to build a system to manage work
- STATIK canvas
- Determine ways to create cadences to reflect and improve
- Describe a change management approach to implementing Kanban

SH1004-2.3
User Stories and Personas
Communication can sometimes be difficult. And getting people onto the same page can be even harder. In this module, understand the value of storytelling and how that relates to user stories. Also work on understanding what motivates your customers so that you can build a stronger connection with them.

Learning Content

- User stories
- Creating personas
- Jobs-to-be-Done framework

Learning Activities

- Consider the drawbacks of communicating via the written word
- Create a user story
- Evaluate user stories
- Create a persona
- Use Jobs-to-be-Done to understand motivation and think more flexibly

Topics and Takeaways and Tools

- Best practice guidance on creating great user stories
- Create a persona and gain access to widely used templates

SH1004-2.4
Backlog Management
Understanding your work and being able to break it down is key to prioritising tasks. This topic takes you through approaches that will enable you to learn fast, through breaking your work down and finding ways to start delivering sooner.

Learning Content

- Build, measure, learn
- Slice your user stories
- Story mapping
- Estimation
- Prioritisation

Learning Activities

- Create your approach to create a minimum viable product (MVP)
- Break a story down using common splitting patterns

- Create a user story map to organise and visualise your work
- Participate in relative estimation
- Consider a variety of ways you can sequence your work to maximise outcomes

Topics and Takeaways and Tools

- MVP and experiment templates
- Understand how to break your work down and connect strategy to execution
- Exposure to user story mapping techniques
- Understand and participate in relative estimation
- Downloadable planning poker cards for estimation
- Use Cost of Delay divided by Duration (CD3) to order your work

SH1004-2.5
Scrum
Scrum is an extremely popular framework used by businesses across many different industries. 7 million + teams use it (as you know, there are many others). In this module you'll cover the Scrum framework, outlining some of its roles, events and artefacts. We will begin by giving you a better understanding of what Scrum it is, where it can be used and when to use it.

Learning Content

- Scrum overview
- Planning your Sprint
- Daily Scrum
- Backlog refinement
- Reviewing your Sprint
- Running a retrospective

Learning Activities

- Use the patterns of Scrum to iteratively solve a problem
- Learn how to run an effective Sprint Planning session
- Create a Definition of Done (DoD) and understand how it is important in relation to building in quality
- Engage in an effective daily Scrum meeting
- Complete a case study and learn how to progressively elaborate your work
- Connect the roles with key responsibilities related to the Sprint review
- Design your own retrospective

Topics and Takeaway and Tools

- Understand the Scrum framework and when you could apply it
- Understand the key roles and responsibilities of Scrum; Product Owner, Scrum Master and Team
- Expert advice on running effective daily Scrum meetings
- Build your backlog using tried and tested facilitation approaches
- Explore delivery metrics that matter and how to measure them
- Gain access to guidance and tools for running fun and engaging retrospectives

## Assessment details

- Online quizzes

## Recognition of Prior Learning

We understand that you may already have many skills and areas of expertise that you have obtained in different ways and these are recognised through our Recognition of Prior Learning (RPL) process.

Open Colleges has developed an RPL application kit for this course.

The Student Handbook, available in the Key Student Information section of our website, provides more information about our RPL process. Alternatively, you can contact an Enrolment Consultant to discuss your RPL options.

## Course duration

The duration for the course is 3 months. As a self-paced online course, the time it will take you to complete is flexible and dependent

on ability and time available.

## Qualification awarded

On completion of this short course, you'll receive an Open Colleges certificate of attainment. Our short courses are not qualification-led. Instead, they are custom designed to fast-track your workplace success and grow your career. As such, you'll not receive a qualification for completing a short course. If you're interested in going on to study a recognised qualification, Open Colleges offer a wide range of nationally-recognised qualifications which can be browsed from our home page.

# Requirements

## Language, Literacy and Numeracy

Our free online assessment tool can help give you an idea of the language, literacy and numeracy skills needed to study a VET course. This tool can also help you determine your learning level and help you plan your future studies. You can access the Language, Literacy and Numeracy tool here (http://www.opencolleges.edu.au/online-learning-assessment).

# Payment options

Pay in Full

If you choose to pay your course fees up-front in full, you'll benefit from a 15% discount (unless otherwise advertised).

Pay 50% Deposit

If you choose to pay 50% of your course fees up-front, you'll benefit from 50% of the standard (or advertised) discount.

Payment Plan

Pay for your course in weekly or fortnightly instalments. By paying in instalments, you can schedule your payments around your regular outgoings and get ahead without breaking the bank. Open Colleges payment plans are interest-free.

ZipMoney Payment Plan

If you need a little more flexibility in your finances, and want to pay off your course fees over a longer period of time, we can assist by organising ZipMoney to pay your course fees directly to us on your behalf, and you pay this loan back to ZipMoney over a period of agreed time with them. ZipMoney provides you flexible options of selecting a 24, 36 or 48 months interest-free payment plan (dependant on which course you are enrolling into) to suit your lifestyle, giving you more flexibility than ever before. This payment method is only available over the phone, call an Enrolment Consultant to find out more or check out the FAQs here. (https://www.opencolleges.edu.au/zipmoney-info)

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With BPAY®, you're able to pay quickly and securely, 24/7 through your Internet, mobile or phone banking service. You can choose when, how much and from which account to pay from - whatever works for you. BPAY® is only available when paying in full. Call an Enrolment Consultant to find out more.

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# Studying online with Open Colleges

## Flexibility - study at your own pace

When you study online with Open Colleges you're in control.

You can choose to complete your course quickly or keep to a steady pace, and with no deadlines or schedules to stick to, fitting your learning around your everyday commitments is easy.

Everything you need to study is online so you can study wherever you like – but that doesn't mean you're on your own.

OpenSpace is our purpose-built online learning platform. It's where you'll go to access your learning materials, contact your expert

trainers and assessors, upload your assessments and find all the support and motivation you need to keep going from the OC community.

## Your online community

What is OpenSpace?

Open Colleges offers you a custom-designed online-learning platform called OpenSpace.

Your learning platform is the heart of your study experience. This is where you'll navigate through your course materials, contact your trainers and assessors, and connect with other online students.

What can you do in OpenSpace?

OpenSpace provides you with a secure, interactive learning environment that allows you to access a wealth of learning resources. In OpenSpace you can:

- Access all your course materials, including videos and other digital resources
- Complete the learning activities related to your course
- Get the latest news about Open Colleges and your course
- Get to know your fellow students by posting in the course forums, and find a 'Study Buddy'
- Connect with your Trainers and Assessors
- Access extensive online libraries for research
- Upload your assessments, view feedback, and access your grades

It's just like a real campus – but it's available anywhere and anytime.

## How to get support

Academic support

Your experienced trainers are available in OpenSpace to answer any questions you may have regarding the learning materials or assessments.

Your training operations manager can also provide you with advice and support regarding the overall course.

Student support

The student support team is your one-stop service centre for all student administrative issues – including enrolment, change of contact details, OpenSpace support, assessment results and certification.

You can access the student support team in OpenSpace or by email or phone.

Peer support

As a student of Open Colleges you will join a community of over 65,000 people who are also studying online. Through OpenSpace you can connect and collaborate with others to share study tips and advice.

Our students find this is a great way to keep motivated and build lasting friendships and networks.

Work Placement Support

If your course contains work placement, the work placement support team can provide you with support, advice and resources if you encounter difficulties in securing a workplace for your work placement.

You can access the work placement support team via your trainer and assessor or the student support team.

# About Open Colleges

## Our history and heritage

Open Colleges has been delivering quality education for over 125 years. During this time, we have honed our unique learning model to become one of Australia's leaders in online learning.

We've achieved this by continuously evolving our approach to meet the needs of our learners by offering flexible, accessible, affordable and supportive courses.

We have helped over 450,000 people in the last decade alone gain the skills to launch, change or take the next step in their careers.

All of us at Open Colleges put the student at the centre of everything we do, whether that's helping you find the right course, designing a new course, making improvements to our online campus or giving the support you need to reach your goals.

## Commitment to quality

December 2013 saw Open Colleges Australia (the holding company of Open Colleges Pty Ltd) become part of Apollo Education Group, Inc.

Being part of Apollo gives Open Colleges access to the expertise, experience and educational resources of the University of Phoenix (USA), Institute of Professional Development (USA), BPP University (UK) and other institutions in the Apollo global network.

Our ongoing partnerships and place within the Apollo family ensure we continue to deliver a student experience that's best in class.

With Open Colleges you can:

- Study nationally recognised qualifications
- Choose from a wide variety online courses
- Fit study around your family or work commitments
- Enrol 365 days of the year
- Find a payment option that works for you
- Get academic and student support – online or over the phone
- Join a community of thousands of like-minded students

# Get in touch

## Still got a question?

Call an Education Advisor on 1300 263 744 for more details about this course and the enrolment process.

It's our priority to ensure you enrol in the perfect course so an Education Advisor will be in touch shortly to discuss your specific goals and what you want to achieve through studying online. They'll clearly explain the course options that would suit you best and why they would work for you and talk you through how online learning with Open Colleges works.