

# Process Essentials

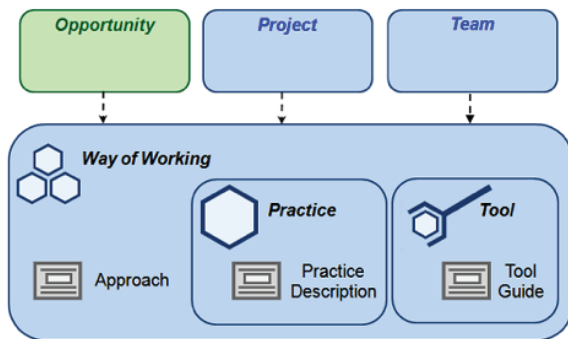
## Simple, practice based process improvement

Use this practice to improve and adapt the way of working employed by a team.

This practice allows teams to:

- Identify, prepare and assemble a set of suitable practices and tools to support the project objectives.
- Introduce new practices individually, gradually and as needed.
- Balance and integrate standard and local practices, preserving the things the team does well whilst addressing the things they do badly.
- Evolve their practices based on their experiences and lessons learned.

### Things to Produce



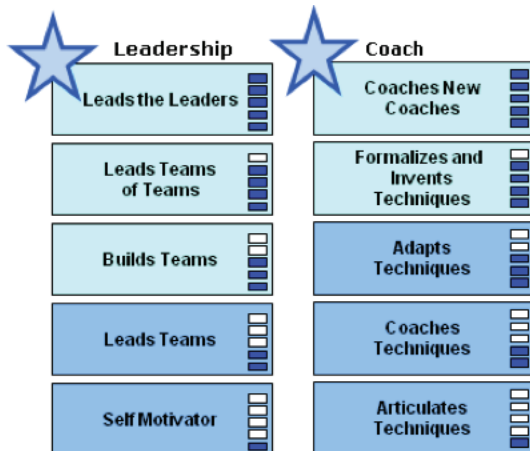
This practice involves the establishment of an effective way of working and the production of a number of practice and tool related artifacts:

- The way of working is composed of a number of practices. Each explicit practice has its own description in the form of cards and guidelines.
- The way of working is supported by a number of tools. Each tool may provide tool guides describing configuration aspects as well as how to perform certain activities defined by the practices.
- The way of working is summarized in the approach document.

### Key Competencies

This practice requires skills in leadership and coaching and customer involvement.

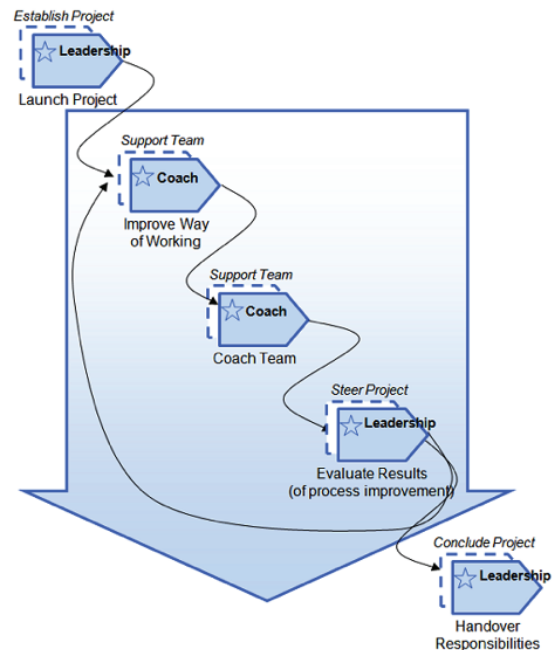
The following competencies must be in place:



This practice requires the team to have the skills in place to select, implement and tune an appropriate set of practices. Cooperation from individuals with the Analyst, Developer and Tester competencies will be required to understand the current situation and needs of the team. Only the base competency level is needed in these areas.

### Things to Do

The practice starts by establishing and launching the initial set of practices and tools as part of the launch of the project.



Improvements are made by addressing requested changes and by selecting new practices and tools. The team is then coached in the new and improved way of working. The result of using the practices and tools is evaluated. The evaluation typically results in change requests being raised to improve the way of working.

This cycle of improvement, coaching and evaluation provides the project with a framework for continuous process improvement. Additional practices and tools can then be added as needed to address project risks. Ineffective practices can be improved or replaced.