FACILITATOR GUIDE

Timebox review guide

A review is where the team and the people it is doing the work for (its stakeholders) pause, tell the story, show what was finished and ask for feedback. Scrum calls it a sprint review. This short guide covers preparing for a review at the end of the timebox (the fixed stretch of time we plan and work in; Scrum calls it a sprint).

Version 2.0
Team and stakeholders
Show and ask

WHY WE REVIEW

Purpose

> During the timebox review, the team and stakeholders collaborate on what was "done" in the timebox.

> This is an informal show-and-ask event, not a status meeting.

> The finished work is presented to draw out feedback and foster collaboration.

WHAT WE BRING

Inputs

> The timebox goal.

> Items from our list of things to do (the backlog) that meet the team's agreed meaning of done (the definition of done), and that the team considers done.

WHAT WE LEAVE WITH

Outcome

> Transparency: what has been done and not done, and what got added to or removed from the timebox.

> Revised or adjusted backlog items, to capture new work that has come to light and new opportunities.

HOW TO BRING IT IN

Just do it! Make sure you invite a range of stakeholders, and rehearse with your team beforehand if you are new to this as a team.

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NEED THE INVITE?

Copy-ready invite text for the review, with a note for guests, is on the site.

kubairshirazee.com/agile-events-agenda-template

THE SESSION

What happens in a timebox review

7 steps
Informal, not a status meeting

01 Set the scene

SUCCINCT

The product manager states the timebox goal, and narrates what the team pulled in to fulfil it.

02 Create visibility

The product manager, the team or both explain which backlog items have been “done” and which have not.

03 Share the journey

SUCCINCT

The team briefly highlight what went well with those items during the timebox, what problems they ran into, and how those problems were solved.

04 Show and ask

WHAT DO YOU THINK?

The team show the work that is “done”, answer questions about it, and ask for feedback.

05 Highlight the status quo

SHOW YOUR BOARD

The product manager, the team and the stakeholders discuss the backlog as it stands.

06 What is next, and why

The whole group collaborates on what to do next and why, so that the review provides valuable input to the planning that follows.

07 Check out

Close the review.

WHAT THIS MIGHT LOOK LIKE

It is all about telling a story

5 parts
In this order

Whoever presents can follow the same five parts each time. The examples on the next pages use them.

01

Restate the goals

Succinctly restate the overarching goal, and the goal set for the timebox.

02

What we pulled

Make visible which items were prioritised and “pulled” to achieve the timebox goal.

03

What got done

Go through the items that got “done”.

04

The next goal

State the intended goal for the next timebox.

05

Risks and support

Call out any foreseen risks and any support needed.

AN EXAMPLE IN THE ROOM

What a review can sound like

8 turns
Fleet management policy

01 PRODUCT MANAGER

Welcome. Today, we're focusing on the fleet management policy. Our recent goal was to review and assess the current policy, pinpointing issues and deciding on the need for a new draft. The aim is to enhance resource allocation, sales and cost efficiency. Let's discuss the main points and gather your feedback.

02 PRODUCT MANAGER

Our key deliverable for this timebox was to get a draft policy in front of all of you, explore dependencies and align on the direction the policy is taking.

03 FINANCE

Thank you for sharing the draft. I've looked at it and am keen on the new policy's impact on capital spend. The existing policy has inefficiencies, particularly with resource allocation for vehicle maintenance and acquisition.

04 OPERATIONS

Operationally, clarity is key. The current policy's vagueness caused departmental inconsistencies. The new policy is shaping up to be clear and to align with our daily operations, thank you.

05 SALES

Absolutely, I agree with the operations team. Also, there's a direct link between our fleet efficiency and sales performance. A streamlined policy could significantly enhance our sales team's mobility and response times, which is crucial for customer satisfaction and closing deals.

06 PRODUCT MANAGER

Good insights, thank you. In this timebox we also looked at new technology for improved fleet tracking and management, aiming for cost savings and enhanced service. Here is a slide summarising the findings. Any thoughts?

07 IT

Integrating advanced fleet management software is a step in the right direction. However, we need to ensure that the software is user-friendly and that adequate training is provided to all relevant staff.

08 PRODUCT MANAGER

Valuable input, as always. It's clear that our revised fleet management policy isn't just about refining the old but paving the way for innovative practices and strategic growth. I'll compile all the feedback and work with the team on the next iterations, baking in your feedback. Thank you, everyone, for your insightful contributions today.

EXAMPLE 1 OF 3

A marketing campaign

The five parts of the story

01

The goal

Our goal for this timebox was to increase product awareness by reaching 500,000 potential customers through a multi-channel marketing campaign within four weeks.

02

To achieve it, we pulled

- Develop and launch a teaser campaign on social media platforms.
- Create a series of blog posts highlighting the problem our product solves.
- Design and send out an email campaign to our existing customer base.

03

What got done

- We completed the teaser campaign launch on Facebook, Instagram and Twitter, reaching 200,000 views.
- We published three blog posts on our website, generating 25,000 reads.
- We sent an email to 100,000 subscribers, with a 20% open rate.

04

Goal for the next timebox

To engage with our audience by increasing website traffic by 50% and gaining 10,000 new followers on our social media platforms over the next two weeks.

05

Risks and support

Risks. Potential algorithm changes on social media could affect how visible our content is.

Support needed. We might need to invest in paid advertising to make sure we reach our target audience numbers.

EXAMPLE 2 OF 3

An employee benefits review

The five parts of the story

01

The goal

Our goal for this timebox was to gather comprehensive employee feedback on satisfaction with current benefits, and to identify desired benefits, within four weeks.

02

To achieve it, we pulled

- Distribute a survey to all employees to assess satisfaction with current benefits and ask for suggestions for new ones.
- Host focus group sessions with representatives from different departments.
- Analyse how much existing benefits are used.

03

What got done

- We completed and analysed surveys from 90% of the workforce, identifying key areas for improvement.
- We ran three focus group sessions, gathering in-depth insights on desired benefits.
- We reviewed usage rates, noting underused benefits that could be modified or replaced.

04

Goal for the next timebox

To design the new benefits package based on employee feedback, ensuring it aligns with company budget constraints and strategic goals, over the next two weeks.

05

Risks and support

Risks. Balancing the most requested benefits with budget limitations could lead to dissatisfaction among some employees.

Support needed. Detailed financial analysis, to explore viable options and potentially creative solutions that meet employee needs within budget.

EXAMPLE 3 OF 3

A community arts and crafts fair

The five parts of the story

01

The goal

Overall project goal. To host a community arts and crafts fair that attracts over 500 attendees, features at least 50 local artists, and fosters community engagement and appreciation for local talent.

Goal for this timebox. To finalise the event plan, including date and venue booking, and to start vendor and artist outreach to secure participation.

02

To achieve it, we pulled

- Venue selection and booking.
- Date confirmation.
- Development of the vendor and artist outreach list.
- Initial marketing plan creation.

03

What got done

- We got the venue booked for the event date.
- We compiled an outreach list of 100 potential vendors and artists.
- We drafted the initial marketing plan, with a focus on social media, local media and community bulletin boards.
- We got all that we pulled “done”!

04

Goal for the next timebox

To secure at least 30 vendor and artist commitments, launch the initial marketing campaign, and begin volunteer recruitment.

05

Risks and support

Risks. Potential delays in vendor and artist commitments could affect marketing and promotion timelines.

Support needed. We may need additional team members to help with outreach and follow-ups, to make sure we meet our commitment target.