

Tailoring

1	Choose iteration length based on project characteristics
2	Recognize the need to assess and tailor process to project characteristics

Prioritisation, planning and delivery

4	Establish clear purpose and scope (establish the project charter that gives the overall picture of the product and the business value)
5	Deliver running product at the end of each iteration
6	Deliver using features based rather than task based approach
7	Create and maintain release plans and iteration plans
8	Estimate at least one agile estimation technique (user story points, wide band delphi, yesterday's weather, planning poker)
9	Fix the time, vary the scope
10	Prioritize requirements by business value and risk
11	Recognize the need to establish a technical environment that supports iterative and incremental delivery: source control, infrastructure, automated testing, continuous integration, daily builds.

Feedback and adaptation

12	Reflect periodically using a retrospective, introspective, or reflection workshop
13	Quick daily meetings (daily standups / washups)
14	Establish feedback - daily and after each iteration
15	Measure and visibly communicate project velocity, plans, and progress
16	Converge on accurate requirements by demonstrating features
17	Adjust requirements and plans continuously throughout the project
18	Handle issues

Individual leadership style

19	Be aware of the following leadership behaviors: innovative, strategic, excitement, tactical (immediate results), communicative, delegation, production, consensual
20	Replace negotiation with collaboration

Leadership skills

21	Use basic facilitation skills: how to run a meeting and how to teach people how to be in a meeting, decision making, team norms, etc.
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Handling team dynamics

22	Celebrate small victories
23	Bring together the right team skills
24	Trust the team
25	Encourage individuals to self select tasks
26	Setup collaborative work environment
27	Create team working agreements
28	Preferably co-locate team members
29	Size the team based on estimated project effort

Customer and stakeholder involvement

30	Measure customer satisfaction
31	Identify and understand project stakeholders
32	Setup customer representatives to interact with the development team
33	Gather requirements using agile requirements techniques: user stories, test cases, use cases
34	Handle and prioritize changes by interacting with customers
35	Engage the right people in decisions