

# VersionOne Jumpstart

The VersionOne Jumpstart training program is the most effective way to get your team up and running quickly with VersionOne. A VersionOne product expert will deliver 2 days of product training and consulting onsite, followed by an hour of remote coaching during each of your team's first sprint planning and review meetings conducted using VersionOne. Onsite product training includes classes for both project leads and team members, with role-specific exercises to give students experience using VersionOne. Implementation consulting includes an evaluation of your VersionOne project tree, overview of VersionOne administration features, VersionOne configuration assistance, and best practices for rolling out VersionOne to your organization. This program includes one month of free access to a VersionOne training instance for each student as well as exercise manuals with step-by-step instructions that can be used for reference after the training.

## Day 1: Product Training for Project Leads (25 students max)

- VersionOne Enterprise Overview
  - Navigation and Project Tree structure
  - Customizing your Views
- VersionOne End-to-End
  - Product Planning: Creating, prioritizing and estimating Backlog Items and Defects
  - Release Planning: Creating and planning Releases, release forecasting, and assigning work to multiple teams
  - Sprint Planning: Defining and Planning Sprints, and establishing dependencies
  - Detail Planning: Breaking down backlog items and defects into tasks and tests for team members to complete
  - Review: Reviewing and addressing open items at the end of the sprint, and closing the sprint
- My Home
  - My Work: Customizing your own work area to manage and update your work assignments
  - My Dashboard: Creating your own customized view of several standard project reports
- Advanced Product Planning
  - Feature Groups – Grouping backlog items into categories for planning and tracking progress
  - Templates – Creating backlog items, tasks and tests that can be copied/cloned when creating your backlog
  - Epics – Breaking down larger backlog items into smaller ones that can be planned into releases and sprints
  - Requests – A place to manage feature requests you receive that can be planned into the backlog as needed
  - Issues – Managing issues discovered during the project and create backlog items and/or defects from them
  - Ideas – Customer's collaborate on product ideas that can be converted to requests or backlog items
- Reporting
  - Using Programs to view backlogs and reports across multiple project in the project tree hierarchy
  - Reviewing key reports used for planning, tracking and understanding the status of a project or sprint
- Conclusion and Q&A
  - Team Wrap-up Exercise
  - Question & Answer Session

## Day 2:

### Product Training for Teams (2 hours: 25 students max):

- Overview
  - Navigation and Project Tree structure
  - Customizing your views
  - Product Planning: Creating Backlog Items and Defects
  - Release Planning: Reviewing Releases and how they are planned

- Planning
  - Sprint Planning: Defining Sprints and establishing dependencies
  - Detail Planning: Using the Backlog item planner to breakdown backlog items and defects into tasks and tests
- Tracking & Execution
  - Sprint Tracking: Using the Taskboard and Testboard to pickup work and track progress
  - Review: Reviewing and addressing open items at the end of the sprint, and closing the sprint
- My Home
  - My Work: Customizing your own work area to manage and update your work assignments
  - My Dashboard: Creating your own customized view of several standard project reports
- Reporting
  - Reviewing key reports used for planning, tracking and understanding the status of a project or sprint

### Product Implementation Session (6 hours: 7 participants max):

- Administration Overview
  - Projects: Overview of adding and managing projects within VersionOne
  - Members: Overview of adding members and assigning them to projects
  - Teams: Review how to setup teams for dividing project work across multiple agile teams on a single project
  - Programs: Review how to setup programs to view multiple projects within the project hierarchy
- Project Tree Evaluation and Growth Planning
  - Evaluate current project tree: Review current project tree structure and make recommendations for improving
  - Growth evaluation: Determine best approach for additional growth to the project tree
  - Sprint Schedules and Teams: Best practices for establishing sprint schedules and using VersionOne Teams
  - Restructure existing projects: Assist with restructuring the existing project tree to optimize planning and reporting
- Security Setup and Roles
  - Security: Review best practices for securing data and functionality
  - Roles: Review available roles and determine appropriate levels for members on projects
  - Administration process: Define a process for administering VersionOne within your organization
- Configuration
  - Configuring Setup: Review all configuration options available
  - Importing Data: Review the import utility that allows you to pre-populate data from external sources
  - List Types: Review how to add and update data within drop down fields to fit your organizations needs
  - Custom Fields: Review how to create custom fields specific to your organization
  - Hiding Fields: Review how to hide fields that will not be used
- Rollout Planning
  - Discuss current plan for deploying VersionOne to the organization
  - Identify key areas to consider such as setting up an overall governance/steering committee for consensus on overall configuration and use, guidelines and/or best practices for teams, and training
  - Develop a strategy to successfully rollout VersionOne to your organization

### Remote Product Coaching:

- Sprint Planning Meeting
  - 1 hour conference call via GoToMeeting
  - Assist with using VersionOne during sprint planning
- Sprint Review Meeting
  - 1 hour conference call via GoToMeeting
  - Assist with using VersionOne during sprint review and close out

#### Additional Information

**Length:** 2 Days + 2 1-hour remote sessions

**Price:** \$5000 plus expenses

**Contact:** [services@versionone.com](mailto:services@versionone.com)