

Agile Ceremonies

Name	Why do we do this?	Content owner	Invitees	Duration	Regularity	Expected inputs	Expected outputs
Daily	Regular alignments for the team to provide visibility on who works on what?	PCF Team members	<ul style="list-style-type: none"> PCF Team members STK if needed SM 	15'	Daily	What has been done yesterday	<ul style="list-style-type: none"> What is planned for the day Help needed
Sprint Planning	<ul style="list-style-type: none"> Clarify next sprint objectives Align capacity with priorities 	POs/PM for prios PCF Team members for sizing/planning	<ul style="list-style-type: none"> PCF Team members PM for prios Any STK if needed SM 	1h30	1/sprint (3weeks)	<ul style="list-style-type: none"> Sprint priorities from PO (s)/PM Stories refined by the team Capacity calculation (SM) 	<ul style="list-style-type: none"> Sprint planned and Jira board ready Sprint objectives
Sprint Review (PI Review during last sprint)	<ul style="list-style-type: none"> Present results from finished sprint Get feedback from stakeholders/clients 	PCF Team members	<ul style="list-style-type: none"> PCF Team members DataGov Team Streams STK <ul style="list-style-type: none"> Novecare: Damien Bourcier SpP: Fabio Trivellin Procurement: SD: Hubert Mohammed Vincent Colegrave (only results email) SM 	1h	1/sprint (3weeks)	<ul style="list-style-type: none"> Sprint results KPIs follow-up Demo (if applicable) 	<ul style="list-style-type: none"> Feedbacks from stakeholders Hint on priorities /change of scope if needed
Sprint Retrospective	Team improvement opportunity	SM	<ul style="list-style-type: none"> PCF Team members (- POs?) SM 	1h	On Demand	<ul style="list-style-type: none"> Feedbacks Emotions Issues 	2 to 3 actions with owners identified, pushed into the Backlog (enablers)
Sprint Refinement (prepare next sprints)	Prepare next backlog items, 1 sprint in advance	POs	<ul style="list-style-type: none"> PCF Team members Any needed stakeholder SM 	1h	Weekly	User stories created by POs, ready to explain	User stories split and sized
PI Planning (see dedicated pages for ceremonies details)	Align the next high level objectives and provide visibility to next 3 months to stakeholders	<ul style="list-style-type: none"> POs/PM for content SM for animation /organization PCF Team members for planning what is feasible 	<ul style="list-style-type: none"> PCF Team members Any needed STK, depending on the priorities SM 	1 day	Quarterly	See specific page	See specific page
PI Preparation	Prepare content for next Increments	POs/PM	<ul style="list-style-type: none"> PCF POs: Matthieu Streams PMs Hubert Vincent Any needed STK SM 	2h	Weekly during last 2 sprints of the Increment	Strategic changes & prios	<ul style="list-style-type: none"> Priorities clarified Epics ready to be presented to the PCF Team members
PCF Team organization	Discuss processes, budget, ressources	<ul style="list-style-type: none"> PM Project Manager SM 	<ul style="list-style-type: none"> PM Project Manager SM 	30'	Weekly	Any useful feedback	<ul style="list-style-type: none"> Alignment /communication Budget steering and adjustment Escalations

Stream DT (technical)	Align PCF run activities, technical environment and priorities change (if any) for coming sprints	<ul style="list-style-type: none"> PCF POs PCF Stream PM 	<ul style="list-style-type: none"> PCF POs: Matthieu SpP Stream PM: ?? Datagov STK Data Architect: Ram Product Architect: Pavlos 	30'	Weekly	<ul style="list-style-type: none"> Technical status on the product Highlights on specific technical topics 	<ul style="list-style-type: none"> Alignment /communication on the tech stack status Alignment on data topics including architecture, data sources... etc... Escalations on urgent topics
Stream Product Increment	Align PCF activities and priorities change (if any) for coming sprints (SD...)	<ul style="list-style-type: none"> Lead: Hubert Sizaret DT PCF coordinator: Charlotte Serre 	<ul style="list-style-type: none"> PCF POs: Matthieu Datagov STK PCF process owner: Hubert SD: Philippe 			<ul style="list-style-type: none"> Datagov feedbacks PCF prio 	<ul style="list-style-type: none"> Alignment /communication on methodology topics Refinement on priorities
Stream Procurement <i>(not mature at this stage, Hubert to make the link with Germain directly)</i>	Align PCF activities and priorities change (if any) for coming sprints on Procurement	<ul style="list-style-type: none"> Lead: Laura DT PCF coordinator: Charlotte Serre 	<ul style="list-style-type: none"> PCF POs: Matthieu Datagov STK Procurement STK: Laura, Germain L'hostis SD: Marie Flourié 				
Stream Novecare	Align PCF activities and priorities change (if any) for coming sprints on Novecare	<ul style="list-style-type: none"> Lead Novecare: Chloé Moreau DT PCF coordinator: Andreea Danila 	<ul style="list-style-type: none"> Novecare STK: Chloé, Damien Bourcier, Sadie Zelle 			<ul style="list-style-type: none"> Novecare feedbacks PCF prio Data gov status and organisation (change management) 	<ul style="list-style-type: none"> Alignment /communication on business priorities Refinement on priorities
Stream SpP	Align PCF activities and priorities change (if any) for coming sprints on SpP	<ul style="list-style-type: none"> Lead: Fabio Trivellin DT PCF coordinator: Sabrina Hocine 	<ul style="list-style-type: none"> PCF POs: Matthieu Datagov STK SpP Product Manager: Fabio SpP Sustainability Champion Paulo 			<ul style="list-style-type: none"> SpP feedbacks PCF prio 	<ul style="list-style-type: none"> Alignment /communication on business priorities Refinement on priorities
PCF Product Management board (Portfolio management)	<ul style="list-style-type: none"> Discuss and set PCF priorities for the next sprint depending on the feedback and needs received by dedicated customers Alignments meetings Review dependencies and blocking points Review and validate next months budget if needed 	All of the above <ul style="list-style-type: none"> SpP: Sabrina Novecare: Andreea SD: Charlotte 	All of the above, in only 1 meeting <ul style="list-style-type: none"> Novecare: Chloé, Sadie SpP: Fabio SD: Hubert, Philippe PCF: Sabrina, Andreea, Mohamed, Matthieu, Vincent, Alix, Charlotte, 	1h30	Every sprint, on thursday afternoon (before sprint review)	Streams priorities Next PI wished features Value creation identified	Priorities short /mid term Blocking points /dependencies tackled Budget validation
PCF Steerco	<p>Guide & decide on priorities</p> <p>Review escalation & main risks associated to the initiative</p> <p>Advocacy about the initiative</p>		<ul style="list-style-type: none"> Novecare: Lidiane ? PCF: Vincent, Philippe CIO: Frank Bolata Chief of sust. Pascal Chalvon Executive VP Strat & Transfo Novecare: Lotte Troen (to be replaced by Lidiane Oliveira) Product & Asset Mgt Director: Massimo Genoni 	1h	1/quarter	Deck to be built	<p>Prioritization</p> <p>Escalation mitigation plan</p>