

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	- PCF Team members - STK if needed - SM	15'	Daily	What has been done yesterday	- What is planned for the day - Help needed
Sprint Planning	- Clarify next sprint objectives - Align capacity with priorities	POs/PM for prios PCF Team members for sizing/planning	- PCF Team members - PM for prios - Any STK if needed - SM	1h30	1/sprint (3weeks)	- Sprint priorities from PO (s)/PM - Stories refined by the team - Capacity calculation (SM)	- Sprint planned and Jira board ready - Sprint objectives
Sprint Review (PI Review during last sprint)	- Present results from finished sprint - Get feedback from stakeholders/clients	PCF Team members	- PCF Team members - DataGov Team - Streams STK - Novecare: - Damien Bourcier - SpP: Fabio Trivellin - Procurement: - SD: - Hubert - Mohammed - Vincent Colegrave (only results email) - SM	1h	1/sprint (3weeks)	- Sprint results - KPIs follow-up - Demo (if applicable)	- Feedbacks from stakeholders - Hint on priorities /change of scope if needed
Sprint Retrospective	Team improvement opportunity	SM	- PCF Team members (- POs?) - SM	1h	On Demand	- 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	- 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	- POs/PM for content - SM for animation /organization - PCF Team members for planning what is feasible	- 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	- PCF POs: Matthieu - Streams PMS - Hubert - Vincent - Any needed STK - SM	2h	Weekly during last 2 sprints of the Increment	Strategic changes & prios	- Priorities clarified - Epics ready to be presented to the PCF Team members
PCF Team organization	Discuss processes, budget, ressources	- PM - Project Manager - SM	- PM - Project Manager - SM	30'	Weekly	Any useful feedback	- Alignment /communication - Budget steering and adjustment - Escalations

Stream DT (technical)	Align PCF run activities, technical environment and priorities change (if any) for coming sprints	- PCF POs - PCF Stream PM	- PCF POs: Matthieu - SpP Stream PM: ?? - Datagov STK - Data Architect: Ram - Product Architect: Pavlos	30'	Weekly	- Technical status on the product - Highlights on specific technical topics	- 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...)	- Lead: Hubert Sizaret - DT PCF coordinator: Charlotte Serre	- PCF POs: Matthieu - Datagov STK - PCF process owner: Hubert - SD: Philippe			- Datagov feedbacks - PCF prio	- Alignment /communication on methodology topics - Refinement on priorities
Stream Procurement (not mature at this stage, Hubert to make the link with Germain directly)	Align PCF activities and priorities change (if any) for coming sprints on Procurement	- Lead: Laura - DT PCF coordinator: Charlotte Serre	- 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	- Lead Novecare: Chloé Moreau - DT PCF coordinator: Andreea Danila	Novecare STK: Chloé, Damien Bourcier, Sadie Zellem			- Novecare feedbacks - PCF prio - Datagov status and organisation (change management)	- Alignment /communication on business priorities - Refinement on priorities
Stream SpP	Align PCF activities and priorities change (if any) for coming sprints on SpP	- Lead: Fabio Trivellin - DT PCF coordinator: Sabrina Hocine	- PCF POs: Matthieu - Datagov STK - SpP Product Manager: Fabio - SpP Sustainability Champion Paulo			- SpP feedbacks - PCF prio	- Alignment /communication on business priorities - Refinement on priorities
PCF Product Management board (Portfolio management)	- 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 - SpP: Sabrina - Novecare: Andreea - SD: Charlotte	All of the above, in only 1 meeting 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	Guide & decide on priorities Review escalation & main risks associated to the initiative Advocacy about the initiative		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	Prioritization Escalation mitigation plan