

2. A Journey Playbook

Roadmap presented by Nick and Alix during Q12024 - status updated from 31OCT2024 by Barbara Lemos

Step	Duration	Who is impacted	Actions
Diagnosis	2 months	- Connected Research - Pricing - Startek	Value Stream mapping Workshops to set the best organization possible ☒ Select key stakeholders - ☒ Prepare Miro board to handle the workshops ☐ Workshop itself
Implem. plan	1.5 month	Selected org.	☒ Set PI Planning date ☒ Prepare step-by-step activities ☐ Communicate on it
Recruitment	Until PI Planning	Selected org. To-be-transformed org.	☒ Phase 1 on existing organization to be fully SAFe speed ☒ Train identified people to act as proxy or full role (SM/PM...)
Trainings	Until PI Planning	- IT LT - Support functions - Selected org. - To-be-transformed org.	☒ Select external provider (RFP) ☒ Organize training waves - wave 1 ☒ SAFe Agilist: IT LT ☒ SAFe for Teams: team members ☐ SAFe SPC (internal) ☒ <i>SAFe awareness (wave 1)</i>
Communication	All along the transfo.	All Syensqo orga	☐ Com' plan supporting the Implementation plan
Orga. Coaching	Starting from the identification until maturity	1. IT LT 2. Train main functions (PM, RTE...)	☐ Support key people to enhance their agile maturity/knowledge/behaviour ☐ In group ☐ 1-1 coaching session
Backlog Prep.	At least 4 months	1. Selected org. 2. Business owners & STK	☒ Get enough Jira licences for everyone (cost?) ☐ Theme/Epic/US to be created by PM/POs... -
PI Planning prep	At least 3 months	1. Selected org. 2. Business owners & STK	☐ Coach stakeholders (external to organization: GBUs, support teams...) ☐ Prepare agendas, documentation, tools...
Agile ramp-up	1 year	1. To-be-transformed org.	☐ Provide SAFe awareness to next organization (top down presentation + Q&A sessions) ☐ Start coaching next key people

Main steps:

1. **Assess**
2. **Prepare**
3. **Launch**
4. **Accelerate**
5. **Sustain and improve**

Out of scope of the below is the LPM and its alignment with SAFe, reason being that LPM exists to decide which work will be tackled as an input of each PI.

90.LPM integration (draft) will follow the discussions on this topic

Steps	Ideal timeline before launch	Topic	Jira epics	Notes
Assess	6 months	Need for change set 1. Vision 2. Economic view 3. SAFe Awareness	 Unable to locate Jira server for this macro. It may be due to Application Link configuration.	See article of SAFe (something Tipping point..) which describes reasons for this change
Assess	6 months	Train leadership (leading safe)	 Unable to locate Jira server for this macro. It may be due to Application Link configuration.	
Assess	6 to 4 months	Define and validate the main milestones Define transformation team	 Unable to locate Jira server for this macro. It may be due to Application Link configuration.  Unable to locate Jira server for this macro. It may be due to Application Link configuration.	Transformation team seems to be set - to discuss with Florence if the meeting Wednesdays includes the full team members
Assess	6 to 4 months	Communicate vision/ Engage teams		Plan created by Alix, cannot find vision nor economic view, to be discussed

Pre pare	3 months	Identify value streams and ARTs (workshop): 1. <i>Systems thinking</i> 2. People needed (#s and roles) 3. Create VS ID cards (name, description, trigger, value received for X,Y,Z). Identify and communicate ideal attributes: 1. 50/120 people? 2. Stable teams 3. Independent from external ARTs/ groups Identify tools	 Unable to locate Jira server for this macro. It may be due to Application Link configuration.  Unable to locate Jira server for this macro. It may be due to Application Link configuration.	<i>Experience: The bigger the ART is , the most likely is a full value stream but the more complex it becomes to organise.</i> <i>Ideally, also on experience, we should start with one ART and focus on that launch.</i> <i>Train Teams/ potential epic owners to request the epics in a specific way.</i> Portfolio integration: either go with a simple approach where all requests from port man are considered valid (aligned with strategy) OR align the value stream with the to be SAFe. MVP Portfolio team is aligned with the Epic template is defined. Epics owners with specific support for its creation Prio done and created (not necessarily based on WSJF)
Pre pare	3 months	Pick the first value stream. Define value stream mission, who are the people Core team for the ART launch defined Tools (JIRA, confluence, Design epic templates) Design the ART Teams compositions rethoug Agree on the KPIs.		<i>This is the right time time to define the training for the teams .</i>
Pre pare	2 months	Skill training Business owners identified RTE, Architect, PM appointed Create teams Set launch date Set cadence		<i>(Goo ideas From Alix assessment):Improve and harmonize backlogs good practices: DoR, DoD, acceptance criterias</i>
Pre pare	2 months	Program all ceremonies Train on the planning event (role based) Safe awareness sessions		Safe <i>This is the right time time to define any additional training for the teams (POs, PMs, RTE etc).</i>
Pre par e	1 month	PI objectives are agreed Backlog is prepared PI planning event is prepared e.g. Agenda, Rooms, channels for comm, Objectives are set, etc		Input of Portfolio here. To
Lau nch	Launch day	Launch day! Agenda is set .		
Ac cel ara te				Train Teams on WSJF <i>Ensure all teams understand the WSJF concepts and calculations. Provide training, examples, and make sure there is consistency in how job estimates and other inputs are derived.</i>