**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12225&utm_source=template-word&utm_medium=content&utm_campaign=Agile+implementation+roadmap+charter+template-word-12225&lpa=Agile+implementation+roadmap+charter+template+word+12225)Agile Implementation   
Roadmap Charter**

# 1. General Project Information

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| Project Name |
| Title of Agile implementation initiative |

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| Project Sponsor / Champion | Name of executive or leader sponsoring the Agile transformation |
| Agile Transformation Lead | Person responsible for overseeing and guiding the Agile implementation |

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| --- | --- | --- |
| Expected Start Date | Expected Date of Completion | Date of Document |
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| Stakeholders |
| List of key stakeholders, including departments and teams involved in the transformation |

# 2. Project Details

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| --- | --- |
| Vision Statement | Clear, concise statement outlining the purpose and goals of the Agile implementation |
| Objectives | Specific, measurable goals to be achieved through Agile adoption, such as improving delivery speed, enhancing collaboration, or increasing customer satisfaction |
| Scope | Description of the scope of the Agile transformation, including what areas or teams will be involved and any limitations |
| Success Metrics | Key performance indicators (KPIs) to measure the success of the implementation, such as velocity, team satisfaction, quality improvement, and customer feedback |

## Risks and Mitigation Strategies

Identify potential risks associated with the Agile transformation (e.g., resistance to change, skill gaps, tool integration challenges) and outline strategies to mitigate these risks.

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| Risks | Mitigation Strategies |
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# 3. Agile Implementation Plan

## Phases and Milestones

Break down the implementation into phases (e.g., Planning, Pilot, Rollout, Scaling) with key milestones for each phase.

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| Phases | Milestones |
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| Training  and Education | Training programs, workshops, and educational resources that will be provided to teams to ensure successful Agile adoption |
| Tools and Resources | Agile tools (e.g., Jira, Trello) and resources (e.g., Scrum guides, Agile coaches) that will be used during the implementation |

## Roles and Responsibilities

Define the roles and responsibilities of each team or individual involved in the Agile transformation, including Scrum Masters, product owners, and team members.

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| Roles | Responsibilities |
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# 4. Communication Plan

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| Internal Communication Strategy |
| How progress, updates, and key decisions will be communicated to teams and stakeholders throughout the Agile implementation |
| Stakeholder Engagement |
| How stakeholders will be kept informed and involved in the Agile transformation process |

# 5. Budget And Resources

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| --- | --- |
| Budget Overview | Estimate of costs associated with the Agile implementation, including training, tools, and additional resources |
| Resource Allocation | Allocation of resources (e.g. team members, time, tools) required to successfully implement Agile |

# 6. Monitoring And Control

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| Governance Structure |
| Structure that will oversee the Agile transformation, including decision-making authority and escalation paths |
| Review and Adaptation Process |
| Plan for how the implementation will be monitored, with regular reviews and adaptations to ensure alignment with goals and objectives |

# 7. Final Deliverables and Outcomes

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| Expected Deliverables |
| Final deliverables of the Agile implementation, such as a fully functional Agile framework, trained teams, and documented processes |
| Post-Implementation Review |
| Review of the Agile implementation after it is completed, including lessons learned and recommendations for continuous improvement |

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