

Please refer to the [competency framework](#), to decide which level best describes how you work. Use this level to write a synopsis that explains how your day-to-day work has demonstrated each of the competencies.

This is for illustration purposes only, showing what we mean by reflective piece

Professional 1: suggested word count 700 words

I first joined an agile team in 2021, but came across Agile several years ago via third party suppliers who built an e-learning platform for me. They taught me their terminology and the theories made sense, but my employer couldn't keep up and projects often stalled while we waited for committees and departments in my organisation to respond with decisions. The difference in speed was obvious, so I took notes on how things could be done better next time. Unfortunately, it was hard to get management buy-in and our next project was just as slow.

My current employer gave us in-house agile training tailored to how the team works, so we use a mix of terminology from AgilePM and Scrum, but the basics of holding ceremonies and self-organising teams are the same.

As a self-organising team, we use the following collaborative approaches:

- Regular check ins such as a Daily Scrum
- Workshops when necessary, organised around topics, such as events or marketing

We have a large team, so I've only run a few of the daily scrums so far and feel I need more experience at it.

I also take part in sprint planning. This involves creating and prioritising user stories. Some of the stories may involve more than one team member. When this occurs, I collaborate with the individual team members, either collectively or individually as needed.

I collaborate with the product owner, to support their decision-making when they're setting objectives and key results. I specialise in widget development and keep them informed on things like supply chain delays, the team's capacity to update or develop new widgets and statistics on sales.

At first it was difficult to embrace the agile approach. In the first month I sometimes thought I had nobody to escalate any problems to and at other times it felt like the whole team thought they were my bosses! I realised that the scrum master was there to remove impediments, which made a big difference and understood the team were collaborating in order to converge on an iterative solution, rather than thinking they were my bosses.

Following discussion with a mentor I realised that while work is collaborative, as the subject matter expert I need to gain info from others in order to make informed decisions about the work in hand. I've studied communication skills in the past, through copywriting courses as well as a management degree, but on reflection I think I was taught how to communicate in less agile ways.

For example, I'm used to putting together a presentation, then taking Q&A, but in a truly agile team, it's more collaborative. I did an outline of the presentation and then shared with a few people to get some feedback, then presented it again at a staff strategy meeting. It felt a bit strange to give them a preview and then a review, but it seems to work.

The organisation has an overarching purpose and strategy and with that in mind, I organise my own work into what my organisation calls "user stories" to align with product goals.

So far I've looked after two projects:

1. Drafting and rolling out a new company policy and underlying processes. This involved an initial draft and a series of workshops... which were circulated to peers for proofreading. We then had a workshop to validate before publication.
2. Launching a new product line that impacts the whole business, which has involved collaborating with colleagues on everything like the behind-the-scenes processes on our website and CRM, to marketing the finished product. The whole project has taken roughly a third of the time that my previous employer could have achieved it in, but there's less gold-plating, which is a shift in mindset for me, because agile developing things fit for purpose, not all-singing all-dancing solutions.

When I joined the org... follow the code of conduct and clauses in the employee handbook that cover ethics, organisational standards, health and safety and security practices.

Notes from the assessor

- Good background information that sets the scene, gives detail but remains anonymous
- Gives details of applicant's knowledge and experience to date
- Gives details of where applicant fits within organisation or network of peers.
- Gives details of how the applicant works in teams (this may not be possible for all applicants, which assessor should take into account)
- Gives examples of applying knowledge, with honest evaluation about what went well or not
- Has covered each area in the competency framework
- Honest reflection on own areas of strength and weakness