

Process Facilitator

Core Responsibilities

- Owns and evaluates the health of the process
- Instills the process
- Facilitates process improvements
- Removes obstacles
- Supports team development

Core Activities

- Facilitates all meetings
- Collaborates with Growth Facilitator
- Collaborates with Team Members
- Coaches stakeholders
- Maintains the Obstacles List

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Team Member

Core Responsibilities

Self-organizing and self-managing
Performs work of creating value for stakeholders
Do what is necessary to ensure the team meets its commitments
Communicates obstacles as soon as possible to the Process Facilitator

Core Activities

Full participant in all meetings
Updates task status
Volunteers for tasks
Indicates task completion
Identifies new tasks as they are discovered
Works with other team members

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Growth Facilitator

Core Responsibilities

- Prioritizes and manages the work queue
- Aligns the team with the other stakeholders
- Understands the work and its value
- Manages the business value (ROI)

Core Activities

- Full participant in all meetings
- Maintains and prioritizes the work queue
- Adjusts the work queue
- Constantly available to answers questions about the work

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