

Lean & Agile

Performance Measurement

Metrics, Models, and Measures for Managing Programs & Projects

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Agile Capabilities: <http://davidfrico.com/rico-capability-agile.pdf>

Agile Cost of Quality: <http://www.davidfrico.com/agile-vs-trad-coq.pdf>

DevOps Return on Investment (ROI): <http://davidfrico.com/rico-devops-roi.pdf>

Dave's NEW Leadership Video: <http://www.youtube.com/watch?v=70LRzOk9VGY>

Dave's NEW Business Agility Video: <http://www.youtube.com/watch?v=hTvtsAkL8xU>

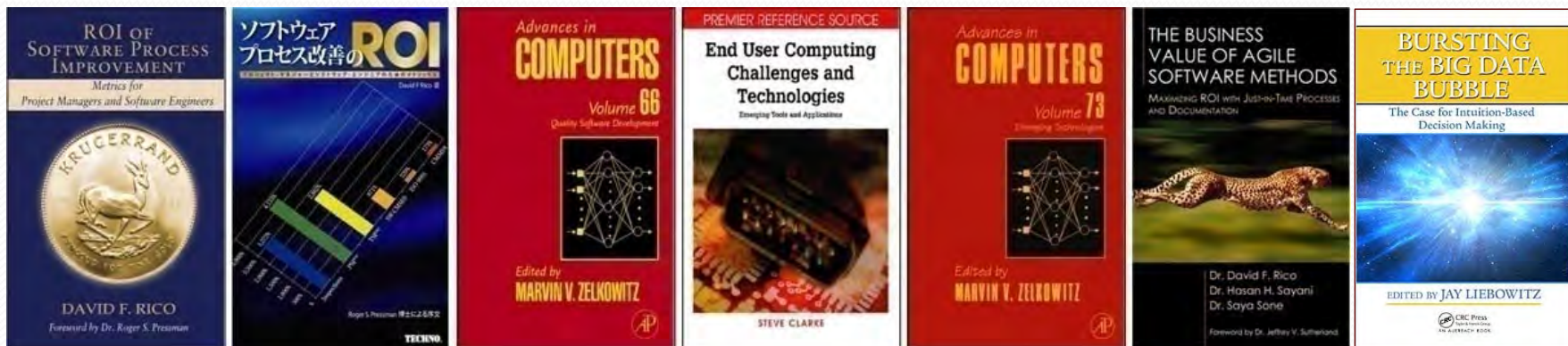
Dave's NEWER Scaled Agile Framework SAFe 4.5 Video: <http://youtu.be/1TAuCRq5a34>

Dave's NEWEST Development Operations Security Video: <http://youtu.be/X22kJAvx44A>

DoD Fighter Jets versus Amazon Web Services: <http://davidfrico.com/dod-agile-principles.pdf>

Author Background

- Gov't contractor with 35+ years of IT experience
- B.S. Comp. Sci., M.S. Soft. Eng., & D.M. Info. Sys.
- ☞ □ Large gov't projects in U.S., Far/Mid-East, & Europe



- Career systems & software engineering methodologist
- Lean-Agile, Six Sigma, CMMI, ISO 9001, DoD 5000
- NASA, USAF, Navy, Army, DISA, & DARPA projects
- Published seven books & numerous journal articles
- Intn'l keynote speaker, 200+ talks to 14,500 people
- Specializes in metrics, models, & cost engineering
- Cloud Computing, SOA, Web Services, FOSS, etc.
- Professor at 7 Washington, DC-area universities

On Metrics—Peter Drucker

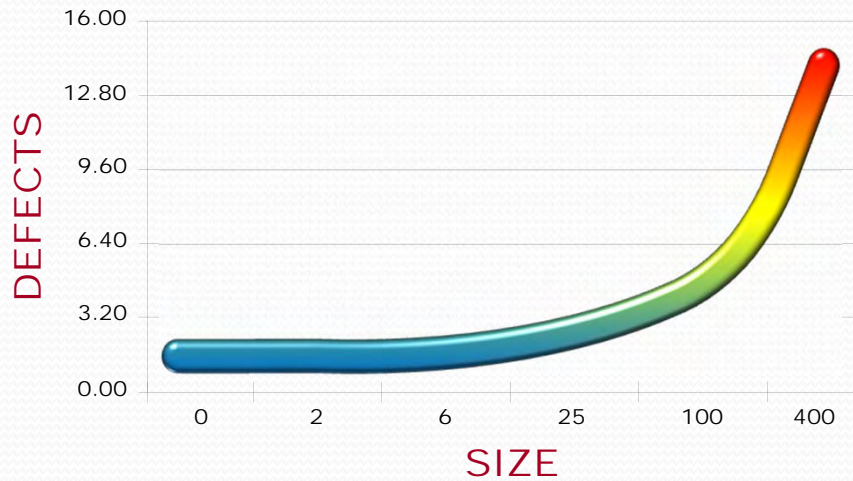
YOU CAN'T MANAGE WHAT YOU DON'T



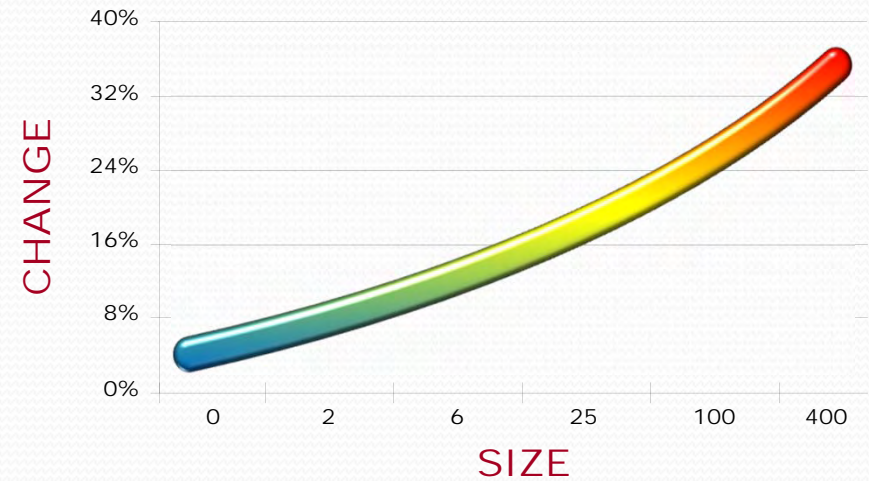
MEASURE

Large TRADITIONAL Projects

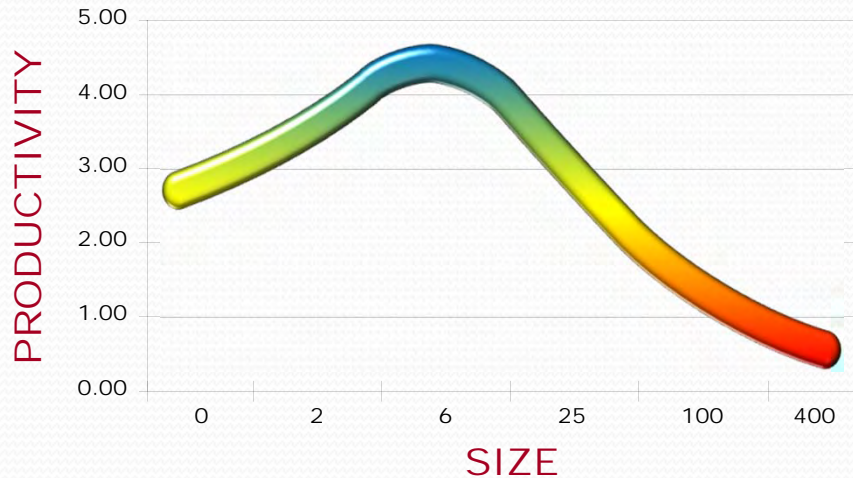
Size vs. Quality



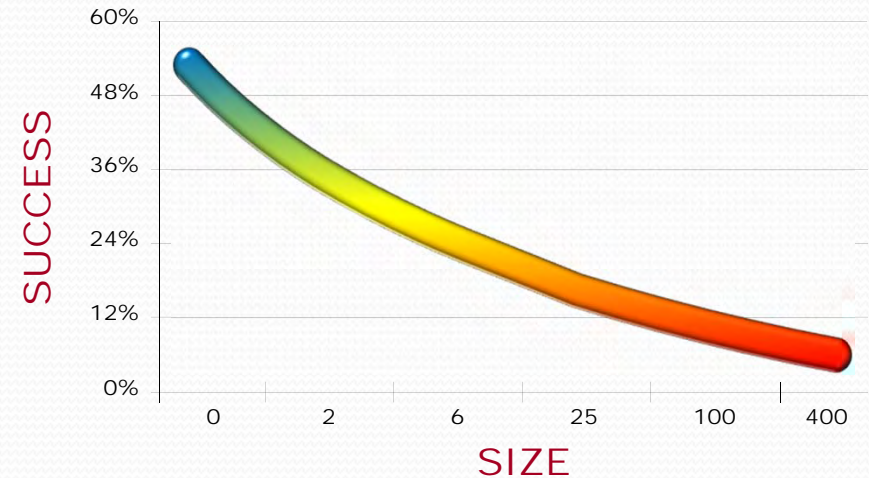
Size vs. Change



Size vs. Productivity

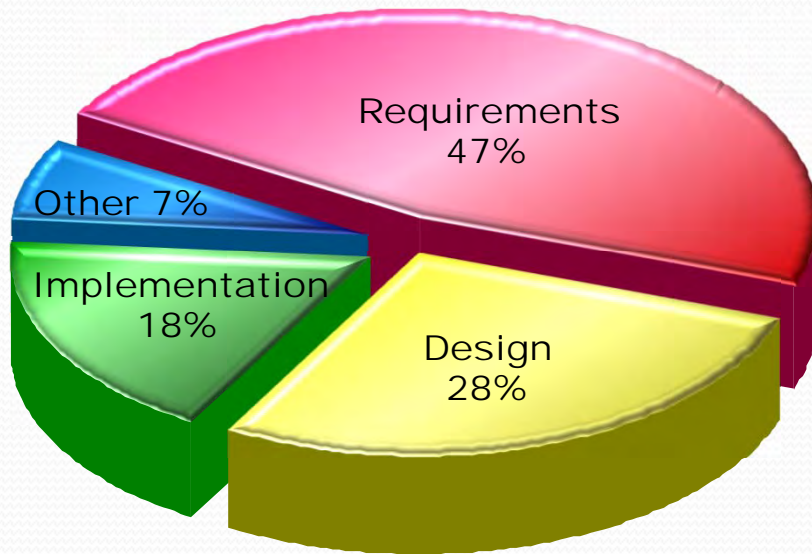


Size vs. Success

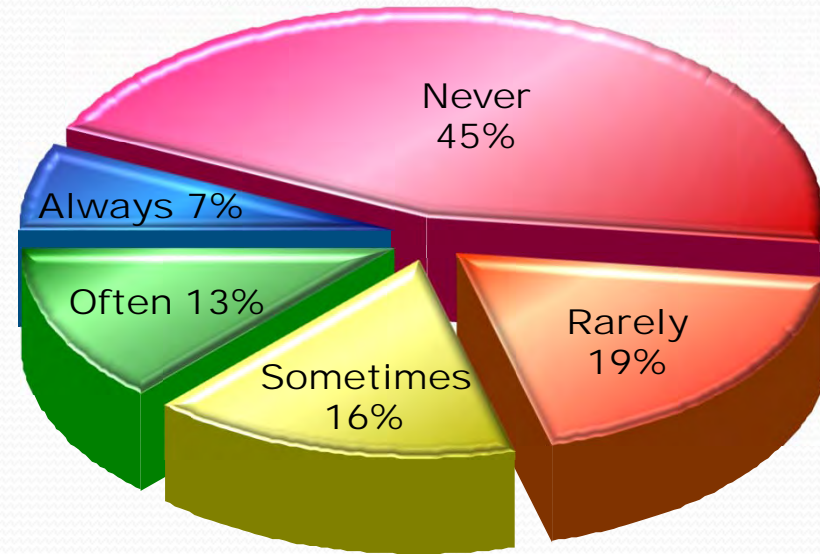


Large TRADITIONAL Projects—Cont'd

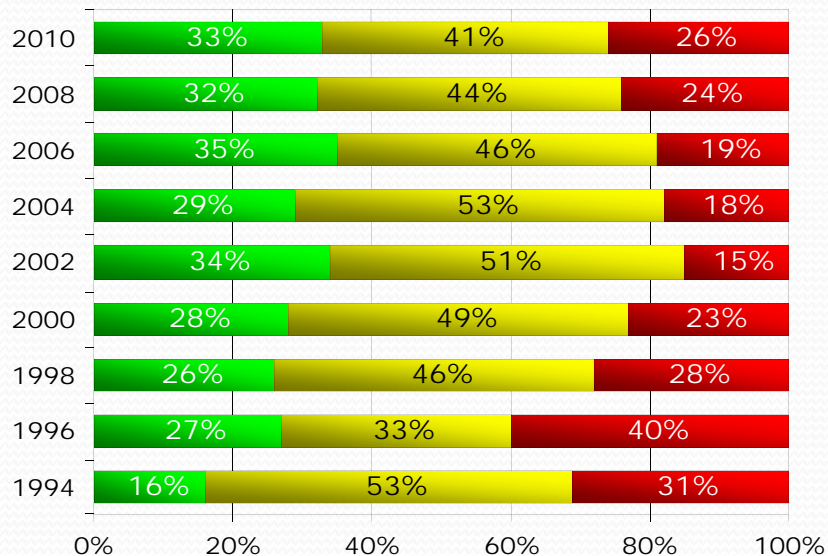
DEFECTS



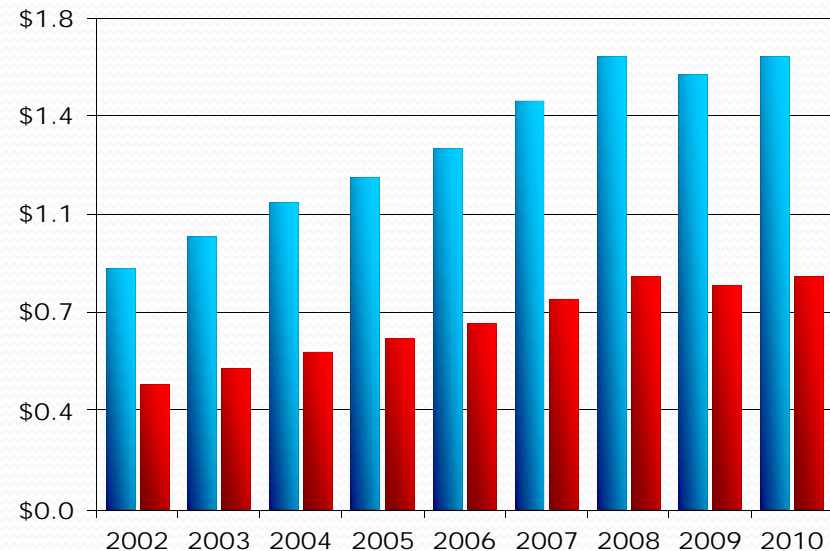
WASTE



IT PROJECT FAILURES



GLOBAL IT PROJECT FAILURES

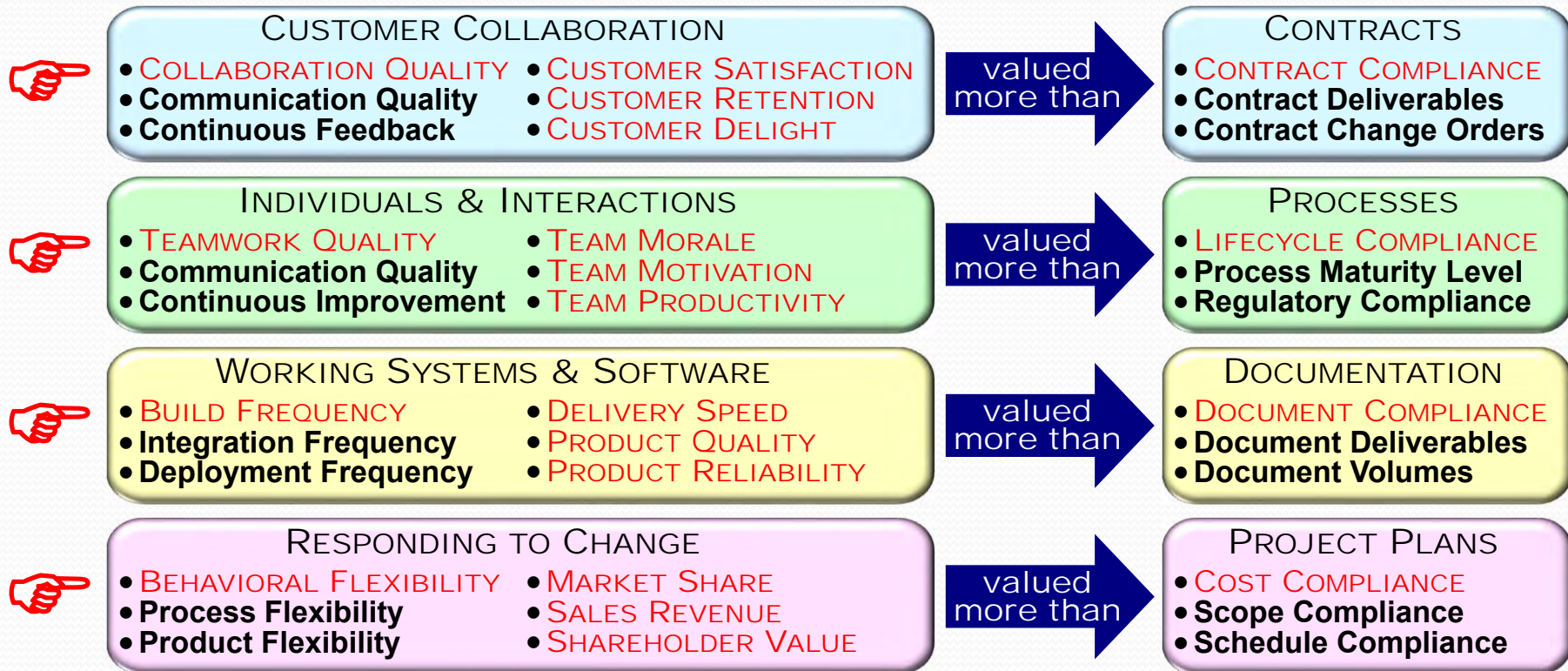


What are Agile Metrics?

- Met-ric (mět'řik) A standard of **measurement**; system of related **measures**; quantification of a characteristic
 - Quantitative measure of a degree to which agile project processes or resulting systems possess some property
 - Numerical ratings to measure the size, cost, complexity, or quality of software produced using agile methods
 - Measurement of a particular characteristic of an agile project's scope, time, cost, progress, or technical perf.
 - Measure of the degree of customer collaboration, teamwork, iterative development, or adaptability to change
 - Ensuring **BUSINESS VALUE** by measuring operational and team performance, customer satisfaction, and ROI

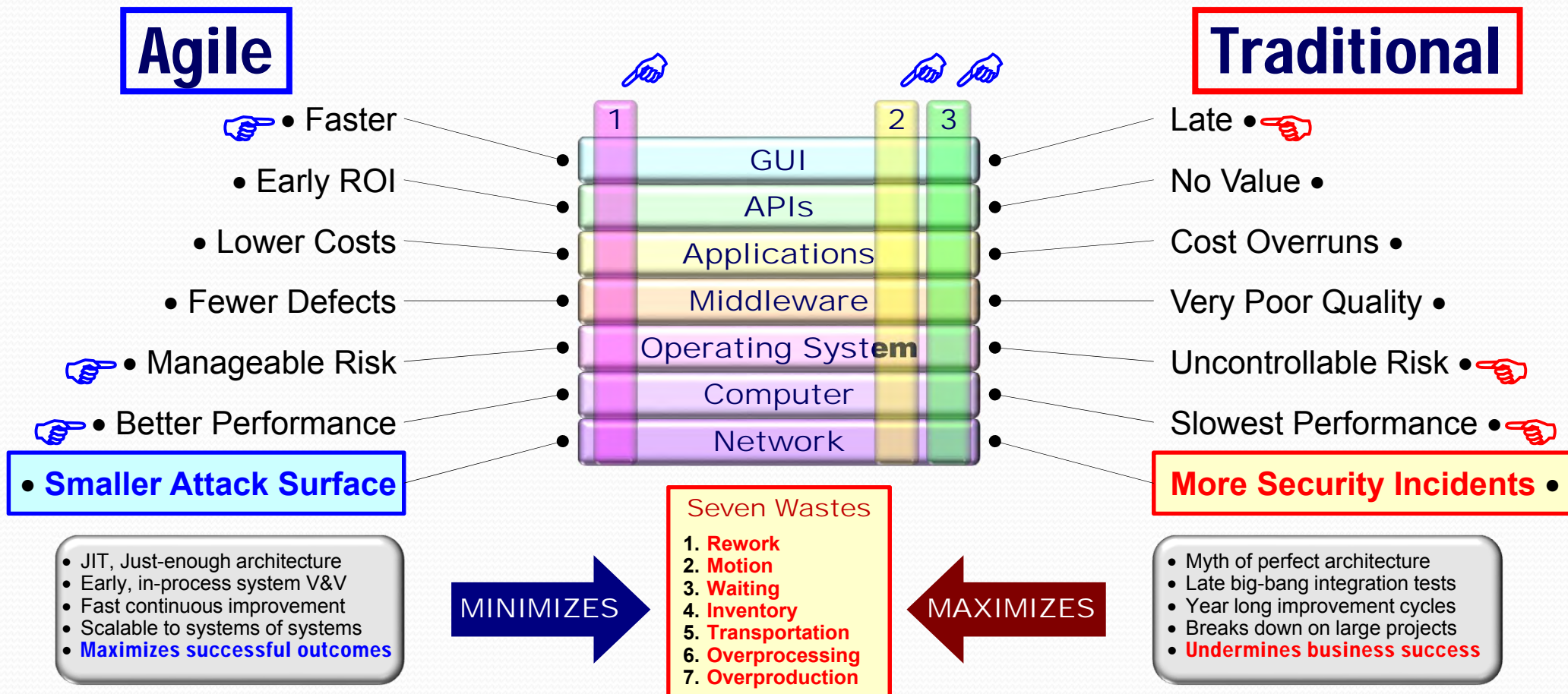
What are Some Agile Metrics?

- Collaboration maximizes customer satisfaction
- Iteration maximizes speed, quality, and feedback
- ☞ □ Adaptability maximizes continuous improvements



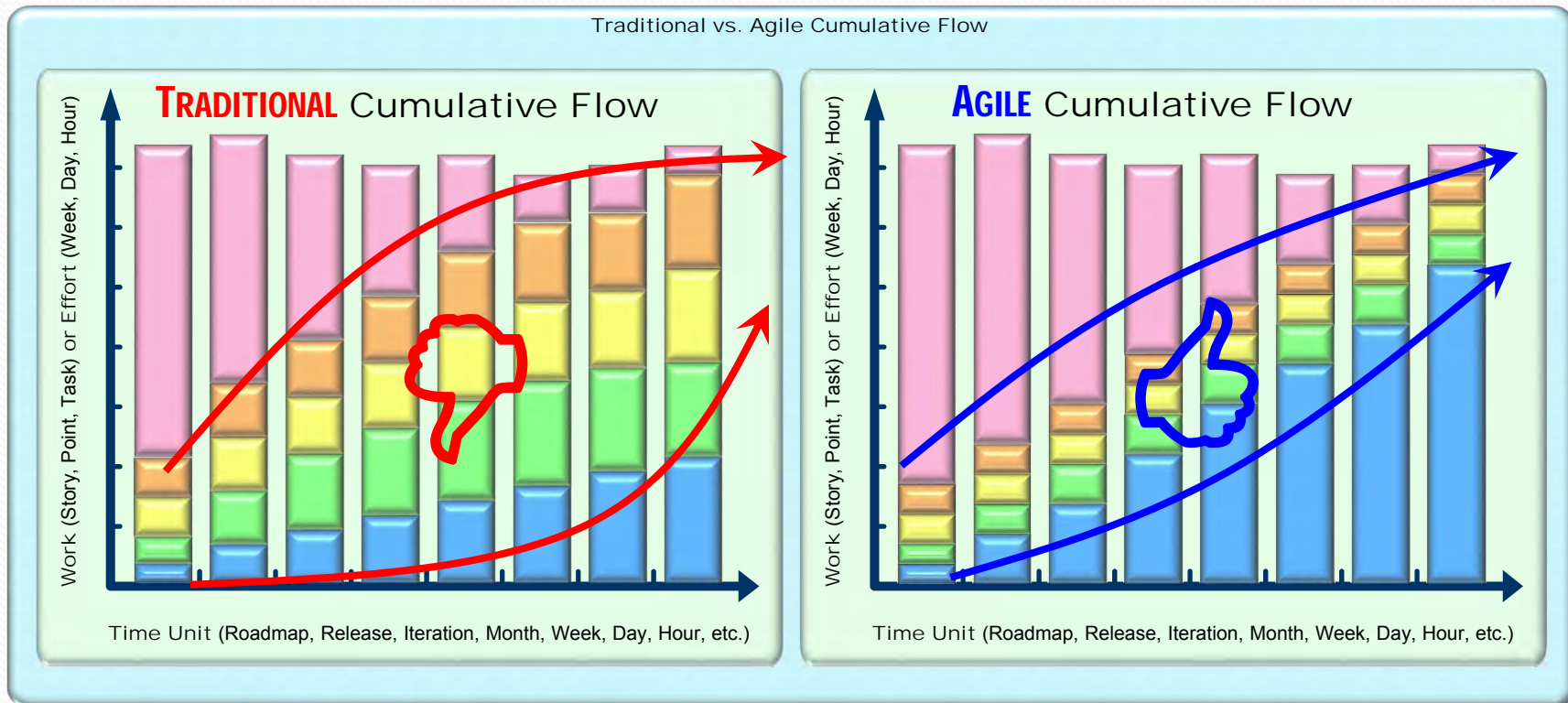
Agile Methods—How they work?

- Agile requirements implemented in slices vs. layers
- User needs with higher business value are done first
- ☞ □ Reduces cost & risk while increasing business success



Agile Methods—Workflow Results

- ❑ Late big bang integration increases WIP backlog
- ❑ Agile testing early and often reduces WIP backlog
- ☞ ❑ Improves workflow and reduces WIP & lead times

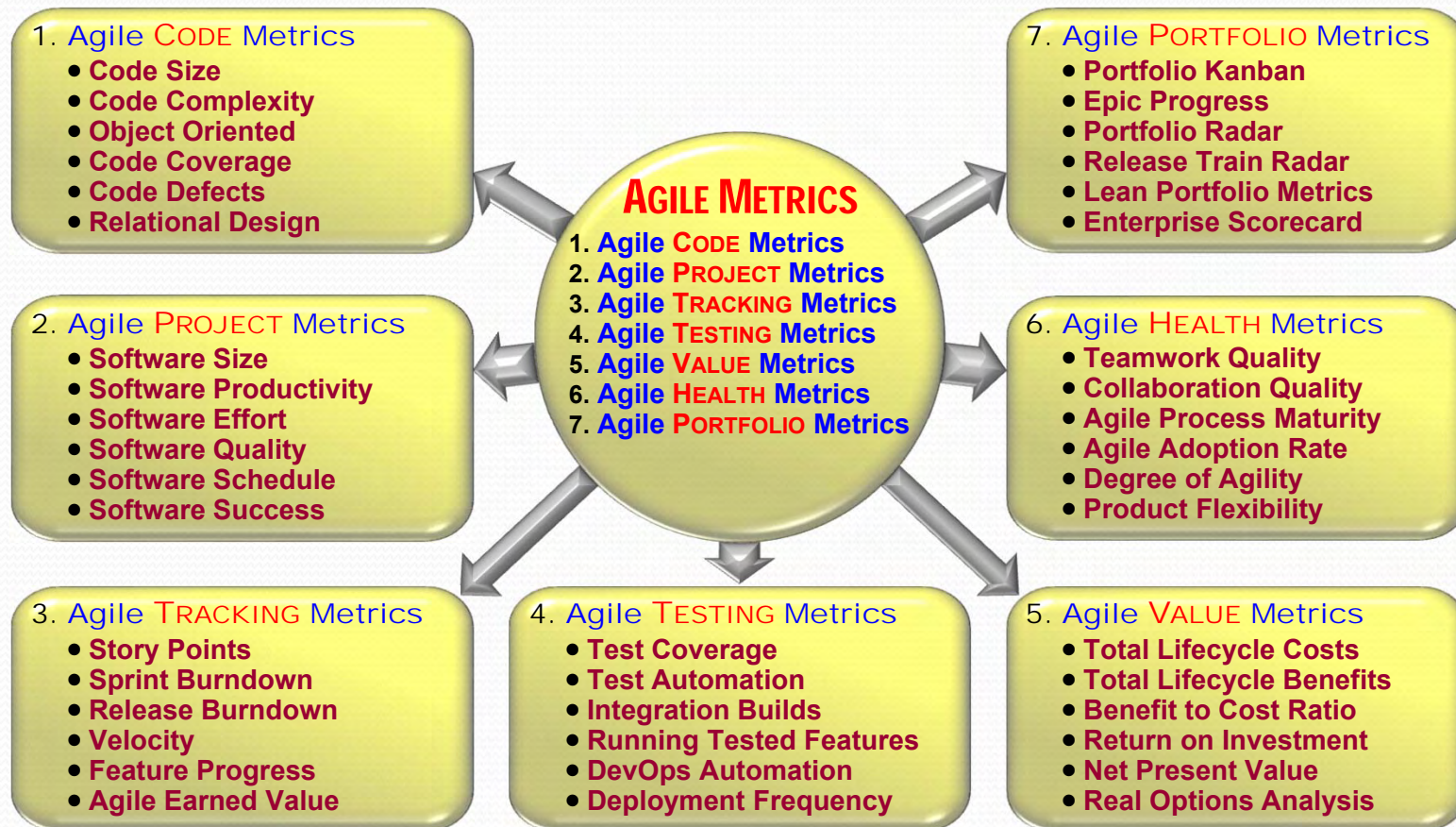


Anderson, D. J. (2004). *Agile management for software engineering*. Upper Saddle River, NJ: Pearson Education.

Anderson, D. J. (2010). *Kanban: Successful evolutionary change for your technology business*. Sequim, WA: Blue Hole Press.

Agile Metrics Taxonomy

- Agile methods are based on traditional measures
- Story points, velocity, and burndown basic metrics
- Experts use Agile EVM, test, ROI & portfolio metrics



Agile Code Metrics

- ❑ Software source metrics created in the 1960s/1970s
- ❑ Halstead software science & complexity very popular
- ❑ Complexity, OO, and defect metrics most widely used

METRIC	DESCRIPTION
CODE SIZE	Volume or amount of software source code
CODE COMPLEXITY	Intricacy, difficulty, or complication of software source code
OBJECT ORIENTED	Cohesion, coupling, or modularity of software source code
CODE COVERAGE	Executable, reachable, or testable software source code
CODE DEFECTS	Flawed, imperfect, or non-conformant software source code
RELATIONAL DESIGN	Normalized, non-redundant, or anomaly-free data schema

Agile Code Metrics—Example

Lines of Code	
Minimum	6,493
Maximum	5,050,450
Mean	425,179

Cyclomatic Complexity	
Minimum	158
Maximum	816,066
Mean	53,035

Avg. Defect Density	
Minimum	0.00
Maximum	1.22
Mean	0.25

Number of Functions	
Minimum	47
Maximum	215,925
Mean	12,880

Halstead Effort	
Minimum	2,276
Maximum	71,949,783
Mean	6,399,178

Defect Type	Defects	%
NULL Pointer Dereference	6,448	27.95%
Resource Leak	5,852	25.73%
Unintentional Ignored Expressions	2,252	9.76%
Use Before Test (NULL)	1,867	8.09%
Buffer Overrun (statically allocated)	1,417	6.14%
Use After Free	1,491	6.46%
Unsafe use of Returned NULL	1,349	5.85%
Uninitialized Values Read	1,268	5.50%
Unsafe use of Returned Negative	859	3.72%
Type and Allocation Size Mismatch	144	0.62%
Buffer Overrun (dynamically allocated)	72	0.31%
Use Before Test (negative)	49	0.21%

Average Function Length	
Minimum	13.97
Maximum	345.72
Mean	66

Avg. Number of Defects	
Minimum	1
Maximum	4,967
Mean	283.49

Agile Project Metrics

- Core software project metrics created in 1960s/1970s
- Software size, productivity, & effort were very popular
- Software productivity & quality metrics still relevant

METRIC	DESCRIPTION
SOFTWARE SIZE	Estimate of conceptual, logical, or physical software volume
SOFTWARE PRODUCTIVITY	Relative rate or speed at which software is produced
SOFTWARE EFFORT	Estimate of time needed for software development project
SOFTWARE QUALITY	Degree to which software conforms to its requirements
SOFTWARE SCHEDULE	Software timeline in milestones, activities, or deliverables
SOFTWARE SUCCESS	Average probability of on-time software schedule delivery

Agile Project Metrics—Example

Software Size (Lines of Code)							Effort	Schedule
FP	HTML	Java	Ruby	Python	C#	SQL	Hours	Months
1	91	53	46	46	40	13	4	0.03
10	914	533	457	457	400	128	61	0.59
100	9,143	5,333	4,571	4,571	4,000	1,280	809	4.50
1,000	91,430	53,330	45,710	45,710	40,000	12,800	10,418	13.29
10,000	914,300	533,300	457,100	457,100	400,000	128,000	352,000	42.86
100,000	9,143,000	5,333,000	4,571,000	4,571,000	4,000,000	1,280,000	5,038,168	60.00
1,000,000	91,430,000	53,330,000	45,710,000	45,710,000	40,000,000	12,800,000	61,395,349	72.43

Productivity (Lines of Code per Hour)							Quality	Success
FP	HTML	Java	Ruby	Python	C#	SQL	Defects/LOC	On-Time%
1	23.44	13.67	11.72	11.72	10.25	3.28	0.0012	83.16%
10	14.93	8.71	7.47	7.47	6.53	2.09	0.0031	81.25%
100	11.30	6.59	5.65	5.65	4.94	1.58	0.0057	74.77%
1,000	8.78	5.12	4.39	4.39	3.84	1.23	0.0134	60.76%
10,000	2.60	1.52	1.30	1.30	1.14	0.36	0.0238	28.03%
100,000	1.81	1.06	0.91	0.91	0.79	0.25	0.0386	13.67%
1,000,000	1.49	0.87	0.74	0.74	0.65	0.21	0.0498	7.18%

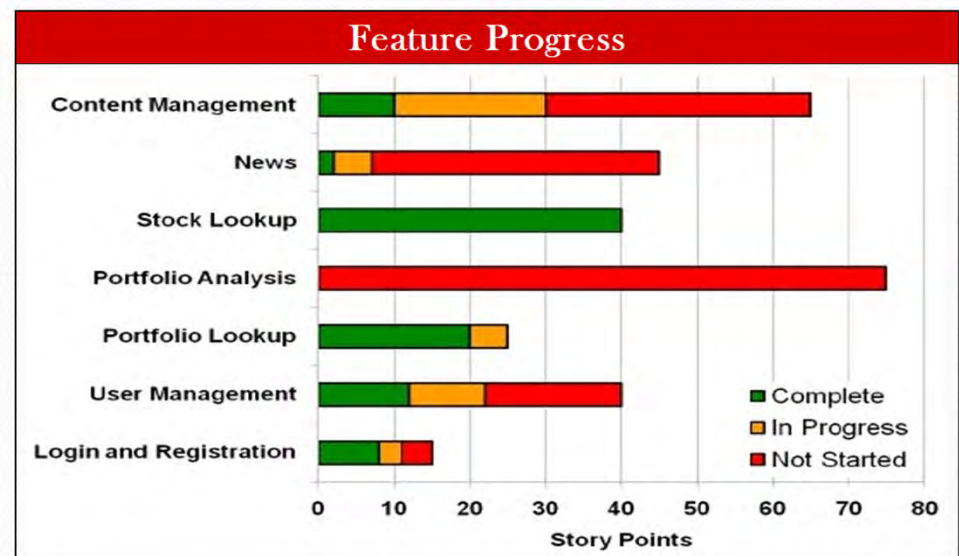
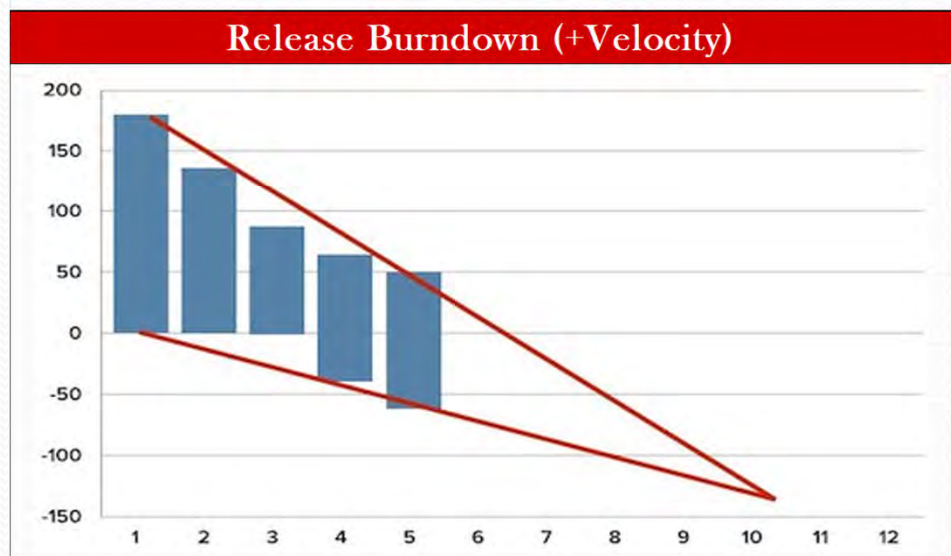
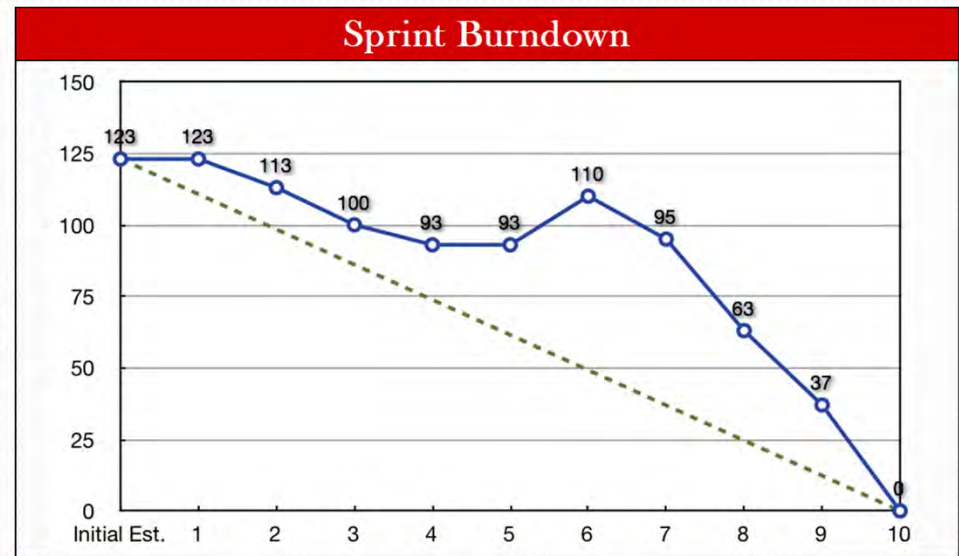
Agile Tracking Metrics

- Basic agile metrics confluence of XP-Scrum practices
- XP release planning formed basis of Scrum planning
- Today's basic agile metrics were tailored for Scrum

METRIC	DESCRIPTION
STORY POINTS	Degree of size, difficulty, or complexity of a user story
SPRINT BURNDOWN	Estimated hours completed on a daily basis each iteration
RELEASE BURNDOWN	Estimated story points completed each iteration on a project
VELOCITY	Software productivity expressed in story points per iteration
FEATURE PROGRESS	Number, degree, or percent of planned features completed
AGILE EARNED VALUE	Simplified set of earned value measures for agile projects

Agile Tracking Metrics—Example

Story Points							
Relative Size	Story Points	Staff Hours	Staff Days	Staff Month	Staff Years	2-Week Sprints	3-Sprint Releases
User Story	1	22	3	0.1	0.0	0.1	0.0
	2	44	6	0.3	0.0	0.1	0.0
	3	67	8	0.4	0.0	0.2	0.1
	5	111	14	0.6	0.1	0.3	0.1
Feature	8	178	22	1.0	0.1	0.4	0.1
	13	289	36	1.7	0.1	0.7	0.2
	21	467	58	2.7	0.2	1.2	0.4
	34	755	94	4.4	0.4	1.9	0.6
Epic	55	1,222	153	7.0	0.6	3.1	1.0
	89	1,977	247	11.4	1.0	4.9	1.6
	144	3,199	400	18.5	1.5	8.0	2.7
	233	5,177	647	29.9	2.5	12.9	4.3



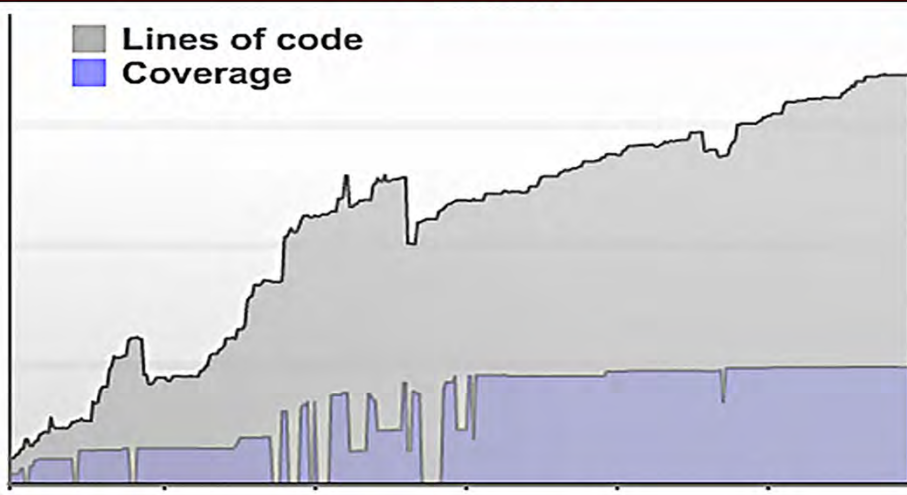
Agile Testing Metrics

- ❑ Software test automation emerged during the 1970s
- ❑ Reached their height in personal computer (PC) era
- ❑ Most are FOSS and used by successful agile teams

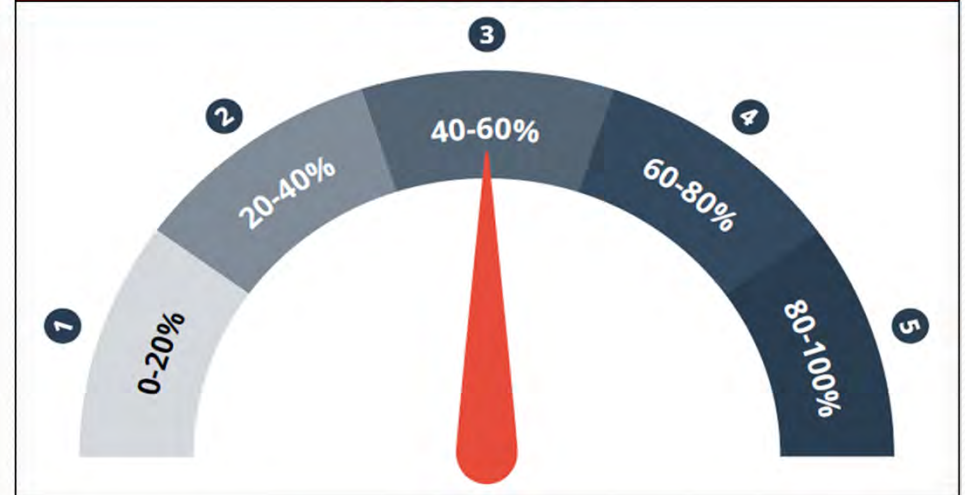
METRIC	DESCRIPTION
TEST COVERAGE	Percent or degree to which software source code is tested
TEST AUTOMATION	Ratio or degree to which software tests are automated
INTEGRATION BUILDS	Frequency of automated software builds and integrations
RUNNING TESTED FEATURES	Number of completed and tested features or user stories
DEVOPS AUTOMATION	Ratio or degree to which deployments are automated
DEPLOYMENT FREQUENCY	Frequency of automated software deployments or deliveries

Agile Testing Metrics—Example

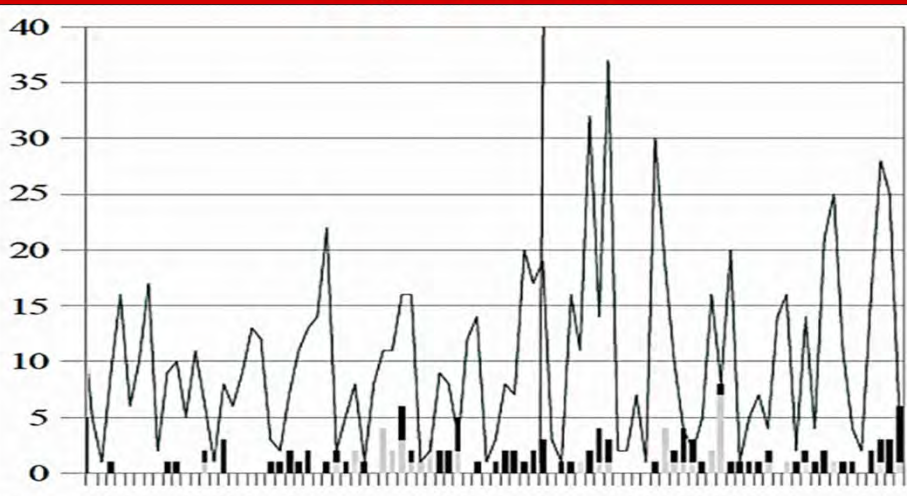
Test Coverage



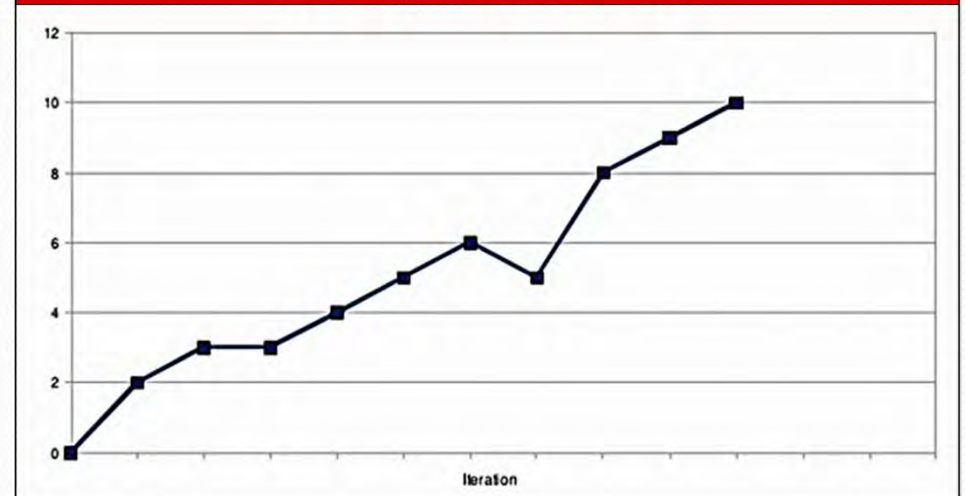
Test Automation



Integration Builds



Running Tested Features



Agile Value Metrics

- Business value metrics form basis of agile methods
- Most measures used throughout the 20th century
- Most useful at the portfolio and program levels

METRIC	DESCRIPTION
TOTAL LIFECYCLE COSTS	Sum of all software development and maintenance costs
TOTAL LIFECYCLE BENEFITS	Sum of all software development and maintenance benefits
BENEFIT TO COST RATIO	Ratio of total lifecycle benefits to costs
RETURN ON INVESTMENT	Ratio of adjusted total lifecycle benefits to costs
NET PRESENT VALUE	Discounted value of adjusted total lifecycle benefits
REAL OPTIONS ANALYSIS	Risk-adjusted value of total lifecycle benefits to costs

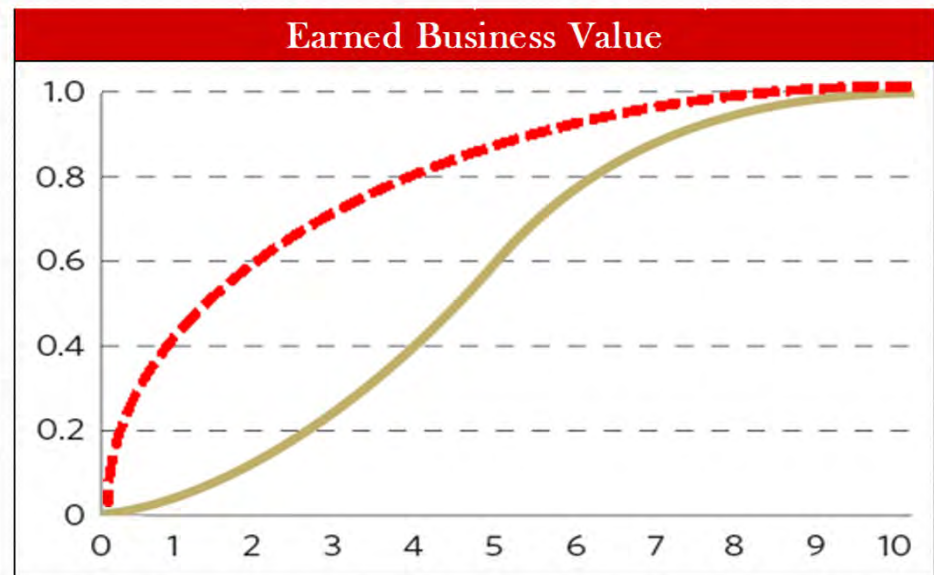
Agile Value Metrics—Example

Business Value Metrics		
Costs Sum of Costs	Total amount of money spent	$\sum_{i=1}^n Cost_i$
Benefits Sum of Benefits	Total amount of money gained	$\sum_{i=1}^n Benefit_i$
B/CR Benefit to Cost Ratio	Ratio of benefits to costs	$\frac{Benefits}{Costs}$
ROI Return on Investment	Ratio of adjusted benefits to costs	$\frac{Benefits - Costs}{Costs} \times 100\%$
NPV Net Present Value	Discounted cash flows	$\sum_{i=1}^{Years} \frac{Benefit_i}{(1 + Discount\ Rate)^{Years}} - Costs_0$
BEP Breakeven Point	Point when benefits exceed costs	$\frac{New\ Costs}{Old\ Costs / New\ Costs - 1}$
ROA Real Options Analysis	Value gained from strategic delay	$N(d_1) \times Benefits - N(d_2) \times Costs \times e^{-Rate \times Years}$

$d1 = [\ln(Benefits \div Costs) + (Rate + 0.5 \times Risk^2) \times Years] \div Risk \times \sqrt{Years}$, $d2 = d1 - Risk \times \sqrt{Years}$

Business Value Formulas	
Costs	$(10,000 \div 5.4436 + 3.945 \times 10 \times 100) \times 100$
Benefits	$(10,000 \times 10.51 - 6,666.67 \times 9) \times 100 - \$588,202$
B/CR	$\$3,930,631 \div \$588,202$
ROI	$(\$3,930,631 - \$588,202) \div \$588,202 \times 100\%$
NPV	$(\sum_{i=1}^5 (\$3,930,631 \div 5) \div 1.05^5) - \$588,202$
BEP	$\$588,202 \div (\$4,509,997 \div \$588,202 - 1)$
ROA	$NORMSDIST(2.24) \times \$3,930,631 - NORMSDIST(0.85) \times \$588,202 \times EXP(-5\% \times 5)$

Business Value Measures			
Metric	Scrum	Contin. Integ.	DevOps
Costs	\$588,202	\$233,152	\$32,315
Benefits	\$3,920,631	\$4,275,681	\$4,476,517
Benefit-Cost	7:1	18:1	139:1
ROI%	567%	1,734%	13,753%
NPV	\$2,806,654	\$3,469,140	\$3,843,880
Breakeven	\$88,220	\$12,710	\$233
Real Options	\$3,504,292	\$4,098,159	\$4,451,359

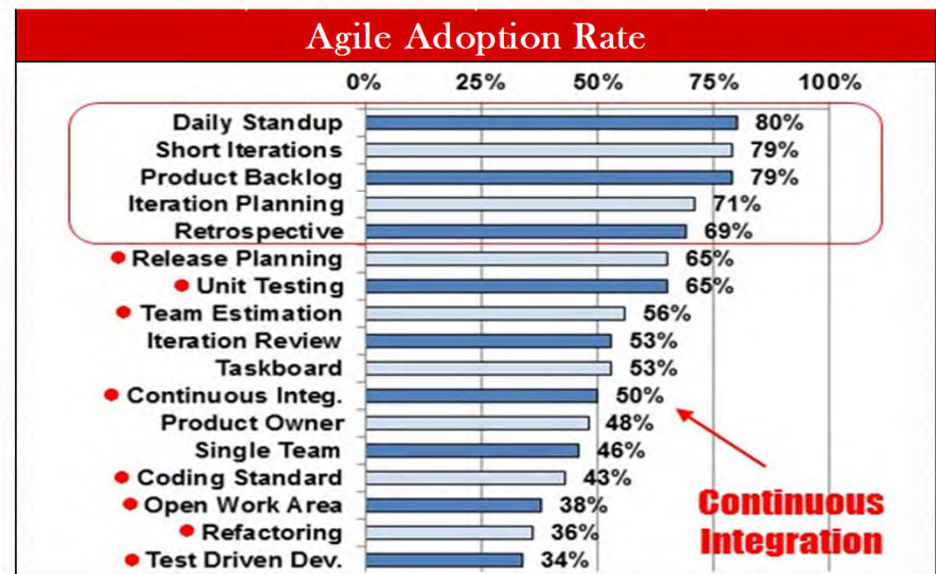
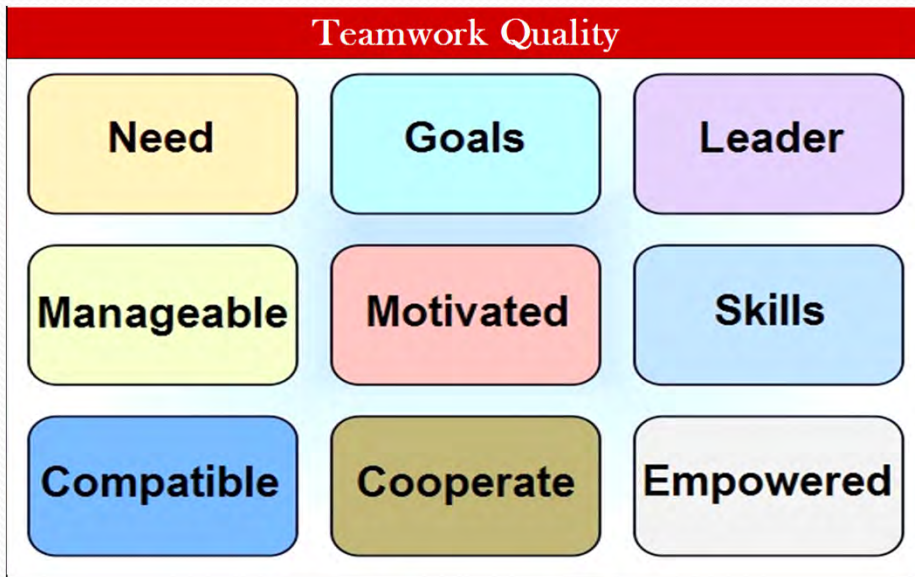


Agile Health Metrics

- Agile health metrics emerged in mid-2000s
- Designed to measure agile process compliance
- Best ones assess teamwork & collaboration quality

METRIC	DESCRIPTION
TEAMWORK QUALITY	Degree to which teamwork results in project success
COLLABORATION QUALITY	Degree to which collaboration results in project success
AGILE PROCESS MATURITY	Degree to which agile processes are consistently applied
AGILE ADOPTION RATE	Degree to which agile processes are widely used
DEGREE OF AGILITY	Degree to which agile behaviors are consistently applied
PRODUCT FLEXIBILITY	Degree to which agile products are technologies are utilized

Agile Health Metrics—Example

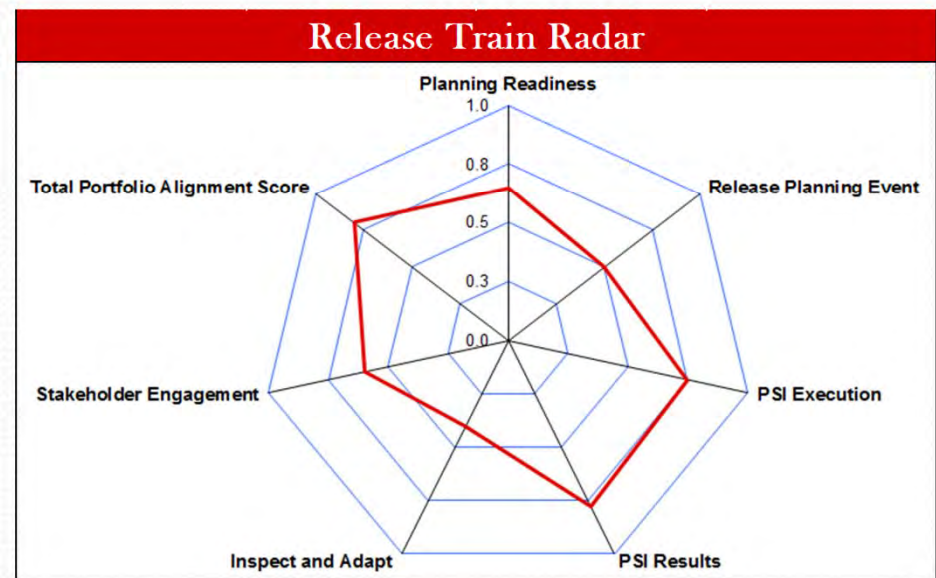
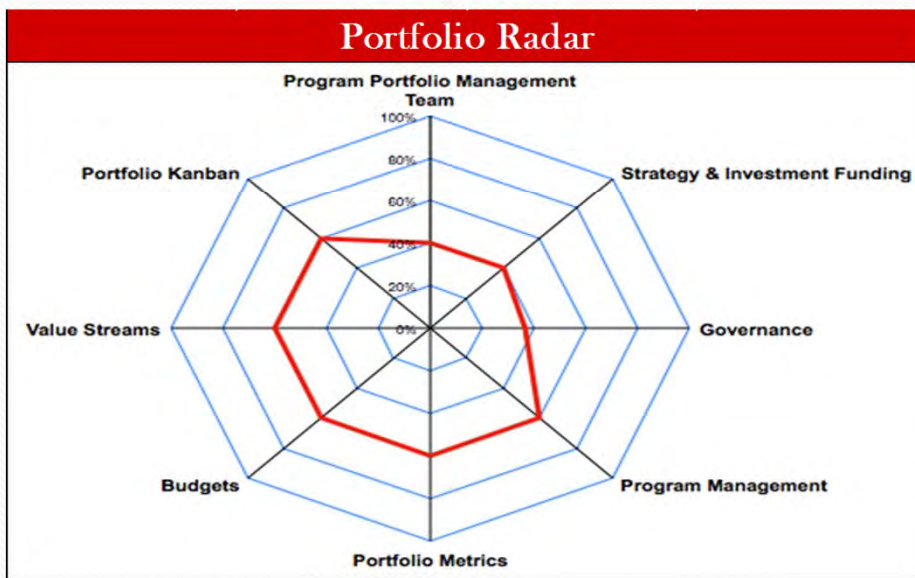
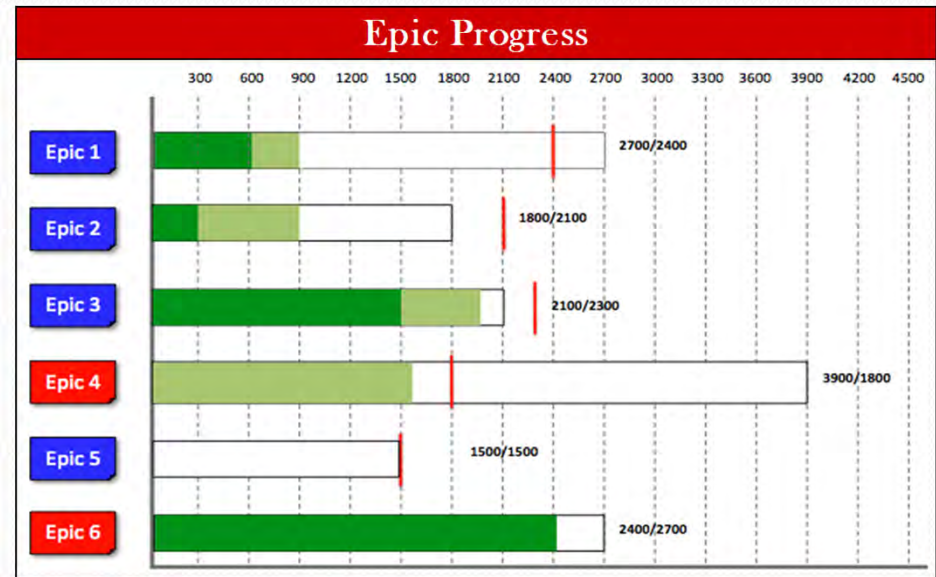
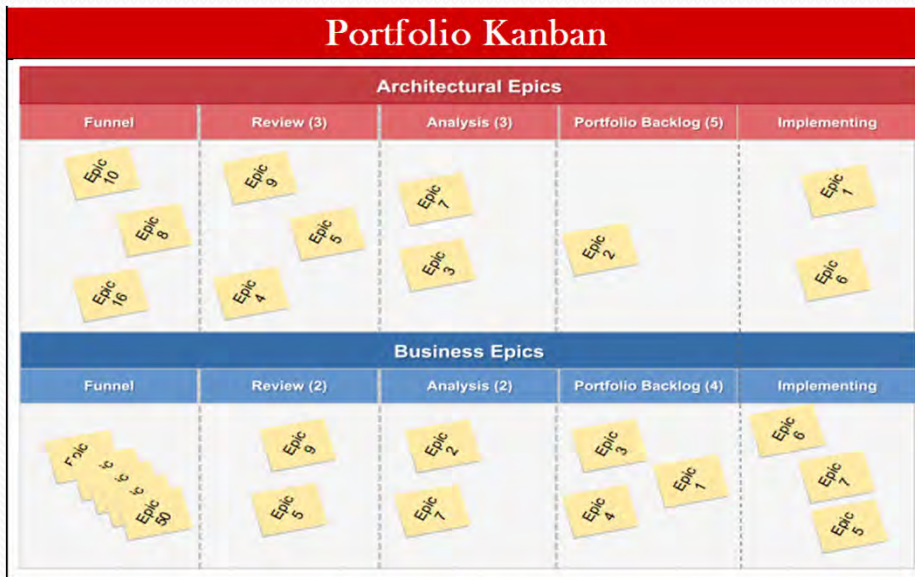


Agile Portfolio Metrics

- Business value metrics traditionally used for portfolios
- Processes now emerging for portfolio management
- Lean-Kanban practices & measures most popular

METRIC	DESCRIPTION
PORTFOLIO KANBAN	Information display to optimize flow of portfolio epics
EPIC PROGRESS	Number, degree, or percent of planned epics completed
PORTFOLIO RADAR	Degree to which portfolio practices and behaviors are used
RELEASE TRAIN RADAR	Degree to which agile release train practices are utilized
LEAN PORTFOLIO METRICS	Degree to which lean measures are utilized
ENTERPRISE SCORECARD	Degree to which an agile enterprise scorecard is used

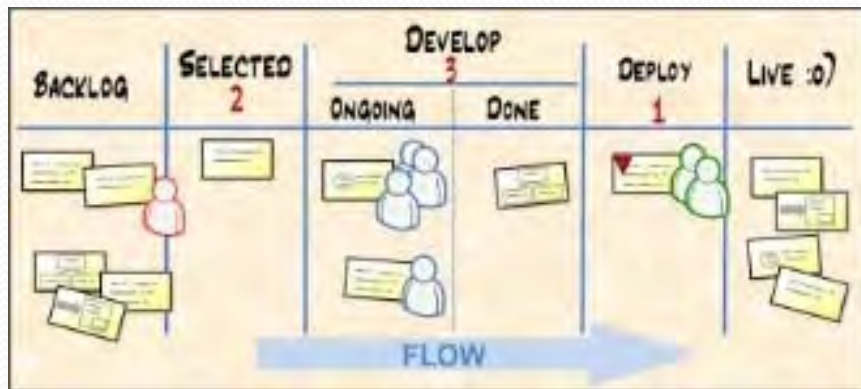
Agile Portfolio Metrics—Example



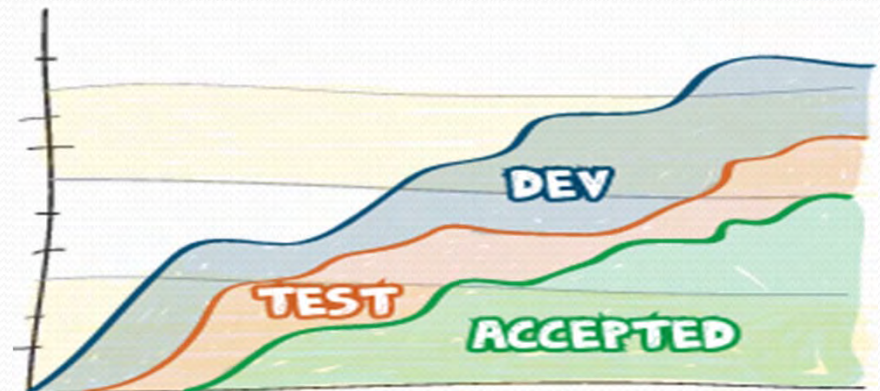
Lean Methods—Basic Metrics

- ❑ Late big bang integration increases WIP backlog
- ❑ Agile testing early and often reduces WIP backlog
- ☞ ❑ CI/CD/DevOps lower WIP, Cycle Time, & Lead Time

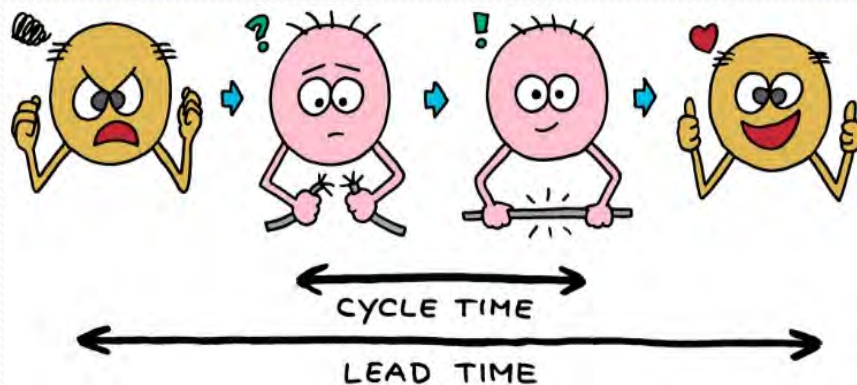
KANBAN BOARD



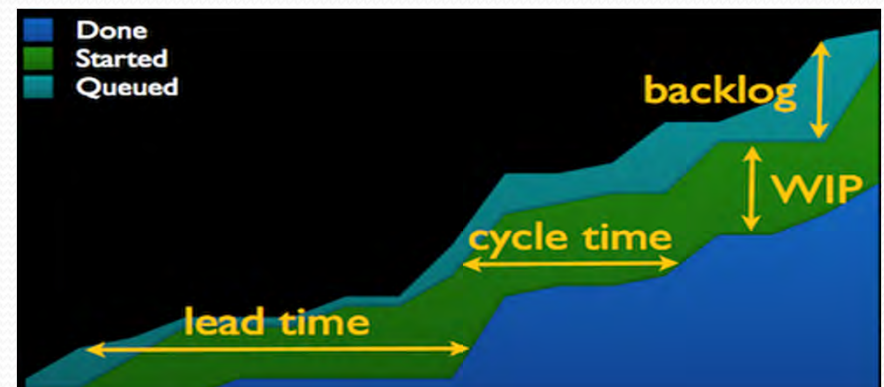
CUMULATIVE FLOW DIAGRAM



LEAD TIME & CYCLE TIME

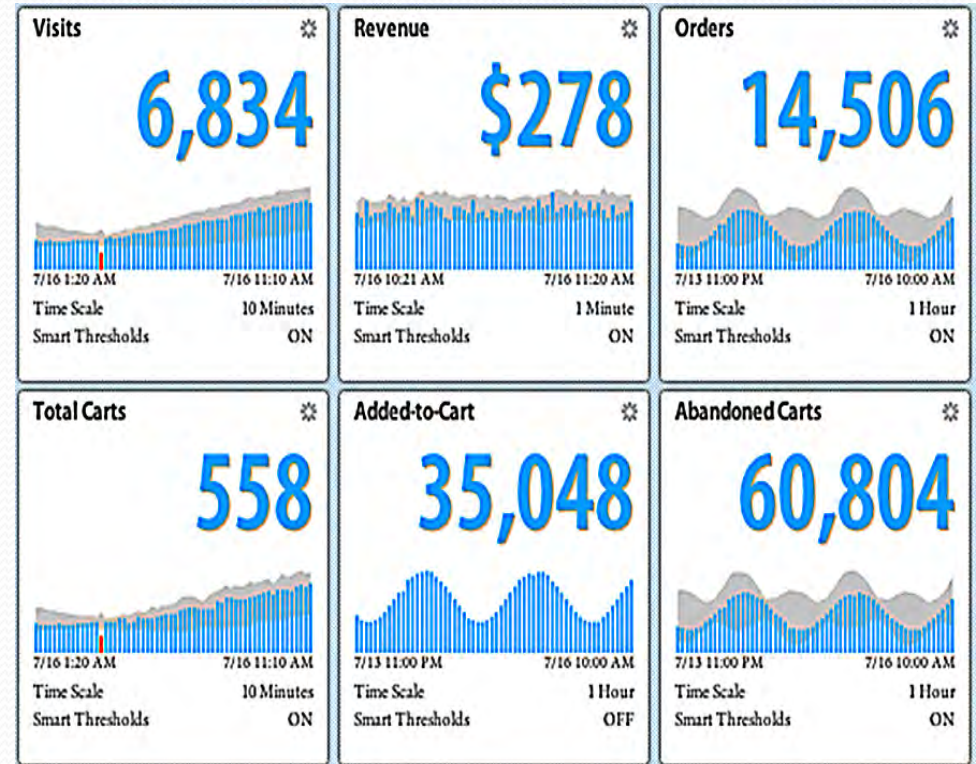
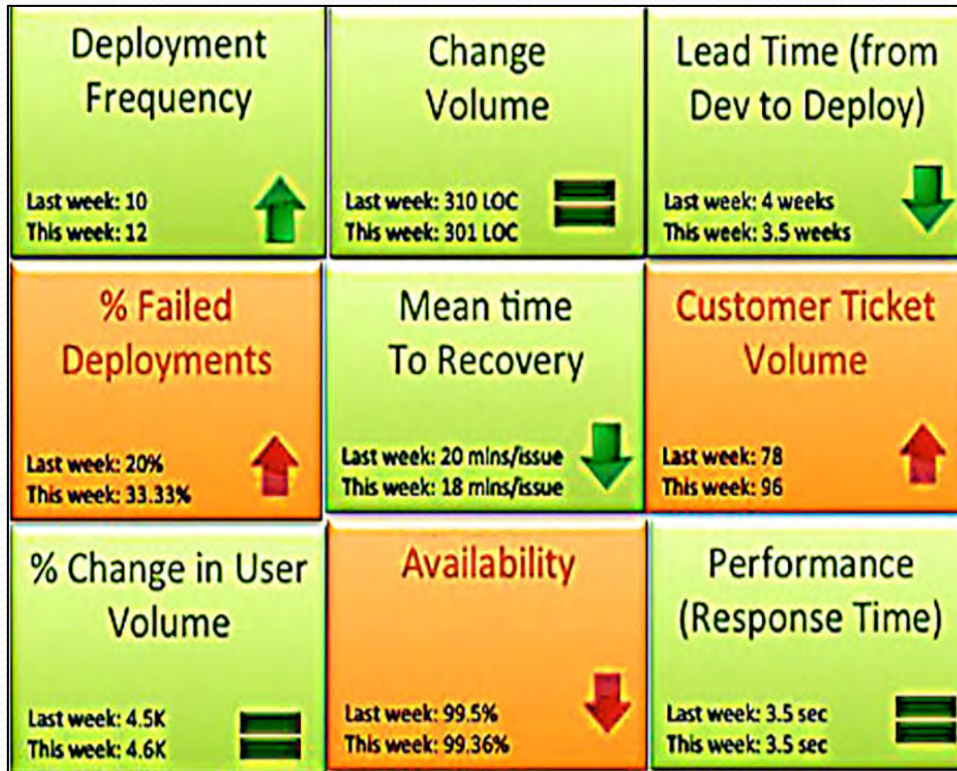


PUTTING IT ALL TOGETHER



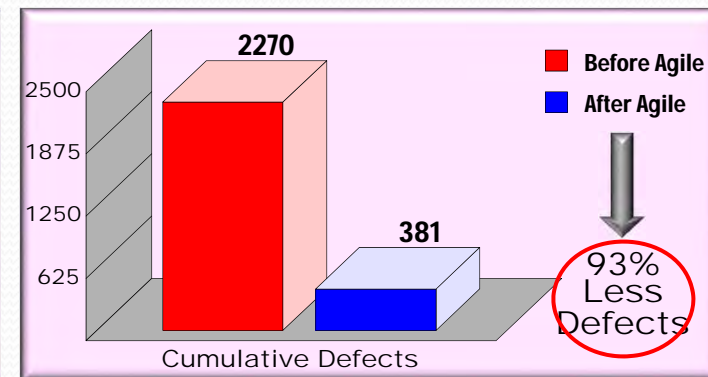
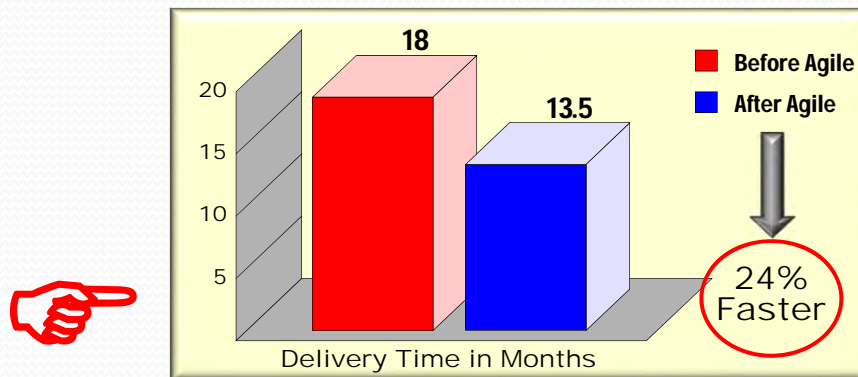
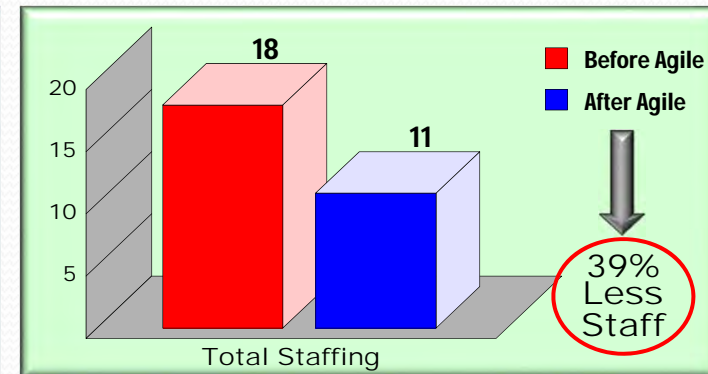
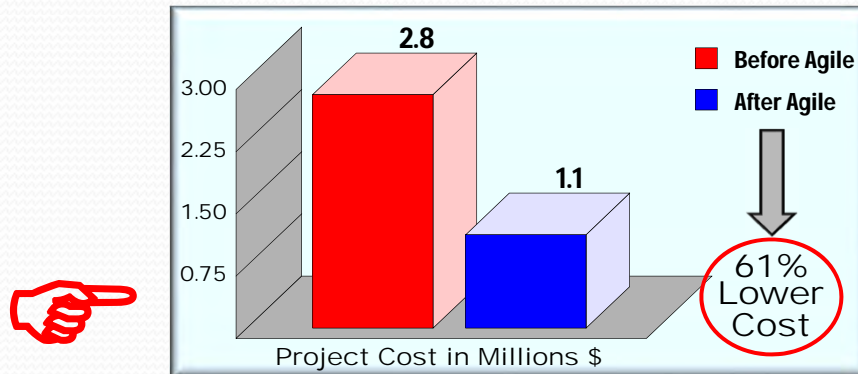
Agile DevOps Metrics

- DevOps metrics gaining in widespread popularity
- Hybrid of development & IT operations measures
- ☞ □ Includes code, deployment & e-business analytics



Agile Methods—Costs & Benefits

- Analysis of 23 agile vs. 7,500 traditional projects
- Agile projects are 54% better than traditional ones
- ☞ □ Agile has **lower costs (61%)** and **fewer defects (93%)**



Agile Methods—Return on Invest.

- Costs based on avg. productivity and quality
- Productivity ranged from 4.7 to 5.9 LOC an hour
- ☞ □ Costs were \$588,202 and benefits were \$3,930,631

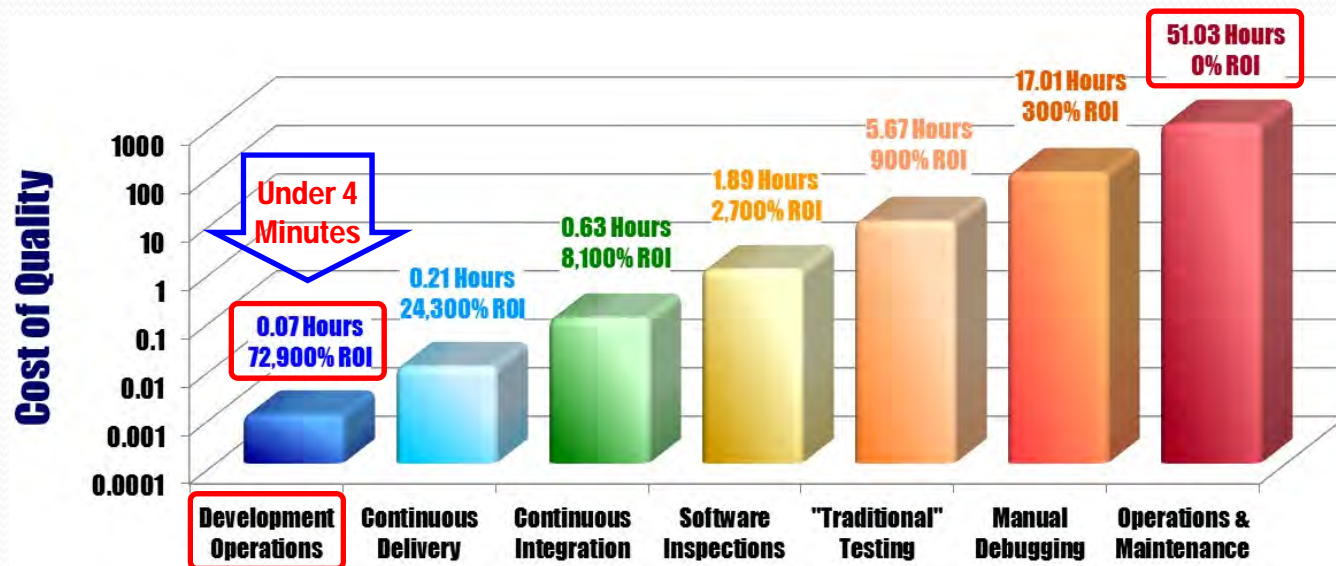
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ROI	$(\$3,930,631 - \$588,202) \div \$588,202 \times 100\%$	567%	1,734%
NPV	$(\sum_{i=1}^5 (\$3,930,631 \div 5) \div 1.05^i) - \$588,202$	\$2,806,654	\$3,469,140
BEP	$\$588,202 \div (\$4,509,997 \div \$588,202 - 1)$	\$88,220	\$12,710
ROA	$\text{NORMSDIST}(2.24) \times \$3,930,631 - \text{NORMSDIST}(0.85) \times \$588,202 \times \text{EXP}(-5\% \times 5)$	\$3,504,292	\$4,098,159

$$d1 = [\ln(\text{Benefits} \div \text{Costs}) + (\text{Rate} + 0.5 \times \text{Risk}^2) \times \text{Years}] \div \text{Risk} \times \sqrt{\text{Years}}, \quad d2 = d1 - \text{Risk} \times \sqrt{\text{Years}}$$

Agile Methods—Cost of Quality

- Agile testing is orders-of-magnitude more efficient
- Based on millions of automated tests run in seconds
- ☞ □ One-touch **auto-delivery** to **billions** of **global** end-users

Activity	Def	CoQ	DevOps Economics	Hours	ROI
Development Operations	100	0.001	100 Defects x 70% Efficiency x 0.001 Hours	0.070	72,900%
Continuous Delivery	30	0.01	30 Defects x 70% Efficiency x 0.01 Hours	0.210	24,300%
Continuous Integration	9	0.1	9 Defects x 70% Efficiency x 0.1 Hours	0.630	8,100%
Software Inspections	3	1	2.7 Defects x 70% Efficiency x 1 Hours	1.890	2,700%
"Traditional" Testing	0.81	10	0.81 Defects x 70% Efficiency x 10 Hours	5.670	900%
Manual Debugging	0.243	100	0.243 Defects x 70% Efficiency x 100 Hours	17.010	300%
Operations & Maintenance	0.073	1,000	0.0729 Defects x 70% Efficiency x 1,000 Hours	51.030	n/a



4,500 x Faster than Code Inspections

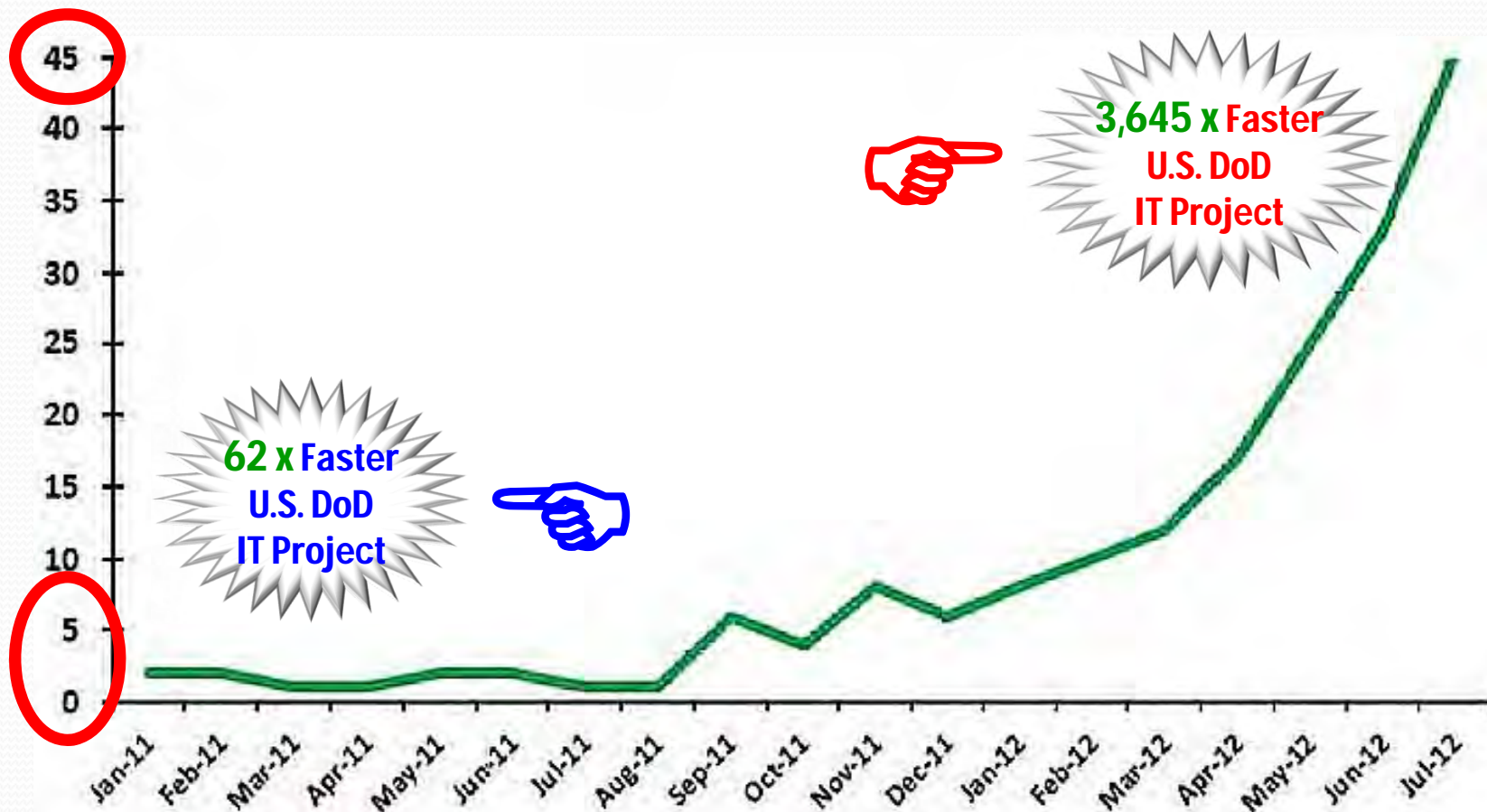
Agile Methods—HP Case Study

- Hewlett-Packard is a major user of CI, CD, & DevOps
- 400 engineers developed 10 million LOC in 4 years
- ☞ □ Major gains in testing, deployment, & innovation

TYPE	METRIC	MANUAL	DEVOPS	MAJOR GAINS
CYCLE TIME IMPROVEMENTS	Build Time	40 Hours	3 Hours	13 x
	No. Builds	1-2 per Day	10-15 per Day	8 x
	Feedback	1 per Day	100 per Day	100 x
	Regression Testing	240 Hours	24 Hours	10 x
DEVELOPMENT COST EFFORT DISTRIBUTION	Integration	10%	2%	5 x
	Planning	20%	5%	4 x
	Porting	25%	15%	2 x
	Support	25%	5%	5 x
	Testing	15%	5%	3 x
	Innovation	5%	40%	8 x

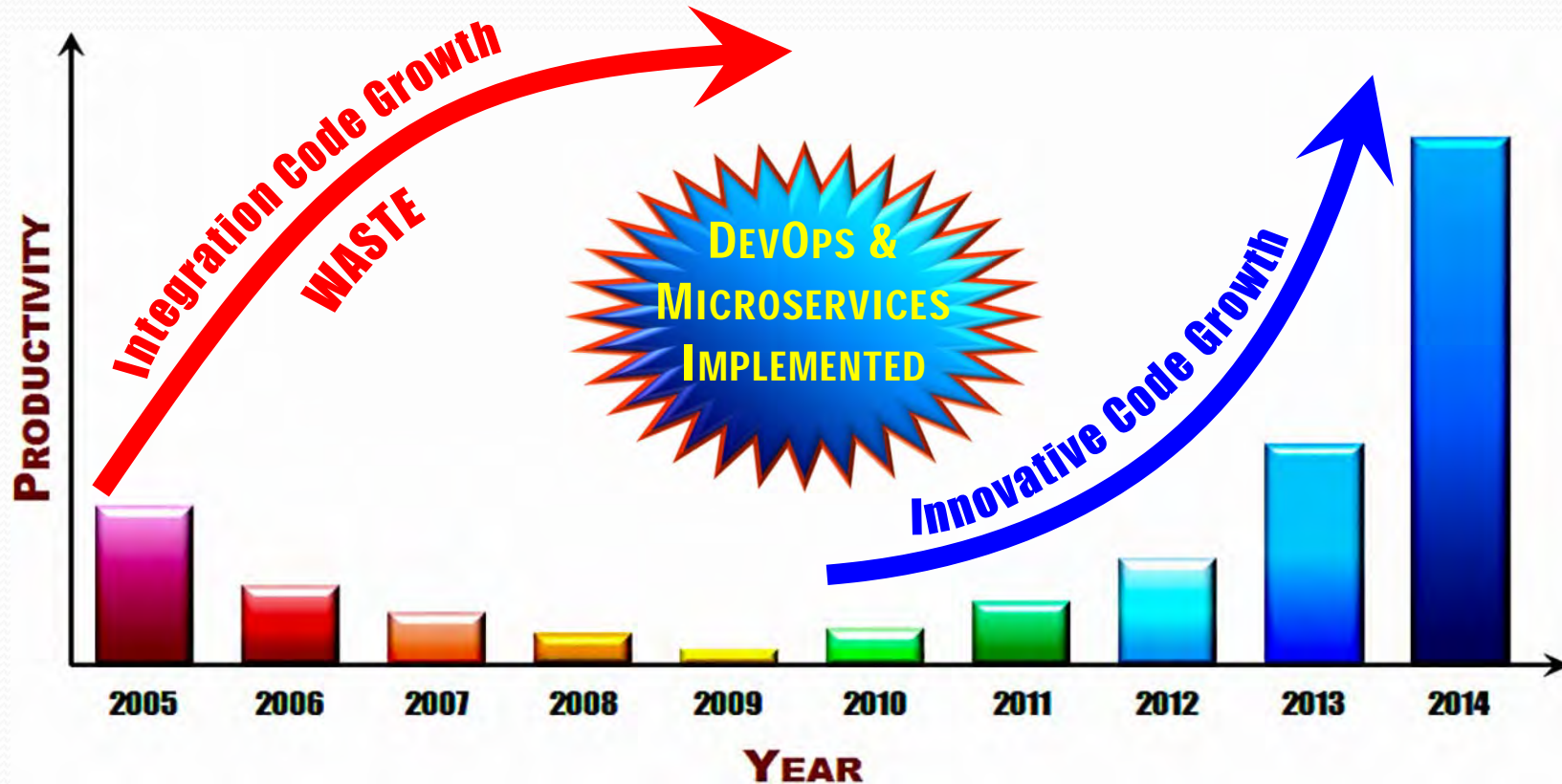
Agile Methods—Dot Com Cases

- Assembla went from 2 to 45 releases every month
- 15K Google developers run 120 million tests per day
- ☞ □ 30K+ Amazon developers deliver 136K releases a day



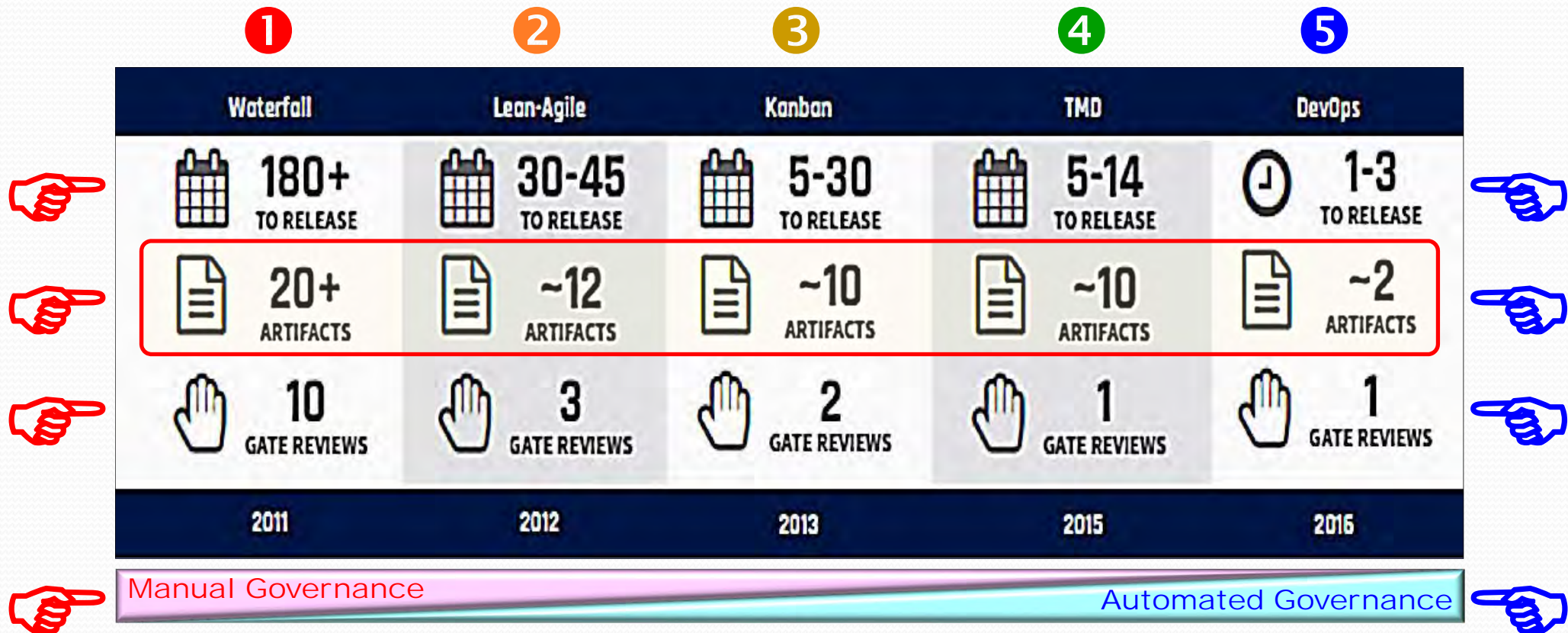
Agile Methods—Blackboard Case

- Productivity **STOPS** due to excessive integration
- Implements **DevOps & Microservices** around 2010
- ☞ □ Waste elimination, productivity & innovation skyrocket



Agile Methods—U.S. DHS Case

- 1st gen replete with large portfolios & governance
- 2nd-3rd gen yield minor incremental improvements
- ☞ □ 4th-5th gen enables big order-of-magnitude impacts



Agile Methods—Enterprise ROI

- Detailed DevOps economics starting to emerge
- ROI ranges from \$17M to \$195M *with minor costs*
- ☞ □ Benefits from cost savings, revenue, and availability

Org	Low Perf	Med Perf	High Perf
Small - 250 -	\$23M Benefits	\$29M Benefits	\$17M Benefits
	\$0.2M Costs	\$0.2M Costs	\$0.2M Costs
	13,589% ROI	17,799% ROI	9,932% ROI
	<i>3 Day Payback</i>	<i>2 Day Payback</i>	<i>4 Day Payback</i>
Medium - 2,000 -	\$42M Benefits	\$66M Benefits	\$36M Benefits
	\$1.3M Costs	\$1.3M Costs	\$1.3M Costs
	3,101% ROI	4,901% ROI	2,663% ROI
	<i>11 Day Payback</i>	<i>7 Day Payback</i>	<i>13 Day Payback</i>
Large - 8,500 -	\$114M Benefits	\$195M Benefits	\$76M Benefits
	\$5.6M Costs	\$5.6M Costs	\$5.6M Costs
	1,942% ROI	3,375% ROI	1,254% ROI
	<i>18 Day Payback</i>	<i>11 Day Payback</i>	<i>27 Day Payback</i>

Agile Business/Enterprise Metrics

8. Capital Infrastructure Agility

1. Strategic Agility

7. Organization Design Agility

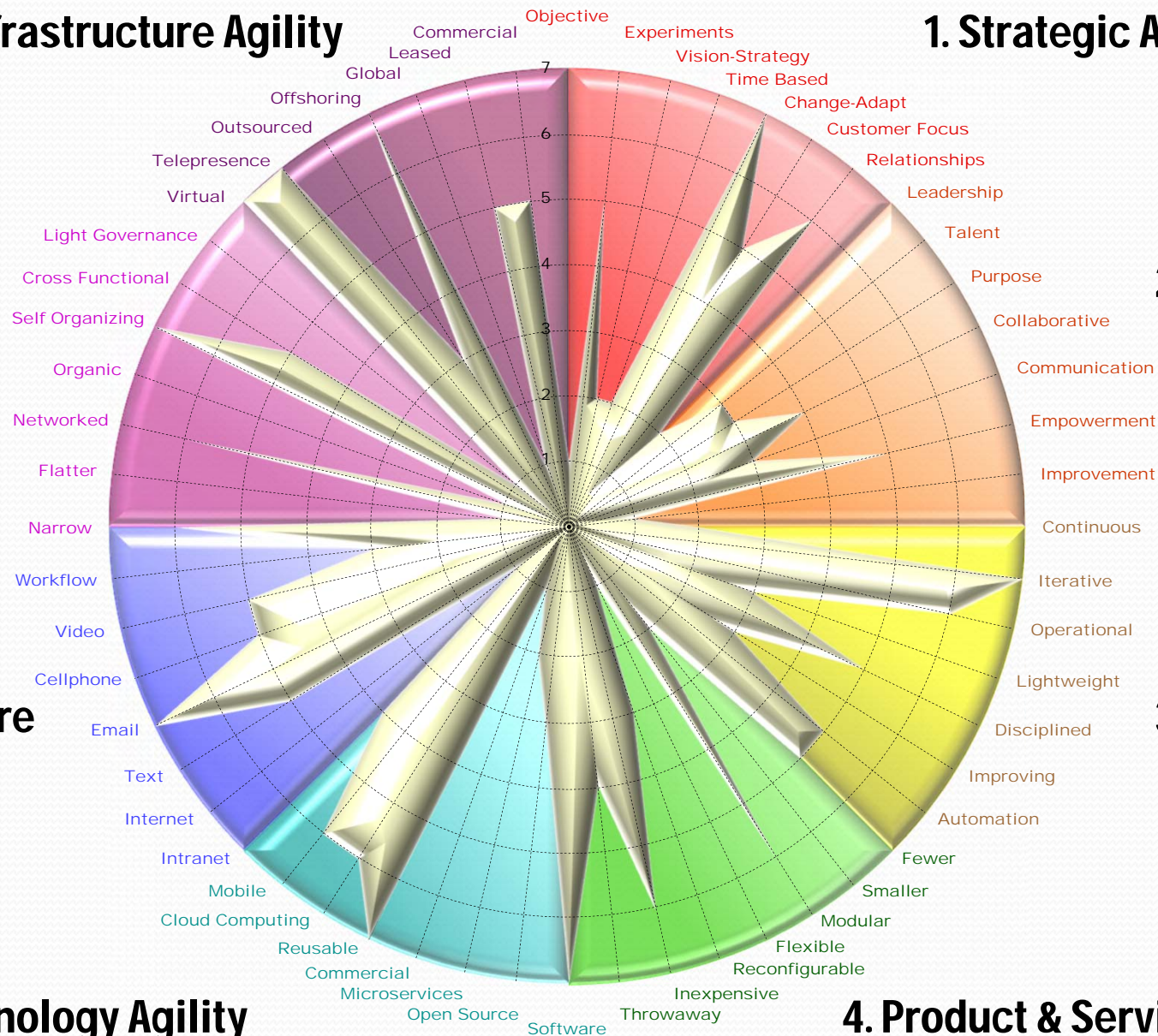
2. Cultural Agility

6. IT Infrastructure Agility

3. Process Agility

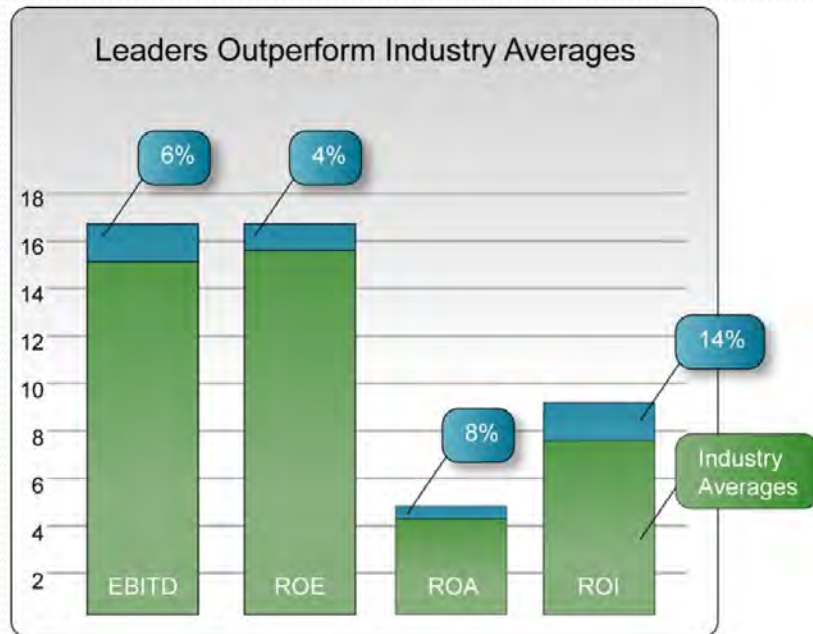
5. Technology Agility

4. Product & Service Agility



Agile Methods—Business Benefits

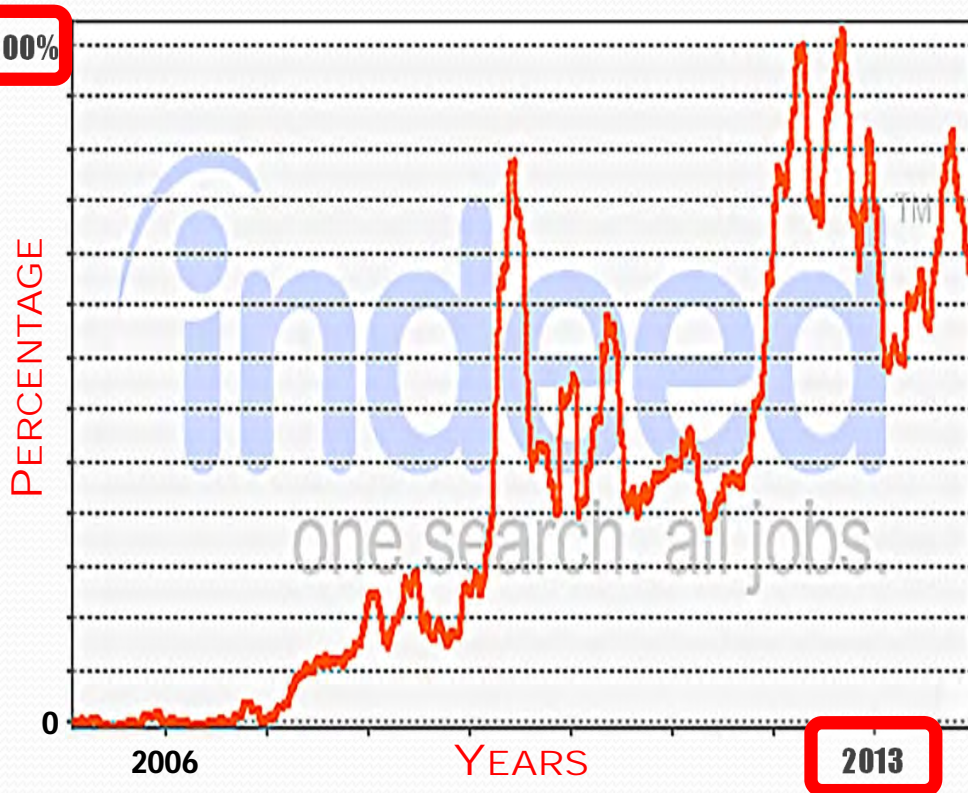
- Study of 15 agile vs. non-agile Fortune 500 firms
- Based on models to measure organizational agility
- ☞ □ Agile firms out perform non agile firms by up to 36%



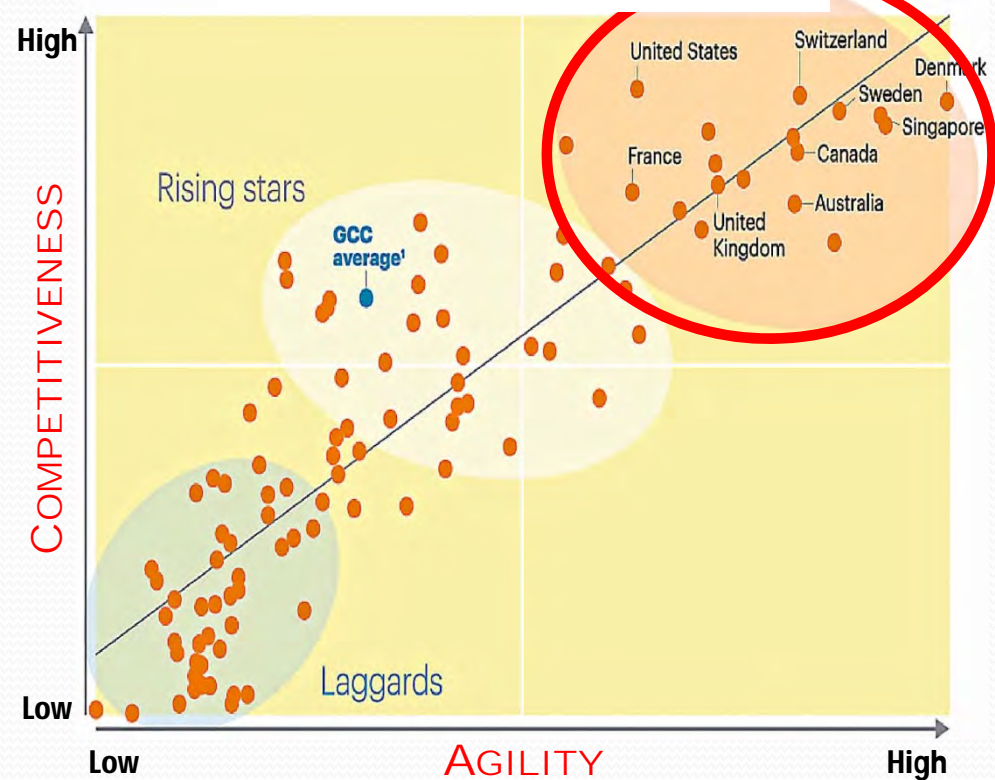
Agile Methods—National Benefits

- U.S. gov't agile jobs grew by 13,000% from 2006-2013
- Adoption is higher in U.S. DoD than Civilian Agencies
- ☞ □ GDP of countries with high adoption rates is greater

GOVERNMENT AGILE JOB GROWTH



GOVERNMENT COMPETITIVENESS



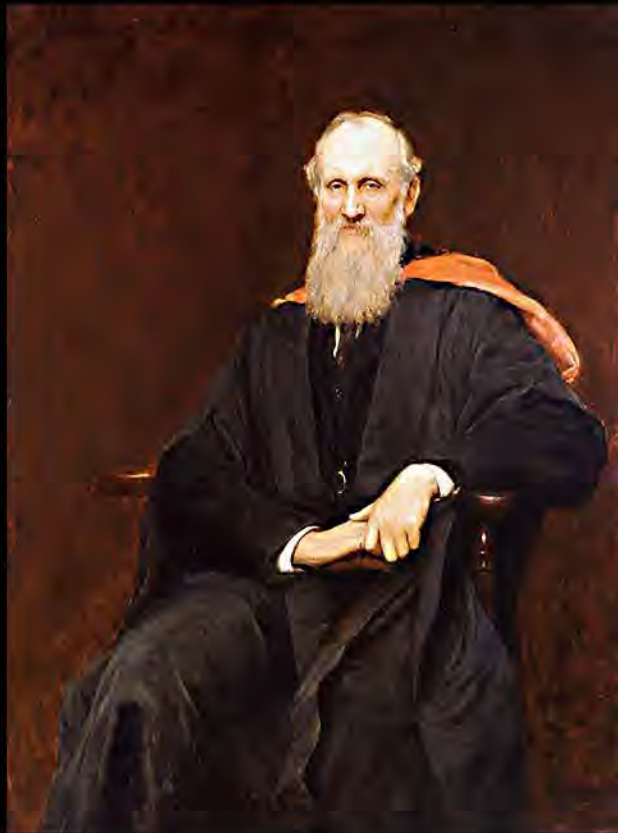
LEAN & AGILE METRICS Summary

- Traditional metrics and principles apply to lean & agile
- Metrics range from source code up to portfolio levels
- ☞ □ Metrics apply to **teams**, **projects**, and **organizations**

- ☞ • **MEASURE** - *You can't manage what you don't measure.*
- **EARLY & OFTEN** - *Don't hesitate to measure early and often.*
- **TRADITIONAL METRICS** - *Don't throw the baby out with the bathwater.*
- **ALIGNMENT** - *Align metrics and measures with lean-agile principles.*
- **RESISTANCE** - *Expect resistance to change with respect to metrics.*
- **HIERARCHY** - *Use metric hierarchy ranging from code to portfolios.*
- **BASIC** - *Remember to use basic metrics such as burndown charts.*
- **TESTING** - *Testing metrics may be the single most important metrics.*
- **HEALTH** - *Use health metrics to assess team, project, and org. perf.*
- **PORTFOLIO** - *Portfolio metrics used to track organizational projects.*
- **EASY** - *Collecting and analyzing metrics is easier than you think.*
- **FOSS** - *Don't break the bank on multi-million dollar metric tools.*

On Measurement—Lord Kelvin

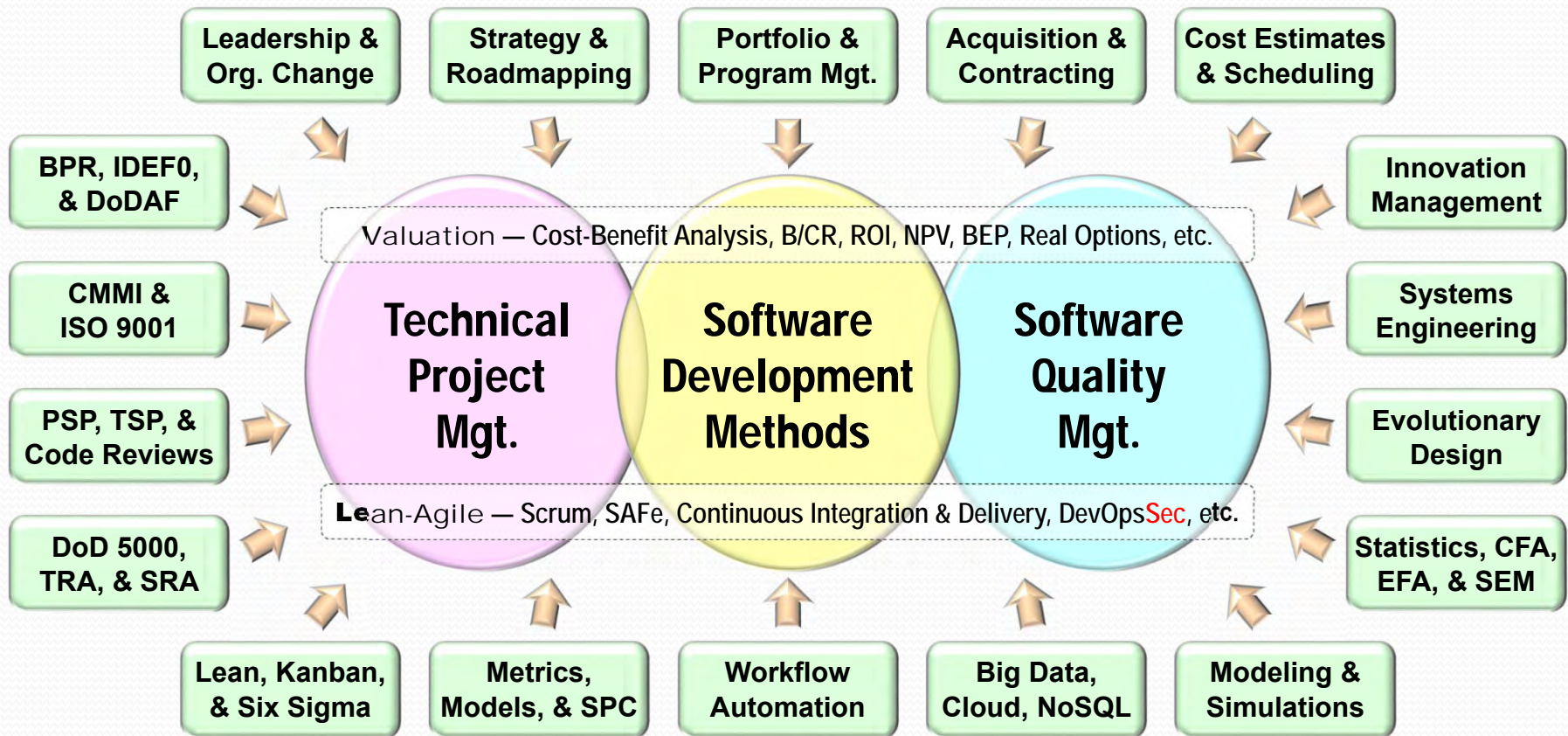
Lord Kelvin on quantification and scientific knowledge



I often say that when you can measure what you are speaking about, and express it in numbers, you know something about it; but when you cannot measure it, when you cannot express it in numbers, your knowledge is of a meagre and unsatisfactory kind; it may be the beginning of knowledge, but you have scarcely, in your thoughts, advanced to the stage of science, whatever the matter may be.

Lecture on "Electrical Units of Measurement" (3 May 1883), published in Popular Lectures

Dave's PROFESSIONAL CAPABILITIES



STRENGTHS – Communicating Complex Ideas • Brownbags & Webinars • Datasheets & Whitepapers • Reviews & Audits • Comparisons & Tradeoffs • Brainstorming & Ideation • Data Mining & Business Cases • Metrics & Models • Tiger Teams & Shortfuse Tasks • Strategy, Roadmaps, & Plans • Concept Frameworks & Multi-Attribute Models • Etc.



- **Data mining.** Metrics, benchmarks, & performance.
- **Simplification.** Refactoring, refinement, & streamlining.
- **Assessments.** Audits, reviews, appraisals, & risk analysis.
- **Coaching.** Diagnosing, debugging, & restarting stalled projects.
- **Business cases.** Cost, benefit, & return-on-investment (ROI) analysis.
- **Communications.** Executive summaries, white papers, & lightning talks.
- **Strategy & tactics.** Program, project, task, & activity scoping, charters, & plans.

