

Self-Help Guide

Targetprocess for Scaled Agile Teams

This self-help guide provides guidance on the use of Targetprocess for core and common Agile and scaled Agile processes.

Additional resources are available on the [Targetprocess service page](#).

To get started, learn how to [Access Targetprocess](#), and [Navigate and Filter Views](#) to find your team's work.

Organize Planned Work

Manage Features and Stories

Handle Work Larger than a Feature

Use Capabilities for work that spans multiple ARTs but will be completed in a single PI. Use Epics for large scale work that either spans more than one PI or requires a very large capacity or cost, or affects all students or staff.

Create a Capability

</services-technologies/how-tos/targetprocess-create-capability>

Create an Epic

</services-technologies/how-tos/targetprocess-create-epic>

Write Features

Create a Feature

</services-technologies/how-tos/targetprocess-create-feature>

Specify the Value Type of a Feature

</services-technologies/how-tos/targetprocess-specify-value-type-feature>

Add Acceptance Criteria to a Story or Feature

</services-technologies/how-tos/targetprocess-add-acceptance-criteria>

Prioritize Features

</services-technologies/how-tos/targetprocess-prioritize-features>

Share a Link to a Story or Feature

</services-technologies/how-tos/targetprocess-share-story-or-feature>

Write Stories

Review Features for a Team

</services-technologies/how-tos/targetprocess-review-features-team>

Create a Story

</services-technologies/how-tos/targetprocess-create-story>

Add Acceptance Criteria to a Story or Feature

</services-technologies/how-tos/targetprocess-add-acceptance-criteria>

Estimate Story Points

</services-technologies/how-tos/targetprocess-estimate-story-points>

Share a Link to a Story or Feature

</services-technologies/how-tos/targetprocess-share-story-or-feature>

Incorporate Key Iteration Elements

Design Iterations

Move a Story to an Iteration

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View Iteration Capacity

</services-technologies/how-tos/targetprocess-view-iteration-capacity>

Manage Dependencies

Define and Communicate Dependencies

</services-technologies/how-tos/targetprocess-define-communicate>

Define Time-Based Dependencies

</services-technologies/how-tos/targetprocess-define-time-based>

View Dependencies between Teams and ARTs

[/services-technologies/how-tos/targetprocess-view-dependencies-between](#)

Manage Team Capacity and Velocity

Enter Team Capacity and Velocity

[/services-technologies/how-tos/targetprocess-enter-team-capacity](#)

Iteration Planning, Review, & Retrospective

Participate in Iteration Planning

Review and Refine Planned Work

Find Stories

[/services-technologies/how-tos/targetprocess-find-stories](#)

Modify a Story

[/services-technologies/how-tos/targetprocess-modify-story](#)

View the Team Backlog

[/services-technologies/how-tos/targetprocess-view-team-backlog](#)

Finalize the Work Plan

Assign Work to Team Members

[/services-technologies/how-tos/targetprocess-assign-work-team-members](#)

Create an Iteration Goal

[/services-technologies/how-tos/targetprocess-create-iteration-goal](#)

Track Work During the Iteration

Find Work Assigned to You

View All My Work

[/services-technologies/how-tos/targetprocess-view-all-my-work](#)

Update Stories

Add Comments to a Story

</services-technologies/how-tos/targetprocess-add-comments-story>

Move a Story Through the Workflow

</services-technologies/how-tos/targetprocess-move-story-through>

Modify a Story

</services-technologies/how-tos/targetprocess-modify-story>

Participate in Iteration Review

Update Story and Feature States

Move a Story Through the Workflow

</services-technologies/how-tos/targetprocess-move-story-through>

Manage an Incomplete Story

</services-technologies/how-tos/targetprocess-manage-incomplete-story>

Move a Feature Through the Workflow

</services-technologies/how-tos/targetprocess-move-feature-through>

Participate in an Iteration Retrospective

Prepare the Retrospective

Create a Retrospective

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Run a Retrospective

Participate in a Retrospective

</services-technologies/how-tos/targetprocess-participate-in-pi>

Add Action Items for Improvement

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Manage Unforeseen Issues

Respond to Operational Work Increases

Respond to More Operational Work than Expected

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Manage a Change in Priority

Manage a Change in Priorities for Planned Work

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Work with Agile Release Trains

Collaborate with Other Teams & ARTs

Determine Dependencies

View the ART Backlog

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Define and Communicate Dependencies

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View Dependencies between Teams and ARTs

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Participate in PI Review & Retrospective

Define Objectives & Risks

Create a PI Objective

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Document a Risk

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Review the PI

Review and Update PI Objectives

</services-technologies/how-tos/targetprocess-review-pi-objectives>

Manage Incomplete Features

</services-technologies/how-tos/targetprocess-manage-incomplete-features>

Review Metrics and Reports

Review ART Metrics and Reports

</services-technologies/how-tos/targetprocess-review-art-metrics-reports>

Review Team Metrics and Reports

</services-technologies/how-tos/targetprocess-review-team-metrics>

Participate in the PI Retrospective

Create a Retrospective

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Run a Retrospective

Participate in the PI Retrospective

</services-technologies/how-tos/targetprocess-participate-in-pi>

Add Action Items for Improvement

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Plan for the Next PI

Reprioritize Work

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