

You have formed your team. Now it's time to determine if you have all the skills needed to complete the work in your backlog.

Completing a Skills Matrix helps the team identifying gaps and create a learning opportunity.

Steps for Facilitating a Skills Matrix Workshop

01

- Have team members brainstorm different skills that they feel are required to complete the work of the team. This could be skills required currently or future skills that will be needed. Have each team member do this individually.
- Each team member writes each skill on a separate post-it.

02

- As team members complete step 1, have them place the stickies on a wall and begin sorting and grouping for duplicates. Remove duplicates, as needed.
- Sorting and grouping should be a team activity.

03

- Create a matrix of Difficulty vs Frequency (See diagram on page 2)
- Plot each of the skills from Step 2 on the matrix. The entire team should be involved in the conversation about where each skill is placed.

04

- Create a legend by assigning each team member a color.
- Using the colors assigned, have each team member place a dot on the skills they believe they possess.

05

- Once all skills are plotted and team proficiency is indicated, note gaps.
- Focus skills that have 0 or 1 dots or the least number of dots.
- Start in the upper left (box 1). These would be the quickest wins for the team.
- Discuss how to approach sharing knowledge and learning new skills.

06

- This is to be a living document that should be revisited periodically.
- Consider reviewing during Sprint events or during the Daily Scrum when discussing the plan for the day.
- As new skills are needed or old skills become obsolete, update the board.

What should you do after assessing your teams skills?



Make the Skills Matrix visible.
Review frequently.

Try it with your team!

Identify the skills needed for your team to succeed →

GUIDE TO COMPLETING A

SKILLS MATRIX

1. Identify and list the skills needed within the team.
2. Sort and consolidate skills as a team
3. Discuss skills and plot them on the matrix
4. Indicate individuals skill proficiency on each skill
5. Evaluate opportunities and plan to develop team skills
6. Update and revisit matrix periodically

Map out the skills needed for your team...

