

Agile UX Integration

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Facilitation Script

Agile UX Integration

Category: Design | Duration: 2 days | Participants: 6-12

Workshop Overview

Make UX work within agile sprints. Learn how to do research and design without slowing down development.

Workshop Objectives

Fit UX activities into your current workflow and show the value to your team.

Learning Outcomes

- Integrated UX practices into agile workflows - Improved cross-functional collaboration - Sustainable design process improvements - Learn systematic approaches to building user empathy and understanding - Create comprehensive empathy maps that capture user thoughts, feelings, and actions - Identify user pain points and unmet needs through structured analysis - Develop skills in user research synthesis and insight extraction - Establish shared user understanding across cross-functional teams

Materials Required

Current sprint plan, team calendar, laptop.

Pre-Workshop Checklist

- Room setup complete with tables arranged for group work
- All materials prepared and distributed
- Technology tested (projector, slides, timer)
- Participant list and name tags ready
- Refreshments arranged (if applicable)
- Backup activities prepared in case of time adjustments
- Emergency contacts and room information noted

Workshop Agenda

Time	Duration	Activity	Facilitator Notes
9:00 AM	10 min	Activity	Encourage networking. Have refreshments ready.
9:10 AM	5 min	Activity	Encourage networking. Have refreshments ready.

9:15 AM	20 min	Activity	Research without objectives wastes time. Research Objective Setting defines what you need to learn b...
9:35 AM	20 min	Activity	Practice interviewing under pressure. Five minutes forces you to cut the fluff and ask questions tha...
9:55 AM	25 min	Activity	Organize and cluster ideas by themes through collaborative sorting. Transform individual sticky note...
10:20 AM	20 min	Activity	Short, simple descriptions of features told from the perspective of the person who desires the new c...
10:40 AM	15 min	Activity	Guide participants through activity. Monitor group dynamics.
10:55 AM	5 min	Activity	Encourage networking. Have refreshments ready.

Facilitation Script

Opening (5-10 minutes)

SAY:

"Welcome everyone to the **Agile UX Integration**. I'm excited to have you here today. Over the next 2 days, we'll be working together to [main objective]."

"Before we begin, let's go around and do quick introductions - your name, role, and one thing you're hoping to take away from today."

Facilitator Tip: Arrive 15-30 minutes early to set up the space and greet early arrivers. This builds rapport and helps participants feel comfortable.

Setting Expectations

SAY:

"Let me share a few ground rules for our time together:

- Every idea is valid - there are no bad ideas in brainstorming
- Build on each other's ideas - use 'Yes, and...' thinking
- Stay present - phones away unless for an emergency
- Timebox discussions - I'll keep us on track
- Have fun - the best ideas come when we're relaxed and engaged

Any questions before we dive in?"

Core Activities

Retrospective

60 minutes

Reflect on UX/Agile integration challenges

FACILITATION APPROACH:

1. Introduce the activity and explain the purpose
2. Demonstrate or give an example if needed
3. Set the timer and let participants work
4. Give time warnings (halfway, 2 minutes left)
5. Facilitate sharing and discussion

Guerilla Research Sprint

15 minutes

Ultra-fast user feedback techniques

FACILITATION APPROACH:

1. Introduce the activity and explain the purpose
2. Demonstrate or give an example if needed
3. Set the timer and let participants work
4. Give time warnings (halfway, 2 minutes left)
5. Facilitate sharing and discussion

Lean UX

180 minutes

Full Lean UX methodology within agile

FACILITATION APPROACH:

1. Introduce the activity and explain the purpose
2. Demonstrate or give an example if needed
3. Set the timer and let participants work
4. Give time warnings (halfway, 2 minutes left)
5. Facilitate sharing and discussion

Atlassian - Health Monitor

90 minutes

Assess team health and UX integration

FACILITATION APPROACH:

1. Introduce the activity and explain the purpose
2. Demonstrate or give an example if needed
3. Set the timer and let participants work
4. Give time warnings (halfway, 2 minutes left)
5. Facilitate sharing and discussion

Closing & Next Steps (10-15 minutes)

SAY:

"As we wrap up, let's take a moment to reflect on what we've accomplished today."

"I'd like each person to share one key insight or takeaway from our session."

Facilitator Tip: Capture action items on a flip chart or shared document. Assign owners and due dates for each action item before ending.

Post-Workshop Actions

- Send thank you email with workshop summary within 24 hours
- Share photos of artifacts (sticky notes, sketches, etc.)
- Distribute any promised resources or templates

- Schedule follow-up if needed
- Collect feedback via survey
- Document learnings for future workshops

Troubleshooting Guide

If Participants Are Quiet

- Use round-robin techniques to ensure everyone speaks
- Try silent writing exercises before group discussion
- Break into smaller groups of 2-3 people
- Ask specific individuals for their perspective

If Discussion Goes Off-Track

- Acknowledge the point and park it in a "Parking Lot"
- Redirect: "That's interesting - let's capture that and return to our focus area"
- Reference the agenda and time remaining

If Running Behind Schedule

- Shorten break times (but don't eliminate them)
- Combine related activities
- Move detailed discussions to follow-up sessions
- Be transparent with participants about time constraints

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This script is a guide - adapt it to your audience and context