

SAMPLE JUSTIFICATION LETTER FOR DISCIPLINED AGILE TRAINING

Dear (Name).

I have been thinking about transformative and effective ways to make (company name, team, business unit) better positioned in our market and more efficient on our processes. I believe that Agile is the key to our success. Agile is an approach to delivering products, projects, and/or services in fast changing market we live in today. It enables organizations to rapidly adopt to market and environmental changes including stakeholder needs in productive and cost-effective way.

As a current member of Project Management Institute - Calumet Chapter, they are partnering with an Authorized Training Provider – Vitality of Chicago to offer a virtual Disciplined Agile Scrum Master (DASM) instructor led course on Agile. This workshop is for project managers, team leaders, team members, and others who are new to Agile, Lean and Disciplined Agile, those who want to learn to apply the Disciplined Agile Toolkit, those who want to hone their leadership skills and those who want to advance their career by getting their Disciplined Agile Certification.

Course Outline

- All About Agile and Beyond
- Building & Supporting a Disciplined Agile Team
- Choosing your Way of Working
- Tailoring Your Practices in the Inception Phase, Construction Phase and Transition Phase
- Tailoring Your Practices: Ongoing Category
- Influence Outside the Team

Key Learning Objectives:

- Understand the Disciplined Agile (DA) mindset and its underlying principles
- Learn about the fundamentals of Agile and lean and use them to deliver business value
- Explore multiple Agile and lean techniques from methods such as Scrum, Kanban, and SAFe®
- Understand how to put the DA techniques into action and improve effective implementation
- Apply the Disciplined Agile tool kit to evolve the way of working (WoW) for you and your team in your unique context

I would love to attend this course as soon as possible which is in line with my training and development goals. Can (company name, team, business unit) please pay for the course under our department's training budget? If not under training, is there another budget line that can be used to cover the expenses? Please let me know what you think as I would like to take advantage of their "Early-Bird" discounted pricing (\$799 DASM base, \$1,095 DASM premium) this quarter.

Sincerely,

Additional Information:

In addition to a special discount rate for PMI Calumet chapter members, students that attend Vitality Chicago's Disciplined Agile training will receive the following benefits depending on one of the two value-added resources and services options they choose:

Benefits	Base	Premium
DA Training student course materials (pdf). Available for download for 12 months	*	*
1 Free Certification Exam voucher (\$150 USD Value) to be used within 30 days of course completion	*	*
Earn 14 PDUs: Technical (7) and Leadership (7) categories	*	*
DA training via Video Conferencing and Collaboration tools.	*	*
Usage of customized miro.com or mural.co boards to enhance students' learning experience	*	*
Access to 1 hour live online monthly DA exam prep session with DA instructor (\$99 USD value)	*	*
Access to DA exam preparation tips and recommendations	*	*
Access to high-quality sample DA exam questions (\$49 USD value)	*	*
One 1-hour 1-on-1 coaching session to get started with Disciplined Agile (\$250 USD value)	*	*
One 2-hour DA Workshop for your team/department to help apply DA at your workplace (\$500)		*
1 free course re-take, in the event students fails DA exam(s) and want/need to retake the DA course (\$995 USD value)		*
Access to additional "On Demand" Agile & Lean Fundamental training course (\$199 USD value)		*