

Company-Wide Agile Glossary Framework

5th November 2025

PURPOSE

To establish a single source of truth for all Agile terminology used across teams, departments, and projects.

The glossary ensures clarity, consistency, and cross-team collaboration in Agile delivery and reporting.

STRUCTURE OF THE GLOSSARY

1. CORE AGILE TERMS

These are the universal concepts every team should use consistently:

Term	Definition	Company-Specific Note
Sprint	A fixed iteration (usually 1–4 weeks) in which the team delivers a potentially shippable increment.	All teams follow a 2-week sprint cycle unless otherwise agreed.
Backlog	Prioritised list of deliverables or user stories to be completed.	Managed in Jira using company-wide tagging standards (e.g., PRD-Feature).
Epic	A large initiative that can be broken down into smaller user stories.	Epics are mapped to quarterly OKRs in the Product Roadmap.

User Story	A short description of a feature from an end-user perspective.	Must include acceptance criteria following the Gherkin format.
Definition of Done (DoD)	Shared checklist determining when work is complete.	Each product team maintains its DoD in Confluence.
Definition of Ready (DoR)	Criteria that must be met before work can enter a sprint.	All stories must pass QA and UX review before being “ready.”
Velocity	The measure of completed work per sprint (often story points).	Used for forecasting capacity; updated automatically in Jira reports.
Retrospective	A recurring meeting to reflect and improve the process.	Facilitated by Scrum Masters using the “Start, Stop, Continue” template.

2. CROSS TEAM PROCESS TERMS

Term	Definition	Usage Context
Tribe	A collection of related squads or teams working toward a common product goal.	Used in large-scale Agile frameworks (e.g., Spotify model).
Squad	A small, autonomous Agile team focused on a specific feature or domain.	Each squad includes a PO, SM, and dev/QA members.

Chapter	A functional group (e.g., frontend engineers) sharing best practices across squads.	Facilitates technical alignment.
Program Increment (PI)	A 8–12 week cycle of planning and delivery in SAFe or scaled Agile.	Required for cross-tribe planning and dependencies.
Dependency Tracker	Tool or board that visualises cross-team dependencies.	Maintained weekly by Delivery Managers.

3. COMPANY SPECIFIC ADDITIONS

Add your organisation’s own terminology, e.g.:

- Internal project codes (**PRJ-2025**), naming conventions, or KPI-related terms.
- Tool names (e.g., “**Feature Portal**”, “**Data Hub**”, “**Client Dashboard**”).
- Custom ceremonies or reports used in your Agile ecosystem.

GOVERNANCE AND MAINTANANCE

Aspect	Guideline
Ownership	Managed by the Agile Centre of Excellence (CoE) or a cross-functional committee.
Update Cycle	Review every quarter, or after major process updates.
Contribution Model	Any team can suggest new terms via a Glossary Submission Form in Confluence or SharePoint.
Approval Workflow	Draft → Review by CoE → Publish → Notify teams via Slack/email digest.
Version Control	Each published version is tagged (e.g., v1.2 – Q1 2025).

WHERE TO HOST IT

Primary: Confluence (ideal for collaborative editing and linking to project pages).

Alternative: SharePoint, Notion, or a custom internal web page.

Add quick links in **Jira dashboards** or **Slack channels** (e.g., /glossary sprint shows definition).

EXAMPLE ENTRY FORMAT FOR TEAMS

Field	Description
Term	Definition of Done (DoD)
Definition	A checklist that ensures a deliverable meets agreed quality and completeness standards.
Owner	Scrum Master / QA Lead
Linked Artifacts	DoD Template Doc can be linked here
Version	v1.1 (Updated Q4 2025)
Notes	Aligns with ISO-9001 internal quality standards

ROLLOUT RECOMMENDATIONS

- Launch via an internal announcement or **Agile newsletter**.
- Encourage all teams to **link glossary entries** in their sprint retrospectives and onboarding docs.
- Add a **search shortcut** (e.g., /define <term>) in Slack or Teams using an integration.

- Use **periodic quizzes or “term of the week”** in company channels to reinforce learning.