MIND MAPPING

JENNIFER BONINE

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I need your help…

TASK: Everyone in the room stand up. Talk to the person next to you. If I could do/be anything, I would…

Knowns:
You have $1 million dollars in the bank
You have 1 year to live
You are healthy and have no physical or mental impediments

BUSINESS BENEFIT…

2

Business Benefit…….

3

• Better connected teams outperform others.

• People with stronger relationships rely on each other more in times of need or crisis.

• We succeed or fail based on our relationships and the ability to leverage those relationships to get work accomplished.

We need to get to know each other to help each other!

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TAKE AWAY – IMPROVE TEAM VELOCITY AND COMMUNICATION

- Make sure you have well connected teams

- Eliminate as many communication barriers as you can
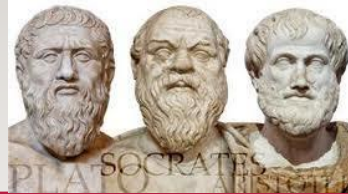 - One way – visual tools (Mind Maps)

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FIRST GIVEAWAY

- How much faster does our mind process pictures than words?

- Audience says….

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HISTORY

- Origins
  - How are our thoughts organized inside this machine we call Brain? If you look at the neurophysiology of how links and associations are made…it really looks like a MindMap!

- Early Adopters
  - The earliest known use of a MindMap is attributed to Porphyry of Tyros, a 3rd century Greek philosopher, who graphically visualized the concept categories of Aristotle. Other early adapters include Leonardo Da Vinci, and some sources suggest that Albert Einstein, Winston Churchill and Pablo Picasso were fans, too!

- Mass Market – Tony Buzan
  - Coined the term "MindMap" in the 1960s. Buzan brought MindMap to the masses through his company, books, and TV series "Use Your Brain."

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OBJECTIVE

- Application of this for personal as well as business
- Discover the benefits of Mind Mapping through hands on approach
- Be able to utilize free applications with little to no training
- Visually build solutions (Executives love COLOR BOOKS)

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BENEFITS OF MIND MAPS

- Visual tool
- Able to create standard templates
- Engagement with other teams
- People tend to scan and not read documents
- Ease of use and no formal training required
- FREE!
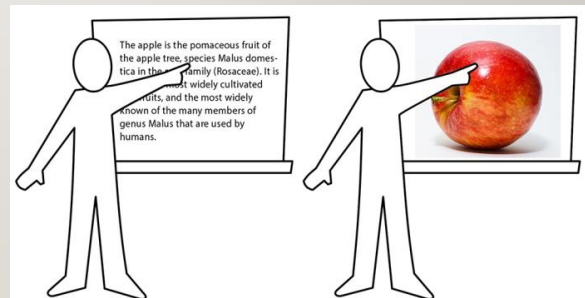
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USES FOR MIND MAPS

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- Name one mind mapping tool that is available that can help you create mind maps besides FreeMind and Coggle?

- Audience says….

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MIND MAPPING TOOL OPTIONS

- Coggle - online Mind Map tool that you can use in Chrome. Comes in 3 flavors – "free" ,"awesome" , and "Organization"
- Imindq – This is a paid for tool if you want to pay for one. Does have "free trial"
- FreeMind – Don't have to pay for. Good choice for working offline. OpenSouce and great at getting the job done.
- MindMapple – Great for visual thinkers and ability to use clip art and other visual stuff. Great with MACs and can google drive share ☺
- Text2mindmap – people that like to move quick! You type in thoughts and web app does the rest

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MIND MAP UTILIZATION AT CALABRIO

- Missing pieces:
    - Little to no design documentation
    - No BA's
- How mind mapping helped:
    - Visual mapping to ensure dev and QA were working towards building the same solution
    - Contains analysis of high and low-risk areas
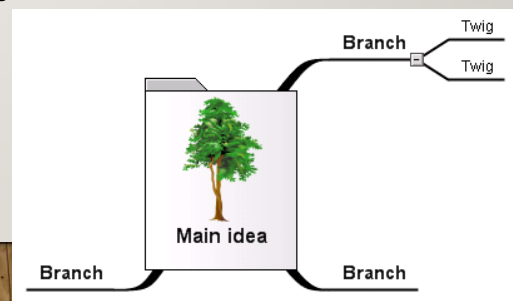   - Everyone was on the same page

CASE STUDY
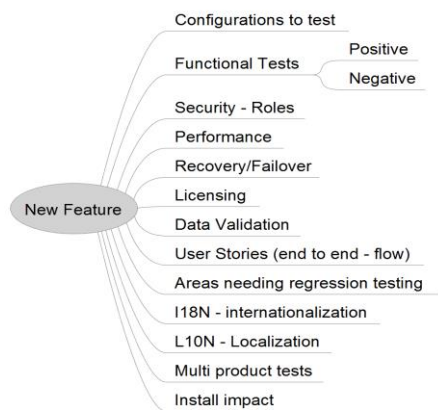
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HOW MANY HAVE USED MIND MAPS

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5 ESSENTIAL ELEMENTS OF MIND MAPS

- The main idea, subject or focus is crystallized in a central image
- The main themes radiate from the central image as 'branches'
- The branches comprise a key image or key word drawn or printed on its associated line
- Topics of lesser importance are represented as 'twigs' of the relevant branch
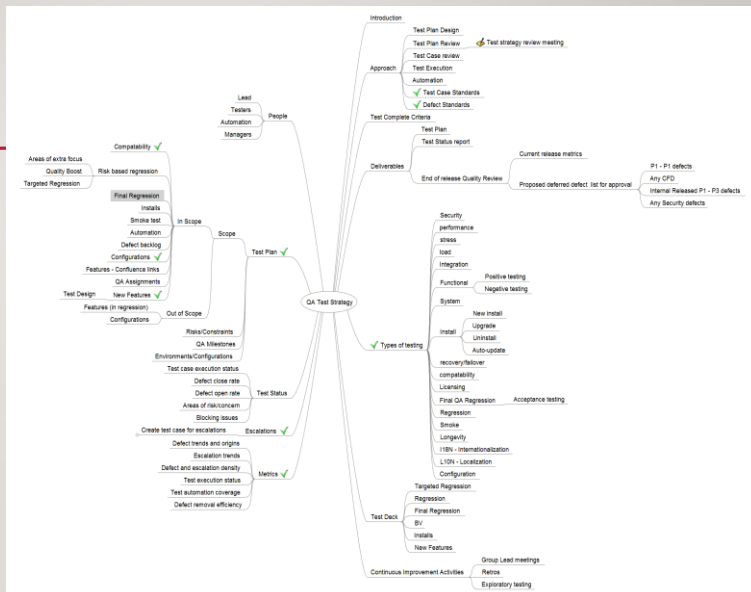- The branches form a connected nodal structure

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NEW FEATURE TEMPLATE

New Feature
- Configurations to test
- Functional Tests
  - Positive
  - Negative
- Security - Roles
- Performance
- Recovery/Failover
- Licensing
- Data Validation
- User Stories (end to end - flow)
- Areas needing regression testing
- I18N - internationalization
- L10N - Localization
- Multi product tests
- Install impact

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TEST STRATEGY EXAMPLE

QA Test Strategy

People
- Lead
- Testers
- Automation
- Managers

Approach
- Introduction
- Test Plan Design
- Test Plan Review — Test strategy review meeting
- Test Case review
- Test Execution
- Automation
  - ✓ Test Case Standards
  - ✓ Defect Standards

Test Complete Criteria
- Test Plan
- Test Status report

Deliverables
- End of release Quality Review
  - Current release metrics
  - Proposed deferred defect list for approval
    - P1 - P1 defects
    - Any CPD
    - Internal Released P1 - P3 defects
    - Any Security defects

Test Plan ✓
- Scope
  - In Scope
    - Compatibility ✓
    - Risk based regression
    - Final Regression
    - Installs
    - Smoke test
    - Automation
    - Defect backlog
    - Configurations ✓
    - Features - Confluence links
    - QA Assignments
    - New Features ✓
  - Out of Scope
    - Test Design
    - Features (in regression)
    - Configurations
  - Areas of extra focus
    - Quality Boost
    - Targeted Regression

- Risks/Constraints
- QA Milestones
- Environments/Configurations

Test Status
- Test case execution status
- Defect close rate
- Defect open rate
- Areas of risk/concern
- Blocking issues

Escalations ✓
- Create test case for escalations

Metrics ✓
- Defect trends and origins
- Escalation trends
- Defect and escalation density
- Test execution status
- Test automation coverage
- Defect removal efficiency

Types of testing ✓
- Security
- performance
- stress
- load
- Integration
- Functional
  - Positive testing
  - Negative testing
- System
- Install
  - New install
  - Upgrade
  - Uninstall
  - Auto-update
- recovery/failover
- compatibility
- Licensing
- Final QA Regression — Acceptance testing
- Regression
- Smoke
- Longevity
- I18N - Internationalization
- L10N - Localization
- Configuration

Test Deck
- Targeted Regression
- Regression
- Final Regression
- BV
- Installs
- New Features

Continuous Improvement Activities
- Group Lead meetings
- Retros
- Exploratory testing

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CHILD AND SIBLING NODES



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ADDING NOTES

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LET'S MAKE A MIND MAP

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LET'S MAKE A MIND MAP – WITHOUT A TOOL

- Think of your general main theme and write that down in the center of the page. i.e. Time Management
- Figure out sub-themes of your main concept and draw branches to them from the center, beginning to look like a spider web i.e. Personal, Work, Activities, Family , Interests/Hobbies, Health/Fitness
- Make sure to use very short phrases or even single words
- Add images to invoke thought or get the message across better
- Try to think of at least two main points for each sub-theme you created and create branches out to those
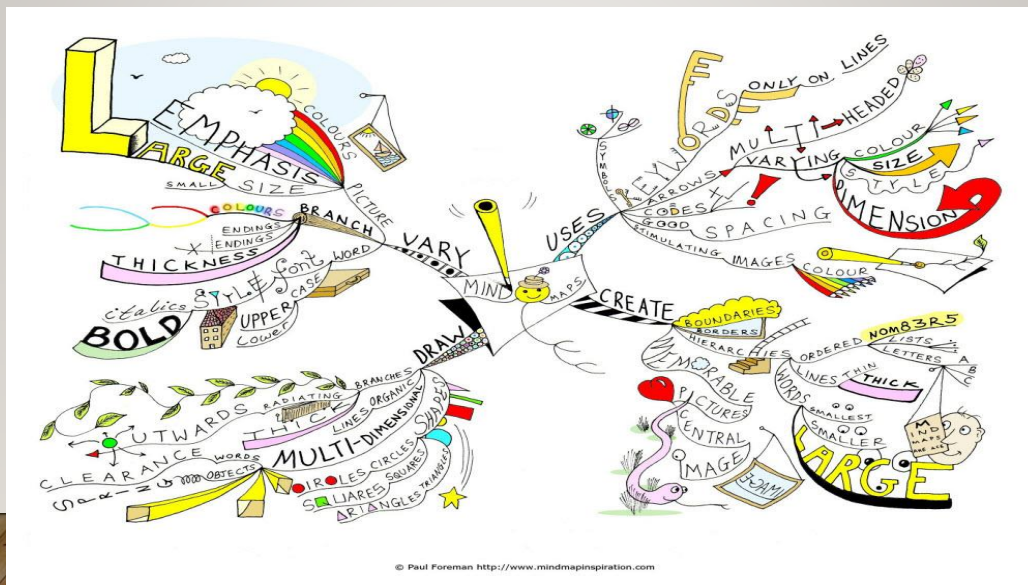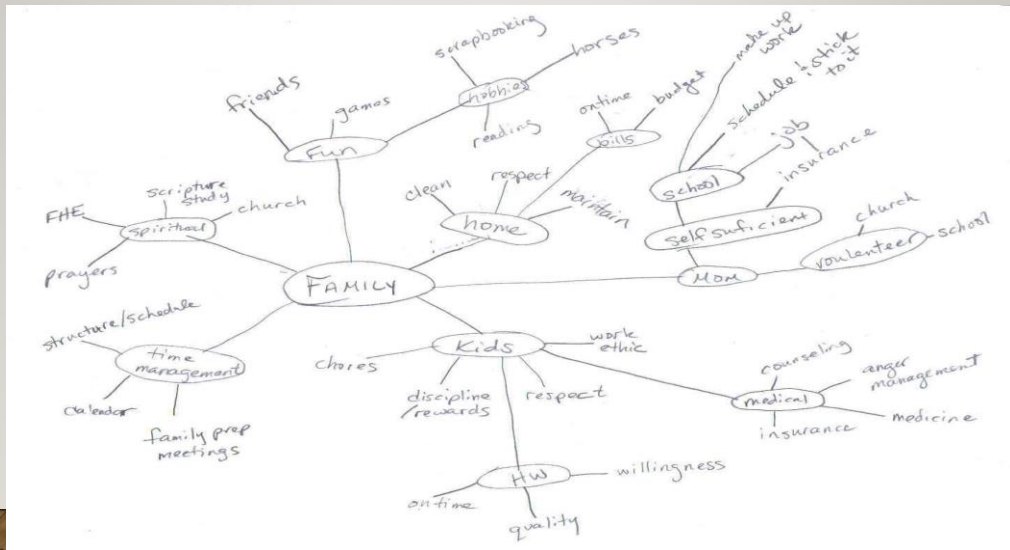
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SAMPLE

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SAMPLE

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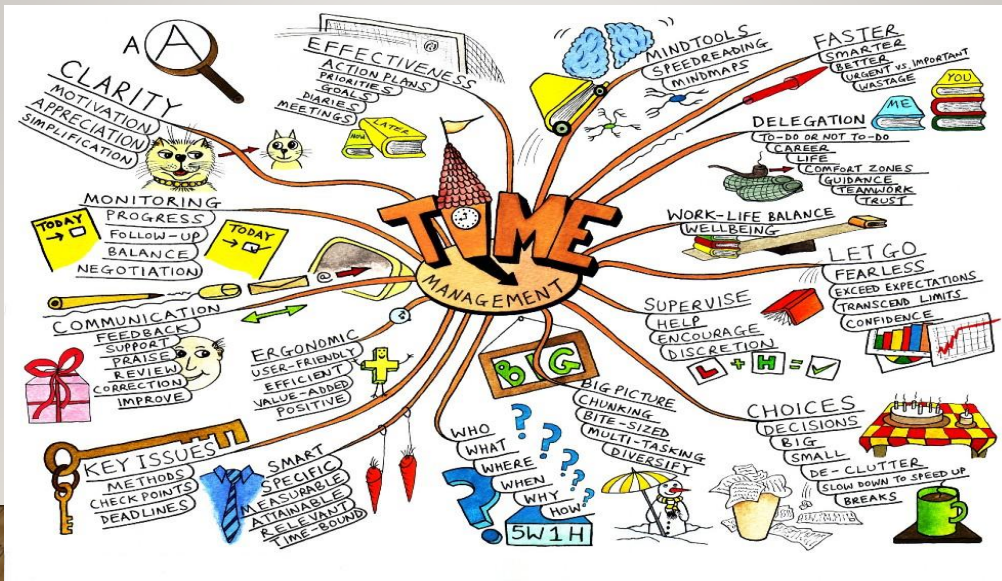
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DIFFERENT VERSION

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HOW TO DOWNLOAD FREEMIND

_____

- Go to http://freemind.sourceforge.net/

- **for Mac users please (control+click > open) on the icon to open if it prevents you from opening initially

- Must have Java Runtime Environment 1.6 or later

- If you are blocked try:

https://freemind.en.softonic.com/download

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HOW TO DOWNLOAD SIMPLEMIND (MOBILE APPS)

- SimpleMind Free - Intuitive Mind Mapping
  - Android go t:
    https://play.google.com/store/apps/details?id=com.modelmakertools.simplemindfree&hl=en&rd id=com.modelmakertools.simplemindfree
  - Will read/write .mm file formats
- SimpleMind Lite - Mind Mapping
  - iPhone go to:
- https://itunes.apple.com/us/app/simplemind-lite-mind-mapping/id439654198?mt=12
- Will read/write .mm file formats

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TEAM MIND MAPPING USING YOUR TOPICS

- Pick a table topic with your team at your table and write it on a post it note to bring to the front
- Use one of these: (Write it on a post it note)
  - Planning a testing effort (for a project or iteration)
  - Scoping deliverables / tasks or user stories / tasks
  - Identifying acceptance criteria for a user story
  - Breaking down acceptance criteria into test scenarios/test cases
  - Identifying a solution for a project / user story
  - Identifying project and/or test risks
  - Identifying and engaging stakeholders
- Open space ideas using post it notes write a topic on the post it and put it on the flip chart in the front on which one you want to work on

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YOUR TURN!

Team of at least 2 people and no more than 3…if you accept this mission you could win

Topic Options:

- Selected by all of you

Ready to give it a try?

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10 MINUTES TO CREATE

- Table topic

- Central theme and radiating from center or left to right

- Pictures are great, words, short phrases

- You have approximately 10 minutes

- Team captain assigned to report back

Music Credit:
Deep Space by Audionautix is licensed under a Creative Commons Attribution license (https://creativecommons.org/licenses/by/4.0/)
Artist: http://audionautix.com/

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TEAM VERSUS INDIVIDUAL WHAT WAS
THE DIFFERENCE

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HOW CAN YOU USE THIS IN YOUR ORGANIZATIONS

What can you do in your organizations

How can this be utilized

What are the benefits

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PERCEPTION

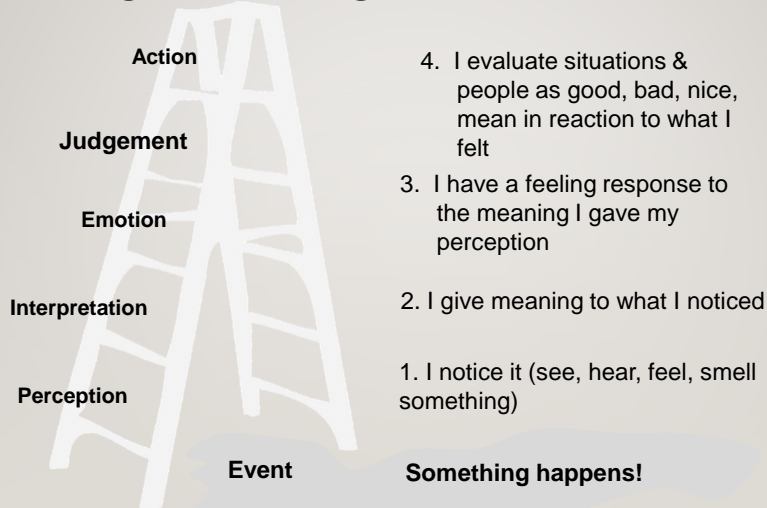### The mind interprets patterns based on past experience – or on patterns it already knows

News Flash: Cmabrigde Uinervtisy Rscheearch

Aoccdrnig to a rscheearch at Cmabrigde Uinervtisy, it deosn't mttaer in waht oredr the ltteers in a wrod are, the olny iprmoetnt tihng is taht the frist and lsat ltteer be at the rghit pclae. The rset can be a taotl mses and you can sitll raed it wouthit porbelm. Tihs is bcuseae the huamn mnid deos not raed ervey lteter by istlef but the wrod as a wlohe.

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LADDER OF INFERENCE

Action

Judgement

Emotion

Interpretation

Perception

Event

4. I evaluate situations & people as good, bad, nice, mean in reaction to what I felt

3. I have a feeling response to the meaning I gave my perception

2. I give meaning to what I noticed

1. I notice it (see, hear, feel, smell something)

Something happens!

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M OST

R ESPECTFUL

I NTERPRETATION

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ICEBERG MODEL

Environment

Behaviour

Capability
Judgement
Skills
Knowledge

Beliefs & Values

Identity & Purpose

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Only **4%** of problems are known to top managers

9% of problems are known to middle management

74% of problems are known to supervisors

96% of problems are *not* known to top managers

100% of problems are known to front-line employees
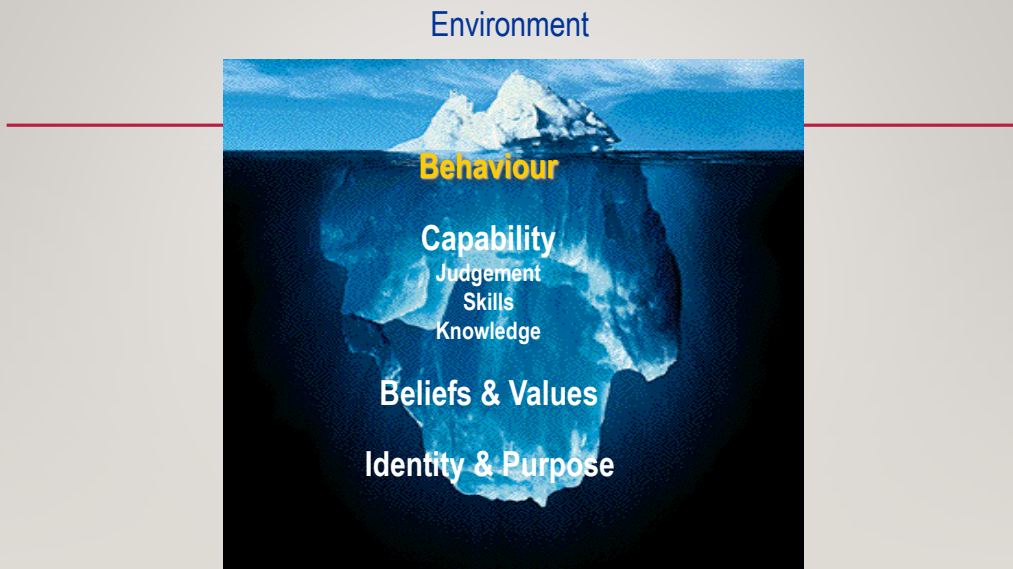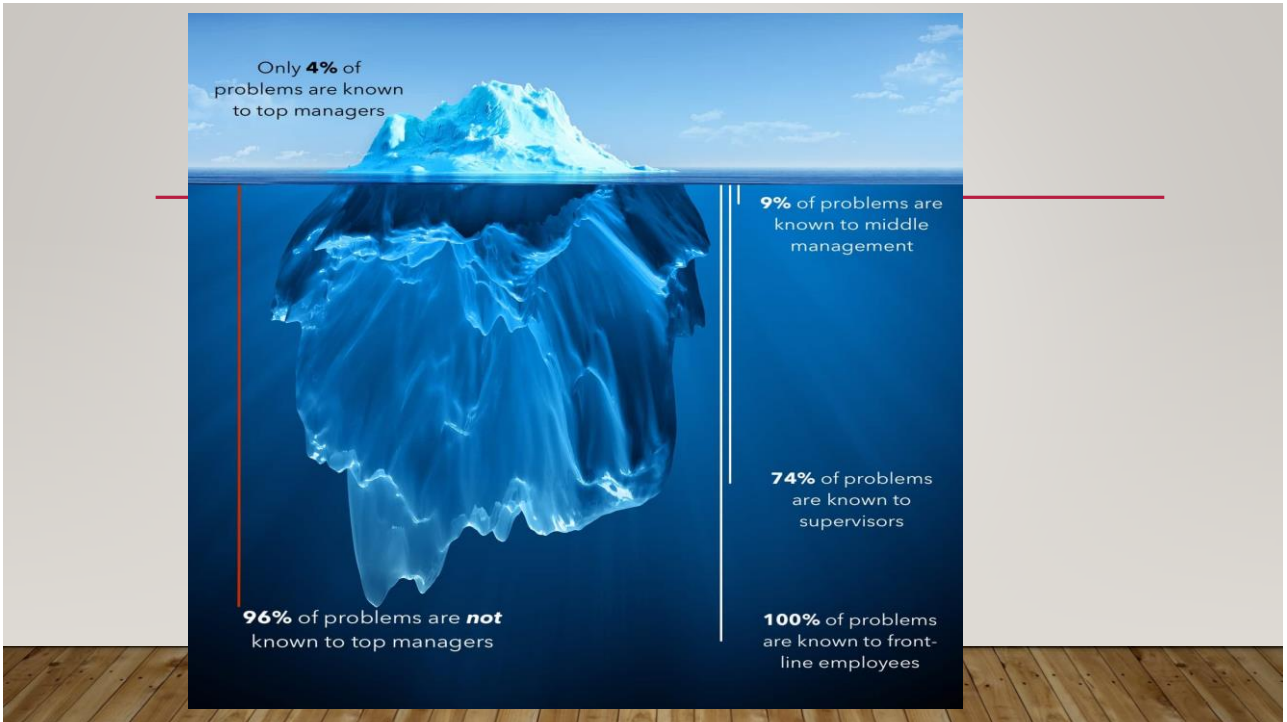
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INTERPERSONAL COMMUNICATION

According to Albert Mehrabian:

- 7% Words - Literal
- 38% Tone of Voice - Interpretation
- 55% Context, Body Language - Interpretation
- In other words…

**Communication is 7% about WHAT you say
and 93% about WHO you say it to!**

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COMMUNICATING IN COLOR

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cheerful   reflective   concise   challenging   caring   assertive

enthusiastic   determined   firm   factual   well-argued   reliable

accommodating   objective   active   steady   fun   sensitive

accurate   tactful   driving   constant   structured   harmonious

strong-willed   purposeful   convincing   cautious   calculating   amenable

persuasive   patient   influencing   diplomatic   logical   sociable

outgoing   courageous   co-operative   forceful   conventional   optimistic

mobile   friendly   stable   consistent   decisive   correct

loyal   calm   daring   analytical   engaging

impulsive   realistic   exact

Page 12

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loyal   calm   daring   analytical   engaging

impulsive   realistic   exact

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COLOR WORKSHEET

- Circle as many words on the paper that describe you
- Can circle as many as you want or as few as you want
- Circle only the words that describe you or you would use to describe you
- Count up how many of each color

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LET'S TALK COLORS

Do it RIGHT

Do it NOW

Do it HARMON-IOUSLY

Do it TOGETHER

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5 BEST BOOKS ON BODY LANGUAGE

- The definitive book on body language
- You say more than you think
- Unmasking the face
- The power of body language
- What every BODY is saying – Ex FBI agent

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