



ELLE WILSON

- Project Case Studies & Portfolio -

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ABOUT ME

I'm Elle Wilson, Certified Scrum Master and Technical Project Manager who works with remote teams in web, email, and mobile.

I've worn many hats, all of which can be summarized as being the bridge between stakeholders and dev teams in improving processes, creating solutions to increase work production, and launching great products and campaigns.

I believe agile frameworks can be applied to not just engineering production cycles, but also in other organizational areas where projects can be ambiguous in the beginning, volatile, and complex. Projects outlined in my portfolio showcase the outcomes of the work I led where either myself or my team has used an agile framework to achieve production goals. This includes projects in a variety of areas such as web development, marketing, email production, and creative design.

I welcome opportunities to chat in detail about your projects and how I can help you succeed.



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[linkedin.com/in/ewilson110](https://www.linkedin.com/in/ewilson110)



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My Areas of Focus

- Website launches and management
- Email and mobile marketing campaigns
- CMS migrations and platform management
- Online product launches

What I Do

- Facilitate daily standups, Sprint planning, Sprint review, retrospectives, and other project planning meetings
- Manage project tools, platforms, processes, and documents
- Lead execution of project phases
- Work with team members to improve production processes and create new ones
- Coach and train on Agile values, principles, and methodologies

My Certifications

- Certified Scrum Master (CSM®)
- Jira Cloud Project Management

SKILLS & CERTIFICATIONS



TRANSITIONING TO SCRUM

My background as a web coordinator, web developer, and CMS manager placed me on teams where we used one or more Agile frameworks during the production cycle. I was fortunate that my team at Madison Reed trusted me to lead our transition to using Agile frameworks for marketing based on this past experience.

After starting from scratch with Lean on a department-level, moving to Kanban for creative collaboration, and implementing aspects of XP such as pair programming, our team decided to trial run Scrum with our first Sprint 0 in November 2021. By January 2022, we had fully committed to the process, migrating to Jira to help manage our Sprints.

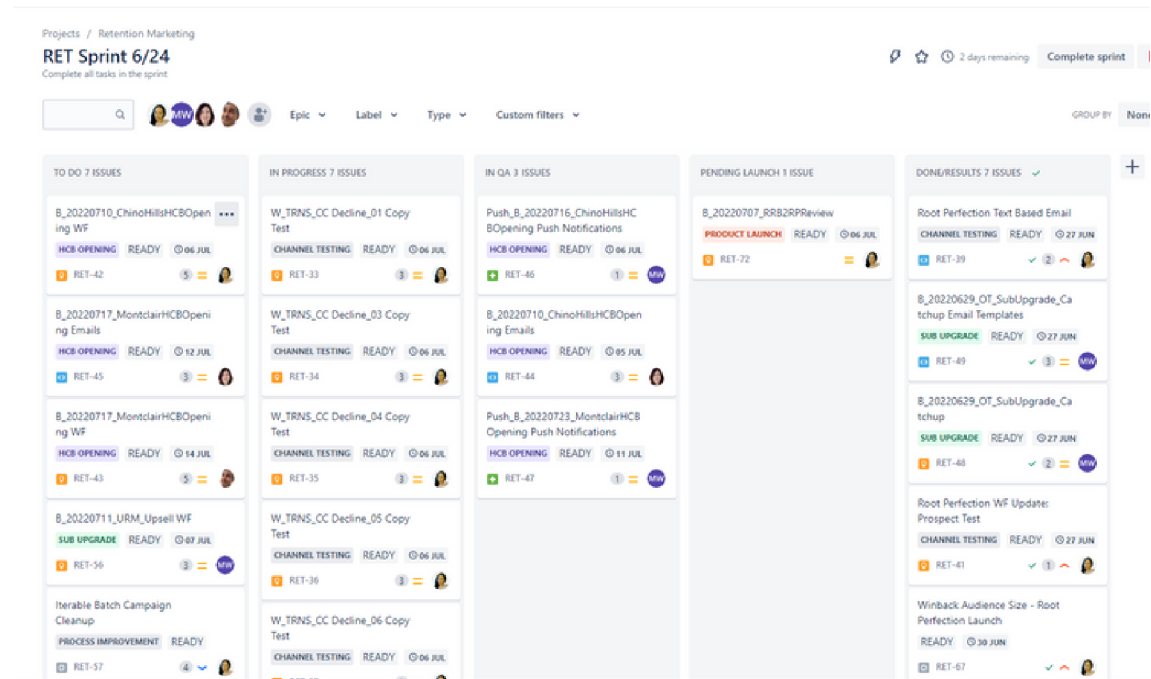
The next few slides go over the case study for the transition and details the two phases of this project.

CASE STUDY: TEAM TRANSITION TO SCRUM

Overview

Goal: Fully commit to using an Agile framework as the Retention team's production process

My Role: Coached the team on adopting an Agile mindset, trained Marketing Automation Specialists, Lifecycle Managers, and contractors on Scrum, and led transition from a 1-week production cycle to a 2-week Sprint cycle.



Organizational Impediments

- Increasing time for development without cutting scope or missing launch deadlines
- Lack of communication from Lifecycle Marketing Managers during development about changes to a project or campaign
- Inadequate training on stages within a Sprint, Scrum team roles, and populating the project backlog

PROJECT: TEAM TRANSITION TO SCRUM

Pilot Project

Sprint 0: 2021 Black Friday Cyber Monday Promo

Preparation

The Retention team was already conducting Daily Standups virtually where they listed their top priorities for the day and any impediments in our team huddles. To address breakdowns in communication, we clearly defined Scrum roles suitable for our team: Lifecycle Managers as Product Owners, the Lead Developer (me) as the Scrum Master, and Marketing Automation Specialists and contractors as the Dev team. I onboarded new team members, training on Scrum, Sprint Planning, QA, and what to expect in Sprint Review and Retrospectives.

Inspect and Adapt

Scope creep was an ongoing concern, so I coached Lifecycle Managers on how to write effective user stories in the project descriptions and began hosting weekly Backlog Refinement sessions with them.

Measure, Assess, Adjust

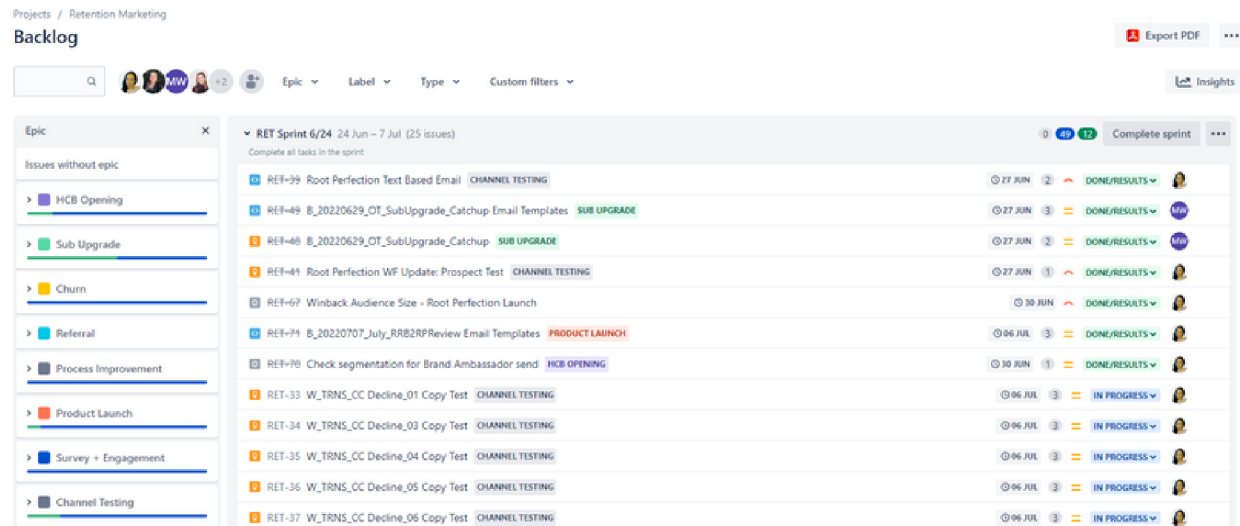
Originally, Sprint 0 was to be 3 weeks, but we lost a week of production due to scheduling conflicts around the holidays. I tracked story points assigned per Dev team member and worked with collaborative partners to streamline QA and review. We launched the promos on time, earning over \$238K in revenue and contributing to 26% of gross holiday earnings.

CASE STUDY: TEAM MIGRATION TO JIRA

Overview

Goal: Move from a Kanban-style platform to one suitable for any Agile framework.

My Role: Built the team's Scrum board, automate it for reporting, and train our Dev team on how to use it within our Sprints



Organizational Impediments

- Buy-in needed from Stakeholders within the Marketing department who were expected to contribute information needed to write effective user stories
- Collaboration partners used other platforms outside of the Atlassian catalog of products we contracted with (Jira, Confluence, Bitbucket)
- Responsibility of administering projects in Jira required additional resources and training
- No documentation on how the team would handle story point estimation, tracking frequent iterations in workflow builds, and reporting burndown and velocity charts

PROJECT: TEAM MIGRATION TO JIRA

Pilot Project

Jira Service Management Setup

Preparation

The Retention Team had been using a Kanban-style board in Trello and agreed that Jira had all additional features needed for collaboration. Several 1:1 sessions to get buy-in and multiple trainings on the platform were conducted. I collaborated with the company's Senior CSM to fine-tune our setup based on feedback I received in these sessions in ensuring the platform migration would be seamless.

Inspect and Adapt

Methods were outlined for backlog items prioritization, story-pointing, communicating with stakeholders about project progress, and tracking team capacity and velocity for more accurate time estimation. I integrated the Jira Scrum board with Confluence for documenting processes, Sprint summaries, and burndown charts to make these accessible by Scrum team members, department Stakeholders, and Organizational Leaders.

Measure, Assess and Adjust

The Jira Migration was completed April 2021. Out of the 68 story points given per 2-week Sprint, we carry a average burndown between 61-64. We also increased our completion rate from 78% to 97% since the migration.

A large orange triangle is positioned in the top-left corner of the slide, pointing towards the bottom-right. Below it, a large teal circle is partially visible, overlapping the bottom edge of the orange triangle.

IMPROVING TEAM PROCESS

What went wrong in this sprint? is a popular question asked during Sprint retros and one of my favorites. It allows me to listen to feedback, identify impediments, and think of ways we can either modify our process or implement new agile ones for more sustainable development.

The next few slides highlight new processes I created with 3 goals in mind:

- 1. Implement changes using feedback collected**
- 2. Address and remove impediments in productivity**
- 3. Increase work efficiency**

The most important step in these type of projects is making sure the team I work with feels comfortable with improvements. I do so by being responsible for effectively training team members, creating documentation for them to reference, tracking progress over trial runs, and observing how process changes affect production over time.

PROJECT: QA + TESTING PROTOCOL

Overview

Goal: Decrease the error rate in automated workflow builds and template code prior to deployment by creating a new QA protocol that addresses more complex builds.

My Role: Created new protocols for each marketing channel used in production, wrote and automated standard tests used for campaign launches in Jira, and trained team members on the new protocol for reviewing builds before launch.

Outcomes

The QA completion rate increased from 65% to 98% since the new protocol was released. Error rate on automated workflows reduced to 3% or less on average down from 8%.

Summary	v1.0	v1.1	v2.0
Testing at the Speed of Agile	18 4 1 1 4	BLOCKED	
Structure ALM Suite	18 4 1 1 4	BLOCKED	
Structure.Testy Extension	4 1 1 4	BLOCKED	
Fast Testing Extension for Structure	1 4 1 1	BLOCKED	
Make it easy to create test runs	PASSED	PASSED	
API for integration with automated testing b...		BLOCKED	PASSE
Test case issues must be reusable	PASSED	PASSED	FAILE
Aggregate test results	PASSED	PASSED	BLOCK
Allow custom statuses	SKIPPED	PASSED	SKIPP
Easily compare results of previous test run...	PASSED	PASSED	NONE
Add comments to results	BLOCKED	PASSED	READY FOR
Structure.Testy User Documentation	4	NEEDS UPDATE	DRAF
Create a new test run in seconds	PUBLISHED	DRAFT	NEEDS UP
Consolidate manual and automated test re...	PUBLISHED	NEEDS UPDATE	PUBLIS
Compare historical results side by side	PUBLISHED	READY FOR REVIEW	

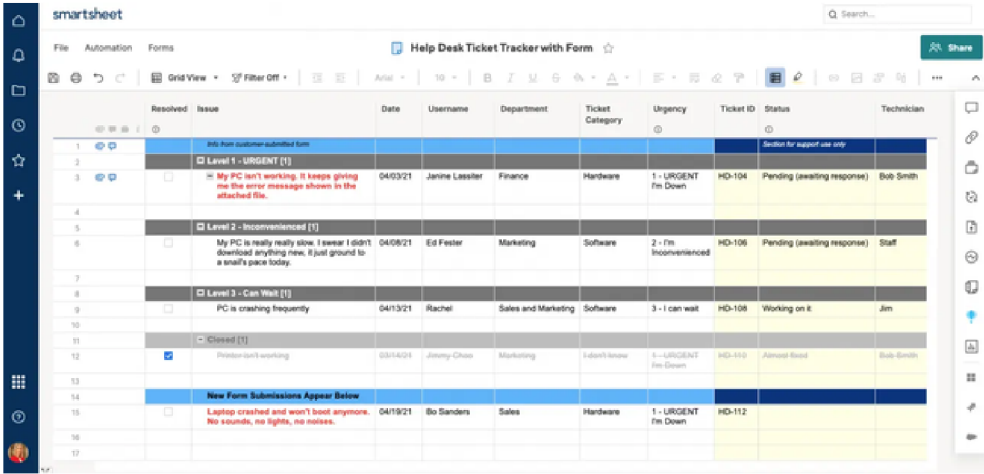
- Confirm UTM tracking matches template name
- Confirm Enable custom link parameters is checked
- Confirm csa is set to {{cipherid}}
- Confirm Convert CSS styles from the <head> element into inline style attributes is checked
- Confirm logo, nav, and footer snippets are added to the template
- Confirm copy, images, and links match creative assets in desktop
- Confirm copy, images, and links match creative assets in mobile
- Confirm copy, images, and links match creative assets for desktop match in landscape mode
- Confirm Alt tags on all images
- Confirm ALL links navigate to correct landing page (mobile app and web)
- Confirm all promos attach as expected (mobile app and web)
- Confirm Terms & Conditions are included for all promos
- Confirm dynamic data populates as expected (if applicable)
- Proofs sent to Approvers for copy-proofing
- Confirm template name is based on naming convention
- SMS message is prefaced with MADISON REED: before copy begins
- UTM parameters for source, medium, campaign name, and campaign id are set
- Confirm promotions attach to shopping cart in mobile web and mobile app
- CTA link navigates to the correct mobile page (proof test)
- Proofs sent to approver(s)
- Confirm templates have been added to the WF
- WF send trigger test performed by dev
- Confirm dynamic tags for campaign name and campaign id are working correctly

PROJECT: ASCENSION HEALTHCARE WEB TICKET MANAGEMENT SYSTEM

Overview

Goal: Speed up the response time for handling new web page requests to support the company's CMS migration.

My Role: Created an in-house ticketing system for documenting web page request submissions and trained Web team on how to use it.



Resolved	Issue	Date	Username	Department	Ticket Category	Urgency	Ticket ID	Status	Technician
	Hi from customer-submitted form							Section for support use only	
	Level 1 - URGENT (1)								
	My PC isn't working. It keeps giving me the error message shown in the attached file.	04/03/21	Janine Lassler	Finance	Hardware	1 - URGENT File Down	HD-104	Pending (awaiting response)	Bob Smith
	Level 2 - Inconvenienced (1)								
	My PC is really really slow. I swear I didn't download anything new. It just ground to a snail's pace today.	04/08/21	Ed Fester	Marketing	Software	2 - I'm Inconvenienced	HD-106	Pending (awaiting response)	Staff
	Level 3 - Can Wait (1)								
	PC is crashing frequently	04/13/21	Rachel	Sales and Marketing	Software	3 - I can wait	HD-108	Working on it	Jim
	Closed (1)								
	Printer isn't working	03/14/21	Jimmy Chao	Marketing	I don't know	0 - URGENT File Down	HD-110	Almost fixed	Bob Smith
	New Form Submissions Appear Below								
	Laptop crashed and won't boot anymore. No sounds, no lights, no noises.	04/19/21	Bo Sanders	Sales	Hardware	1 - URGENT File Down	HD-112		

Using Smartsheet software, I created a web form that records web page requests and automatically assigns a web coordinator to the request upon being submitted. The form records the request and the assigned web coordinator in a single web sheet. After training the Web team, we were able to launch with the new system in Summer 2019.

Outcomes

Response time on completed requests was reduced from 1 month or more to less than 10 days on average.

CREATING NEW SYSTEMS

Agile is useful because it provides frameworks for delivering value in industries with high degrees of uncertainty, risk, and competition — like Marketing!

In Retention Marketing specifically, keeping customer churn rate low is crucial, requiring strategy to build loyalty throughout the customer lifecycle. It's not enough for teams to have stellar digital assets to use in marketing, they must also create systems where continuous change is expected.

The following case study goes over Email Modular Design (EMD) systems I created for two companies and showcases the companies' use of several SAFe Lean-Agile Principles.

The systems allowed for frequent iterations of design while reducing time and resource costs, helping these companies to prioritize strategy in an ever-changing industry.

CASE STUDY: 4 SAFe LEAN-AGILE PRINCIPLES USED IN EMD SYSTEM CREATION

Taking an economic view

Goal: Delivering the best value in email marketing using the shortest, most efficient time. This required a system teams could use that could be scaled without increasing operation and development costs. I created email modular design systems to address that need.

Applying systems thinking

Email modular design is the method of creating a system of self-contained, reusable modules for developing custom email templates. Modules can be assembled and rearranged to build a variety of templates.

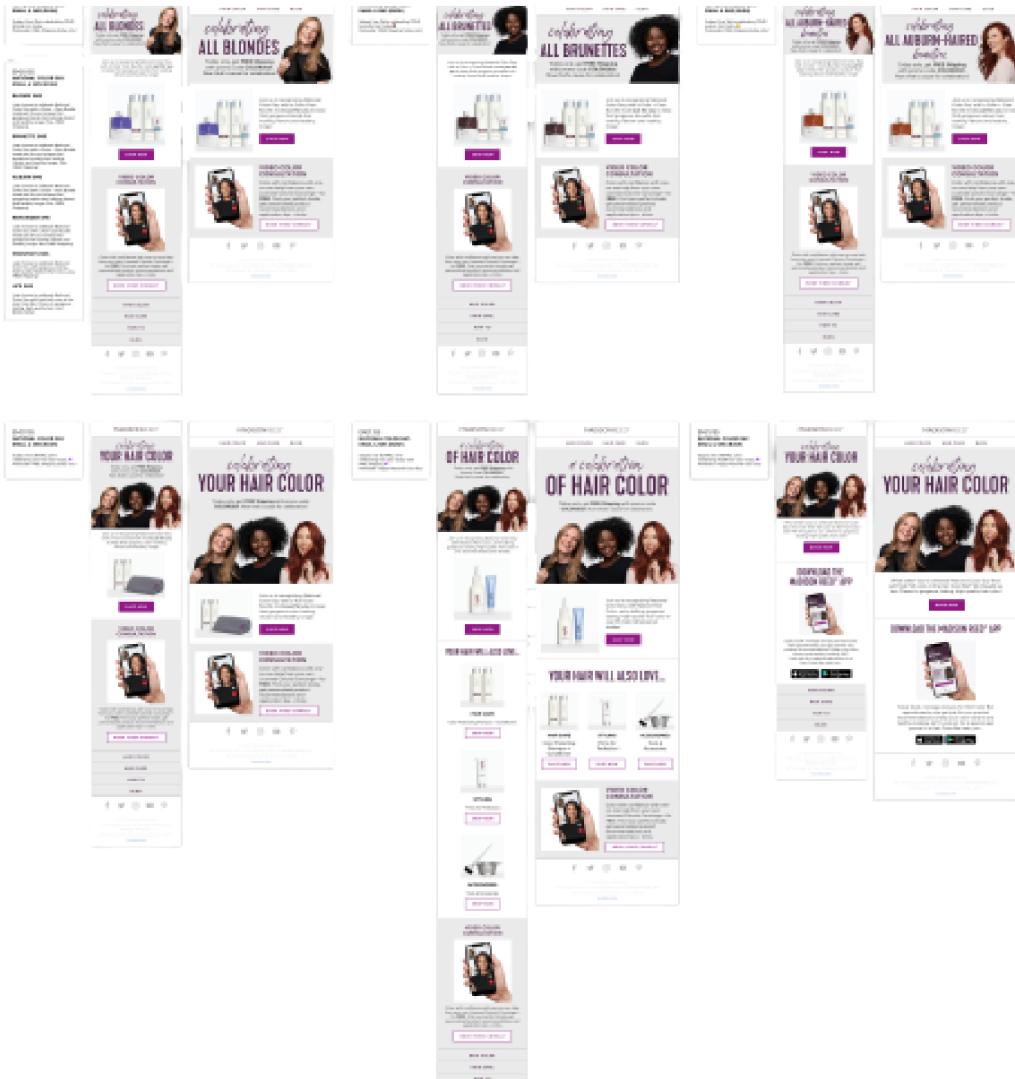
Building incrementally with fast, integrated learning cycles

Teams use EMD systems because it allows templates to be built or rebuilt quickly and on demand while staying consistent with the company's brand.

Organizing around value

EMD systems also allow for time better spent strategizing, experimenting, optimizing, and innovating unique value for the customer.

PROJECT: MADISON REED EMD SYSTEM



Overview

- My Role: Created a 20-module and component system for promotional and transactional emails in lifecycle workflows
- System houses code component library, design pattern and style guidelines, and developer docs

Outcomes

- Reduced time spent on email development from a 4-day turnaround to same day
- Saved money used on contracting out design and coding services
- Improved brand consistency and scalability

PROJECT: CLASSPASS EMD SYSTEM

classpass

As we adapt to a changing industry, we're making changes to protect your business in a post-COVID world. This includes discontinuing our premium pricing product and recommending the use of SmartRate.

SmartRate, a dynamic pricing tool designed to maximize your revenue, analyzes your fit history and current demand to provide optimal pricing, with variable pricing that's always at or above your network rate.

Here's how it works:

SmartRate analyzes your demand by class, dynamically adjusting credit pricing.

Changing less for lower-demand spots, and more for popular ones

Helping you to fill more spots and earn more overall!

8 credits vs. **4 credits**
8pm yoga vs. 12pm yoga

Your overall inventory will not change — you will continue to manually set spots in your dashboard, but your previously allocated premium inventory will now be moved into your overall inventory allocation, and you will only see dynamic pricing based on demand if you enable SmartRate.

Interested in learning more about SmartRate? Speak to an AM [here](#)

Ready to start earning more?*

[Enable SmartRate](#)

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*ClassPass does not make any guarantees regarding rates, payments, revenue, spots, or reservations. Results will vary.

classpass

attract clients with offers they can't miss

Here's how CalendarSync works:

- Manage your availability on your scheduling platform as you typically do
- Critical step! If your booking software supports Google Calendar, ensure that you have set up Google Calendar syncing from your main platform. Find out how to do so here.
- Link your ClassPass preferences to an iCal or GoogleCal link provided by your scheduling platform.
- CalendarSync reads the data from your calendar and automatically books time in your ClassPass partner dashboard if you have a direct appointment, eliminating duplicate work.
- For best results, we recommend offering full business hours and blocking time only when you're booked directly. Also, ensure your ClassPass practitioner and/or equipment availability matches your main platform.

Start saving time and turn on CalendarSync TODAY!

- Navigate to **Upcoming Appointments** in your ClassPass partner dashboard.
- Click **Manage CalendarSync**.
- For Google Calendar supported platforms, you will be asked to log in with the Google account used with your booking platform and grant ClassPass access to read events from your calendar. Once permission is granted, you will be able to select the practitioner's Google Calendar from a drop-down.
- For iCal-supported platforms, you will see a list of your existing practitioners & equipment and a field to input the iCal for each.

Ready to save time?*

[Turn on CalendarSync](#)

Need more info? Contact an AM [here](#)

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classpass

Hi there

Your time is precious, so we created a new feature just for you! By turning on CalendarSync, updates made to your scheduling platform will automatically be applied to your ClassPass partner dashboard, eliminating the need to make updates in multiple places.

Your time is precious, so we created a new feature just for you! By turning on CalendarSync, updates made to your scheduling platform will automatically be applied to your ClassPass partner dashboard, eliminating the need to make updates in multiple places.

Your scheduling platform

Monday	Your ClassPass availability
6-7 am	6-7 am
7-8 am	7-8 am
8-9 am	8-9 am
9-10 am	9-10 am
10-11 am	10-11 am
11-12 pm	11-12 pm

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Overview

- **My Role:** Created a 16-module and 10-template system for promotional emails placed in B2B partner and mobile app lifecycle workflows
- System houses code component library, templates, and style guidelines

Outcomes

- Reduced time spent on email development from 1 week turnaround to 48 hours
- 30% increase in email engagement

AGILE PROJECT MANAGEMENT

TOOLS I USE

Due to the collaborative nature of my work, choosing the best tool for both the project and team is important. Tools I like to use to manage projects and execute include:



Asana for roadmap hosting, project planning, and campaign briefing



Trello for creative briefing, design review, and deliverables



Jira for scrum board management, backlog handling, sprint planning



Confluence for documentation, training, QA and reporting on test results



Smartsheet for IT ticket handling and crossfunctional team collaboration



AirTable for smart data handling and querying



Miro for visual white boarding and process mapping

LET'S WORK TOGETHER

The best way to get started working with me is by scheduling a discovery call:

calendly.com/ellegetsitdone

Feel free to also say hi via email:

hello@ellegetsitdone.com

