PRODUCT OWNER ACTION PLAN

How am I doing with the Scrum Team?

1. Create and Maintain an ordered Product Backlog
2. Have Sprint-ready Product Backlog items in the Product Backlog for the next 1-2 sprints?
3. Is business value defined and assigned to the Product Backlog items?
4. Scrum Team is clear on the Product Goal
5. Create a Sprint Goal in the Sprint Planning that represents the Product Increment that will be delivered by the Scrum Team at the end of the Sprint?
6. The Scrum Team delivers something of high quality and value each Sprint?
7. Understand technical debt and the importance of avoiding it and addressing it?
8. Facilitate regular Product Backlog Refinement so the Scrum Team has a clear understanding of the Priority Backlog Items
9. Attend Sprint Planning
10. Attend Daily Scrum Meeting
11. Attend Sprint Review and invite Stakeholders for their feedback and address feedback items appropriately
12. Attend Retrospective
13. Participate in the creation of a Working Agreement
14. Participate in the creation of a Definition of Ready—not core Scrum
15. Participate in the creation of a Definition of Done
16. Set up regular check-ins with the Scrum Master
17. Set up regular check-ins with Team Members

How am I doing with my Stakeholders?

1. Take time to sit with the customers/business Stakeholders/Team to learn more about the Product
2. Understand the User Roles and Personas of my Product
3. Understand Story Mapping and other brainstorming techniques
4. Facilitate and create a Product Vision
5. Facilitate and Create a Product Roadmap
6. Is the Product Goal clearly defined and communicated to the Scrum Team and the Stakeholders?
7. Facilitating regular Stakeholder sessions?
8. Product Backlog is accessible and visible to Stakeholders so they have transparency into what's coming in the Product?
9. Do I have the right Stakeholders in the Sprint Review and giving feedback?
10. Do my Stakeholders know what the Definition of Done is and what it means?
11. Hold a release planning session (if needed)
12. Create and Maintain the Release Plan and Release Burndown
13. Set up regular check-ins with Business stakeholder and other leaders

General

1. Does the Organization respect/trust me to make decisions about the Product Backlog and what's in the Product (Am I empowered?)
2. Am I available to my team when they have questions?
3. Am I knowledgeable about the Product?
4. Am I accountable for delivery of the highest priority items first
5. Have I connected with other Product Owners recently?
6. Take time an hour in a day to reflect on what you can improve
7. Participate in Product Owner CoP