Agile Team Responsibilities – Project Overview

# 1. Product Owner – Nia

Main Focus: Product direction, backlog, business value, stakeholder communication  
  
Responsibilities:  
- Create and own the Product Backlog  
- Write clear User Stories with acceptance criteria  
- Prioritize features based on value and urgency  
- Define and communicate the Product Vision  
- Set Sprint Goals with the team  
- Accept or reject completed work (based on Done Definition)  
- Collect feedback from users/stakeholders  
- Coordinate external communications, client updates, and expectations  
- Manage scope changes and new requests  
- Track high-level timelines, roadmap, and deliverables  
- Approve release plans and product launch timing

# 2. Scrum Master – Kinfe

Main Focus: Team process, flow, facilitation, removing blockers, guiding Agile practice  
  
Responsibilities:  
- Facilitate Daily Scrums, Sprint Planning, Review, Retrospective  
- Coach the team on Scrum practices and values  
- Remove blockers or impediments to progress  
- Protect the team from outside interruptions  
- Support continuous improvement (team performance, quality)  
- Help refine backlog items during grooming sessions  
- Organize and update Sprint Boards (Jira/Trello/etc.)  
- Monitor team velocity and capacity  
- Track and communicate internal progress and metrics  
- Support PO with delivery planning and timelines

# 3. Developers- Ermias and Haile

Main Focus: Build, test, and deliver working product increments  
  
Responsibilities:  
- Participate in Sprint Planning and commit to work  
- Break user stories into development tasks  
- Estimate effort (e.g., Story Points)  
- Write, test, and deploy code  
- Attend Daily Standups and update progress  
- Demo their work during Sprint Reviews  
- Identify blockers and ask for help early  
- Contribute ideas during Retrospectives

# 4. PM Task Responsibility Split

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| Project Manager Task | Assigned To |
| Define scope and priorities | Nia (PO) |
| Maintain roadmap & delivery plan | Nia (PO) |
| Track internal progress (sprints) | Kinfe (Scrum Master) |
| Track external milestones/timeline | Nia (PO) |
| Remove team blockers | Kinfe (Scrum Master) |
| Status reporting (clients/stakeholders) | Nia (PO) |
| Organize and run Scrum ceremonies | Kinfe (Scrum Master) |
| Backlog grooming | Nia + Kinfe |
| Quality & process improvement | Kinfe (Scrum Master) |
| Coordinate team communication | Kinfe (Scrum Master) |
| Coordinate client/business needs | Nia (PO) |