

# SCRUM PRODUCT OWNER CHEAT SHEET

This cheat sheet provides a quick list of the actions a Scrum Product Owner performs.

## EVERY DAY

Do these things every day.

### Start of Day

1. Look at the Burndown chart for this Sprint of your project.
  - a. If you have any concerns about progress, follow up with the ScrumMaster.

### During the Day

1. Assist Team members to resolve issues, as needed.
  - a. Clarify requirements, answer questions
2. Review the implementation of each Sprint Backlog Item as early as possible (during implementation), to confirm that the results are as desired. If they are not
  - a. Decide whether changes should be made now, or if it is preferable to defer them to a future Sprint
  - b. If the latter, write a new Story about the changes
3. Write User Stories to address future requirements
  - a. Work with Team members to clarify requirements and resolve issues you encounter in writing requirements
4. Write Epics to address future functional requirements too big to fit in a User Story
  - a. Create each Epic
  - b. Decompose the Epic by adding child Stories or child Epics to it.
5. Write Defects for any bugs you find
6. Attend the Daily Scrum meeting if you and the Team believe this is a productive thing to do.
  - a. Listen to answers to the standard three questions
  - b. Identify any follow-up actions you need to perform
  - c. Provide any additional information the Team should know

## TO PREPARE FOR THE NEXT SPRINT PLANNING MEETING

Prepare the Product Backlog before the next scheduled Sprint Planning meeting, through Backlog Grooming meetings. These meetings are commonly held three times per Sprint.

1. Collect a set of draft Backlog Items and Epics you want the Team to review, and supply to the Team before the first Backlog Grooming meeting. Rank the subset of Backlog Items

that you want the Team to implement in the next one or two Sprints.

- a. Drive ranking primarily by value, but also consider risk, penalties for failing to satisfy mandated requirements, and other relevant factors
- b. Include dependencies in the ranking.

2. In the first Backlog Grooming meeting, answer questions and collect feedback from the Team. Identify new Stories that should be written to fill 'holes,' including Technical Stories that the Team must write and implement to enable implementation of your User Stories.

After the meeting,

- a. Revise Epics and User Stories per Team feedback, and supply to the Team before the next Backlog Grooming meeting.
- b. Team Members will write any Technical Stories required.

3. In the second Backlog Grooming meeting, answer questions and collect feedback from the Team during the review of the updated set of Backlog Items. Work with Team to define ranking of the Backlog Items, based on value and dependencies. Identify any further revisions required.

- a. Revise Epics and User Stories per Team feedback, and supply to the Team before the next Backlog Grooming meeting.
- b. Team Members will revise Technical Stories, as needed.

4. In the third Backlog Grooming meeting, review revisions and finalize the Backlog Items and their ranking.

## **IN THE SPRINT PLANNING MEETING**

Work with the Team and ScrumMaster to make the planning meeting productive. Product Owners must attend Sprint Planning meetings.

1. Answer questions to clarify requirements or resolve issues that affect implementation and estimation.
2. Update title and description of Backlog Items to reflect improved understanding, if needed.
3. If desired, revise ranking of reviewed items to make more efficient use of Sprint's capacity (e.g., to fill the Sprint if there would otherwise be unused capacity).

## **IN THE SPRINT REVIEW MEETING**

Reviews the Team's implementations of the Sprint Backlog Items, and note whether the implementations are as desired. If any are not as desired, write new Stories about the changes needed, to be implemented in future Sprints (often the next one).

## **IN THE SPRINT RETROSPECTIVE MEETING**

The ScrumMaster facilitates this meeting, which is attended by the Product Owner and all Team members.

1. The ScrumMaster reviews with the Team the status of work items they selected in the previous Retrospective meeting.
2. The ScrumMaster facilitates information collection, recording what the Team members, Product Owner, and ScrumMaster have to say about
  - a. What went well, that we should do again
  - b. What didn't go well
  - c. Specific suggestions for improvement
3. The ScrumMaster facilitates a discussion to select the top few suggestions to be implemented in the next Sprint, and the Team members who will own them.