

Agile Roles and Responsibilities

Product Owner

- Accountable for product vision, goals, ROI of product
 - Leads the product vision
 - Leads the product prioritization (user stories and epics)
 - Responsible for epics, **user** stories – user behavior and interactivity
- Accountable for Product Backlog - Build product roadmap - gets inputs from customers, product team including EMs to build roadmap
- Final decision maker on what needs to be implemented, to achieve. Focuses more on what than how.
- Responsible for release date, scope and cost
- Develops and maintains OKRs and QPPs and corresponding data/metrics
- Owns communication (including written, oral, demos and others) with stakeholders and partners
- Conducts customer research and insights
- Solicits Customer and Stakeholders feedback
- Stay up to date on industry news and development

Scrum Master

- Accountable to remove impediments for the Scrum Team. Reduce interference from internal and external factors outside the sprint plan
- Challenge the scrum's preconceptions about blockers and speed of delivery(covered above)
- Drive the culture and process, protecting the team and helping team focus on completing committed work
- Facilitate sprint ceremonies like sprint planning, backlog refinement, daily standups, sprint demos and retro
- Monitoring the progress of the sprint
- Helps team estimate and increase velocity
- Promotes continuous communication
- Motivates the team
- Responsible for optimizing the productive capacity of the engineering team by deepening the team's agile practices
- Measure the Say/Do ratio of the team's capacity estimation by tracking the trend of: the number of stories carrying over from last sprint to this sprint / the number of stories the team committed to last sprint

Team Member

- Accountable to gets the work done and escalate to EMs for technical difficulties
- Responsible to contribute to continuous improvement by consistently delivering products that go above and beyond expectations.
- Responsible to write technical stories (infrastructure standup, maintenance)
- Partner with EMs on technical stories and POs on user stories - take ownership of the prioritized stories: provide inputs on blockers, impacts down the line, what is feasible or cannot be delivered?
- Bring any decision that you are making that might impact the delivery of the work in the standups
- Collaborate with other team members to accomplish the assigned task. Include EM for technical issues and POs for user stories
- Give input on how to make feature better / what feature functionality team should build
- Partner within team to train up team members and become a more cross functional team.

Engineering Manager

- Accountable to remove technical blockers
- Accountable for technical stories in product backlog
- Responsible for building engineering team skills and managing technical debt, as part of the product's maturity
- Responsible for career development / planning for TMs
- Give input on how to make feature better / what feature functionality team should build
- Do regular 1:1 and provide coaching mentoring to upskill to team members reporting to them
- Stay fresh with tools and technology team is using
- Stay up to date on industry news and development
- Plan and manage budget financials
- Do performance evaluations and feedback to TMs
- Recruit and hire new team members and CW
- Plan training for other TMs
- Measure reduction of technical debt by balancing BAU vs. Service Delivery