

As a PO you are responsible for creating, maintaining and prioritize a product backlog

Product Owner Checklist

Requirements of a PO

- Knowledgeability**
 - 1 Business**
 - Customer
 - Market
 - Competition
 - The Product
 - Usability**
 - E.g. This is the most usable feature for our clients
 - Feasibility**
 - E.g. With these combinations of techs we could invent this feature
- 1 Availability**
 - Answer questions and meet the Development Team frequently
 - E.g. You could join daily scrum (stand-ups)
 - E.g. You could sit close to the development team or visit daily
 - Answer questions and meet customers frequently
 - Participate in Usability testing
- Decidability**
 - 1 Prioritize (and say no)**
- Accountability**
 - Own the Business plan
 - Drive the revenue

Skills

- 1 Vertical Slicing**
- 1 Prioritization/ordering**
- 1 Organize workshops and other meetings together with**
 - Customers
 - Stakeholders
 - Users
 - Development Team
 - Operations
 - Customer Care

Kickstart a new product or Epic

- 1 Create a Vision together with the team, stakeholders and customers**
 - Lean Canvas
 - Vision Board
- Define MVP and break down to multiple releases
 - Validation Board
- Create an Initial Feature list. You could try...
 - Personas
 - Story Maps
 - Design Studio
 - Impact Mapping
- Keep the Kickstart "phase" as short as possible
 - E.g. 10% of the total budget

Discovery - Sprints

- 1 Make sure the backlog is up to date**
 - Keep the top prioritized
 - For every top items make sure you can communicate value and the context
- 1 Attend**
 - Backlog Refinement meeting
 - Slicing
 - Estimation
- Organize Backlog Refinement meetings
 - E.g. 1h per week, Tuesdays before lunch
- Make sure the highest priority stuff is clear to you what they stakeholders mean
 - Who are the stakeholders?
 - Their Context
 - The Value
- Refine the backlog with the team when inserting new Stories at the top of the backlog.

Delivery - Sprints

- 1 Attend**
 - 1 Sprint planning**
 - Formulate a Sprint goal together with the team
 - Discuss
 - Answer questions
 - Slice stories
 - Identifying test scenarios
 - 1 Sprint Review**
 - Accept or reject result
 - Incorporate feedback into the backlog
 - 1 Sprint Retrospective**
 - Participate as equals
 - Help SM when the impediments are outside the scope of the team
- Invite relevant stakeholders/customers to Scrum meetings (sprint planning, demo, retrospectives)

