

# SCRUMMASTER ACTION PLAN

## How is my Scrum Team doing?

1. Are the Scrum events effective - Sprint Planning, Daily Scrum, Sprint Review, Sprint Retrospective
2. Are there Sprint-ready Product Backlog items in the Product Backlog for the next 1-3 sprints?
3. Do Developers and the Product Owner 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?
4. Does the Scrum Team deliver something of high quality and value each Sprint?
5. Do you have a Team that pulls its own work rather than waiting to be assigned?
6. Is the Scrum Team creating an experiment for improvement in the Sprint Retrospective and incrementally improving?
7. Does the Team have a definition of done and do the Product Backlog items meet the DoD?
8. Are there impediments/obstacles to be resolved?
9. Is there camaraderie, trust and respect between members of the Scrum Team?
10. Do I have enough time with the Scrum Team to understand how they are doing?
11. Have I connected with other Scrum Masters recently?

## How is my Product Owner doing?

1. Is the Product Goal clearly defined by the Product Owner and communicated to the Scrum Team and the Stakeholders?
2. Does the Product Owner need support/training with managing the Product Backlog; ordering and reordering based on feedback, expressing Backlog items, splitting Backlog items, and including requirements from Stakeholders?
3. Is business value defined and assigned to the Product Backlog items?
4. Does my PO need help planning and facilitating upcoming Stakeholder sessions?
5. Does the PO understand technical debt and the importance of avoiding it and addressing it?
6. Is the Product Backlog accessible and visible to Stakeholders so they have transparency into what's coming in the Product?

## How is my Organization doing?

1. Does everyone in the Organization understand the nature of complex work and know why you are using the Scrum Framework and how that impacts them?
2. Does the Organization respect/trust the PO to make decisions about the Product Backlog and what's in the Product?
3. Are the right Stakeholders in the Sprint Review and giving feedback?
4. Do Stakeholders know what the Definition of Done is and what it means?
5. Does the Organization and Stakeholders understand how to interact with the Scrum Team and Scrum Process to maximize the value of the Scrum Implementation?
6. Is there a mechanism to address organizational impediments?

