

# Agile Project Management Checklist

By Adam Hughes

- Organize Your Team
  - Identify the Product Owner, who will oversee the project to make sure it meets stakeholders' vision.
  - Identify the Scrummaster, or Project Manager, who will guide the technical team day-to-day.
  - Identify 3-5 developers who will form your team and carry out the work of the project.
- Organize Your Project
  - Meet with the Product Owner and stakeholders to agree on the vision and scope of the project.
  - Work with the Product Owner to develop a set of User Stories, or features, that will achieve the project vision.
  - Build the Product Backlog, or catalog of features to be developed, from the User Stories.
  - Work with the development team to estimate how long each task will require for completion.
  - Prioritize the work items in the Product Backlog, emphasizing riskier tasks and must-have features first.
  - Decide on the length of each Sprint, or development iteration.
  - Plan tasks to be completed in the each Sprint, beginning with the highest priority items, and taking into account task estimates and available development time.
- Manage Your Project
  - Hold a short (20-minute) daily Scrum, or status meeting, with your development team.
  - During the Scrum, ask each team member to report three status points:
    - What tasks he or she worked on the day before.
    - What tasks he or she plans to work on that day.
    - What obstacles he or she faces in completing assigned tasks.
  - What tasks he or she worked on the day before.
  - What tasks he or she plans to work on that day.
  - What obstacles he or she faces in completing assigned tasks.
  - Do not change priorities or work items a Sprint.

- Meet with the Product Owner at the end of each Sprint to re-prioritize remaining items in the Product Backlog and to plan the next Sprint.
- Build Your Toolset
  - Choose a calendar application that can be shared by the Scrummaster, the Product Owner, and the development team.
  - Publish the project timeline to the calendar.
  - Choose a task-tracking application for building your Product Backlog and managing work items within your Sprints.
  - Choose a method for sharing files among team members, the Scrummaster, and the Product Owner.
  - Build an email list for communicating among project members.