Agile Project Management Checklist

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# Tasks:

☐ **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.**

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☐ **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.**