Quarterly planning checklist for: **Product Owner**

BEFORE

- ☐ **Share product vision** - ensure you are able to articulate the product vision (of the product manager) to the team

- ☐ **Feature refinement** - Ensure there is a backlog of features that align with the priorities of the Product vision (provided by the product manager)

- ☐ **Story refinement** - Ensure there is a backlog of stories that meet the DoR criteria for at least 2 sprints

- ☐ **Maintain the backlog** - through the above refinement and also constant collaboration with product managers around priorities

- ☐

DURING

- ☐ **Plan** - Work with the team to create sprint goals, high level sprint plans and clarify backlog items

- ☐ **Collaborate** - with the team to form PI objectives and ensure the planning compliments these. With other product owners to co-ordinate dependencies through backlog ordering

- ☐ **Present** - back the high level plan at the end of the PI planning event (along with the SM and the Team)

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AFTER

- ☐ **Facilitate sprint reviews** - At the end of each sprint the PO should be articulating to stakeholders the intention of the sprint, what progress was made toward PI objectives, provide transparency of any blockers and seek feedback

- ☐ **Maintain the backlog** - through refinement and constant collaboration with product managers around priorities

- ☐ **Provide sign-off** - Continuously accept / reject completed stories

- ☐ **Be available** - Is available to the team every day to answer questions and clarify stories

- ☐ **Measure value** - Meet regularly with the product manager to keep them informed of how much value is being generated, and prioritise future work.

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