

Product Owner - Self-Evaluation Checklist

| Responsibility | Actions | Seldom | Often | Always |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Manage stakeholder expectations | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I collaborate with the business stakeholders regularly to understand their needs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I conduct meaningful value-driven conversations with stakeholders rather than just noting down their requests | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I understand what business value will be delivered by each requested feature | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I am able to find balance when there are different customer/stakeholder voices | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I am able to set realistic expectations from stakeholders on scope and schedule targets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I organize product reviews for stakeholders on a regular basis (once in 2-4 weeks) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Develop Product Vision and Strategy | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I have good knowledge about our product | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I can answer questions about our product in a concise and motivating manner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I spend time in learning more about the product, its domain and the competition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I create and maintain a visual Product Roadmap that all can see | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I follow an adaptive planning approach that balances incoming demand with team's capability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create and Maintain Product Backlog | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I have good understanding of Agile concepts like MoSCoW model, Kano model, MVP, MMF, Walking Skeleton, Personas, Vertical Slicing, Story Point estimation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I understand and use the user story format to capture business requirements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I ensure all user stories are INVEST | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I keep the product backlog transparent to the team | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I keep acceptance criteria up to date, and keep the team informed about changes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I prioritize user stories regularly based on business value and risk | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I ensure the top few items in the Product Backlog are always the highest priority stories planned for the next few weeks. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Help Developer maximize business value delivery | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I pay attention to ensure team's efforts are well aligned with Product vision | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I ensure team gets an opportunity to understand requirements before they commit to it | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I respect team's current capability and try to balance demand accordingly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I take requirements to the team strictly in order of priority, rarely allowing a low/medium priority item to be picked before a high priority items | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I let team estimate work and finalize dev approach, and do not push my own | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I track the product progress using relevant metrics | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Collaboration with Developers | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I have a positive working relationship with the team that is based on trust and mutual respect | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I attend Daily Standup whenever I can, so I am well informed about the team's progress and concerns | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I am available to the team on a priority basis | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I respond to requirement clarifications from team in a timely manner (< 1 to 4 hours) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I review work items completed by team members and provide timely feedback (< 2 days) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I use a positive language with team members to encourage commitment and better quality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | I celebrate team's success with them | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | |
|---------------|---------------------------------|
| Seldom | Low compliance - less than 30% |
| Often | Medium compliance - 30% - 70% |
| Always | High compliance - more than 75% |

If you are at the LOW and MEDIUM compliance levels, [Click here to power up your skills](#)