

Scrum Master - Self Assessment Checklist

Responsibility	Actions/ Behaviour	Seldom	Often	Always
----------------	--------------------	--------	-------	--------

Acquire expert knowledge on Agile

- _____ I have sound understanding of Agile values and principles
- _____ I have good understanding of our current development process (Scrum, Kanban, SAFe, etc.)
- _____ I understand the mindset shift required from traditional project management to Agile project management
- _____ I have good understanding of human psychology related to motivation and change
- _____ I understand what metrics are relevant for my team and how to create them

Foster an effective working relationship between PO and Dev team

- _____ I assist Product Owner in understanding and embracing Agile way of doing things
- _____ The Product Backlog is easily accessible to the team and other stakeholders
- _____ I ensure there is regular and timely interaction between team and the Product Owner
- _____ Where needed, I facilitate interaction between PO and the team to ensure both sides get an opportunity to share their concerns and motivations
- _____ I ensure both PO and Dev team actively participate in decision making regarding commitment to scope and schedule

Facilitate team meetings effectively

- _____ I facilitate team meetings to promote participatory decision making
- _____ I facilitate team meetings with a neutral voice, without favouring people or ideas
- _____ I am able to ensure whole team's timely presence in meetings
- _____ I am able to create an energetic and light hearted environment in the meeting room
- _____ I am able to actively engage all team members in team meetings
- _____ I am able to help team balance conflicting concerns/priorities

Help team track their work in a timely manner

- _____ My team uses a visual mechanism to track their work (physical or electronic board)
- _____ My team keeps their task board live all the time
- _____ My team's progress/performance metrics are in place and team understands them well
- _____ I ensure the metrics are updated in a prompt manner
- _____ I ensure Team's metrics are shared with all in a prompt manner (physical space or email)

Remove impediments and unnecessary distractions:

- _____ I help the team identify possible blockers and understand their impact and priority
- _____ I ensure me or someone else is working on resolving the blockers in a prompt manner
- _____ I ensure the team gets necessary trust and support from Management to work effectively
- _____ I keep the team free from unnecessary distractions that could bring down their productivity/quality
- _____ I ensure team is able to respond to requirement changes and new unplanned requests in an effective manner

Establish collaborative team environment

- _____ I am able to create and sustain an environment of trust and openness among team members
- _____ I encourage team members to collaborate throughout the day, not just in the team meetings
- _____ Team members's efforts are well aligned with team goals at all times
- _____ My team practices the culture of collective code ownership
- _____ My team members actively seek and lend support to other members
- _____ My team members exhibit high degree of commitment and self-accountability

Promote High performance team culture

- _____ I use growth-oriented positive language with the team at all times
- _____ My team members possess good process knowledge and are able to do things on their own
- _____ My team maintains focus on sustainable pace of work completion
- _____ My team cares for and focuses on excellence in product quality
- _____ I am always tuned into team dynamics and am aware of any possible team dysfunctions
- _____ I am able to engage the team in stepping beyond team dysfunctions in a timely manner
- _____ My team takes kaizen events (e.g., retrospective) seriously and puts a sincere effort to follow up on action items

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.