Roles and Responsibilities for Agile and Scrum Projects

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| Project Title | [type the project title here]  |
| Project Manager |  |
| Document Version & Change History& Update Date |  |  |

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| **Title** | **Role** | **Name** |
| **Product Owner** | Provides product strategy, vision and direction for the project. Responsible for creating and maintaining a Product Roadmap that brings an (MVP) minimum viable product, application or service to market in an iterative fashion. As “the voice of the people” the Product Owner represents the End-User & Customer, and is liaison between this community and the Agile/Scrum Development team, working closely with both groups to ensure there is clear understanding of what features need to be in the product, application or service and what priority order those “feature sets” need to be implemented. The Product Owner is continually involved, including defining the project and actively reviewing the progress.  | (Name of Individual) |
| **Responsibilities** |
| * Defines the features of the product and translates these into “User Stories” that are I.N.V.E.S.T. (Independent; Negotiable; Valuable; Estimate(able); Small; Testable
* Responsible for maintaining and grooming the “Product Backlog” (evaluating, planning, strategizing & prioritizing User Stories)
* Drives User/Sponsor/Customer Feed-back loop that directly affects the Product Backlog priority
* At least quarterly, determines product release date(s), milestones and content that align to vision and Product Roadmap
* Key participant and contributor to Sprint Planning process
* Responsible for the profitability of the product (ROI)
* Responsible for prioritizing features according to market and perceived customer value
* Adjusts product features and priority as needed after each sprint, iteration, or every 30 days, as needed
* Accepts or Rejects work results
* Participates in “Daily Scrum” meetings and assists to clarify any details as they are developing (PO may provide a surrogate representative)
* Responsible for leading the “Sprint Review” which takes place at the end of each development Sprint.
* May be a part of the Scrum Development Team, however will not also assume the role as Scrum Master
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| **Title** | **Role** | **Name** |
| **Scrum Master** | The Coach who is responsible for enacting Scrum values and practices with a focus on facilitating consensus building, fostering close cooperation with functions interfacing with the Scrum Team, and helping the team increase and maintain velocity | (Name of Individual) |
| **Responsibilities** |
| * Removes impediments both tactically and strategically
* Applies a “Servant leader” attitude
* Removed impediments, tactically and strategically
* Shields development team from external interferences
* Obsessed with helping the Development team achieve team velocity
* Acts as umpire, not picking winners and losers
* Applies strong conflict management skills
* Reports, coordinates and manages Team “Burn-Down” Statistics
* May be a part of the Scrum Development Team, however will not also assume the role as Product Owner
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| **Title** | **Role** | **Name** |
| **Scrum Developer** | The Developer role will assume all of the experience skills and demands of the “Project Team Member” (see above) and in addition they will work in a cross-functional, “Agile” development environment. They should be comfortable and flexible to embrace and work in a self-organized and self-managed environment, where “Scrum Values” are highly esteemed | (Name of Individual) |
| **Responsibilities** |
| * Embraces the (5) Scrum Values – Focus, Commitment, Openness, Respect and Courage.
* Delivers working product on-time, on scope and on quality
* Shares development responsibilities, assists, trains and mentors Team members to meet “Sprint” challenges.
* Strives to value the individual and increase team recognition over self-recognition
* Builds consensus and applies sound judgment in a Team centric environment
* Provides open and honest feedback within a “Scrum Team” environment.
* Always is prepared to challenge self and the Scrum Team in (DoD) “Definition of Done.”
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