

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 Dev team 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 Dev team		<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%