Self-Assessment Checklist for Scrum Master/Team Coach

Responsibility	Actions/ Behaviour

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 enagage 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