Checklist – The product owner

The following is a checklist of requirements you can have of the person in the role of project sponsor or product owner. If there is no single person who can satisfy all the requirements, you should ask for more people who can take on a few of the responsibilities. Even if this role needs to be shared between several people, it is best for the project if only one product owner has the ultimate mandate of the project sponsor, i.e., the right to decide in any questions raised by the project team. In such cases, it is particularly important to set up a document describing the areas in which each product owner has detailed knowledge about the requirements, in order to have clear rules on decision-making in the project.

Checklist – Requirements on a product owner

☐ I have insight into the goals of the organization and its expectations of the project.

☐ I know the value that the project result is expected to have for the organization.

☐ I can prioritize between different requirements based on the intended value of the project result.

☐ I can prioritize between different completed deliveries and answer questions about when things need to be delivered.

☐ I will participate in each demo of sprint results and have opinions and feedback on the work executed.

☐ I will participate in each sprint planning meeting held at the start of each new sprint.

☐ I will make detailed requirements regarding the project result as the project progresses, and attend frequent refinement meetings, both with the team and with the relevant stakeholders.

☐ I can be available on a daily basis to respond to the team's questions.