

Project Management responsibilities

Who does the project management work in Scrum? Indicate who is accountable (A) and who contributes (C) for all items below.

Nr	Task or responsibility	PO	SM	Dev. Team	Other	Waste
1	Define and guard project/product objective (vision) and communicate to team and stakeholders.	A				
2	Gain buy-in from customers, business stakeholders, etc. for the project/product.	A				
3	Build initial high level project plan including timeline, milestones, releases, scope, budget, people, ...	A		C		
4	Build initial detailed project plan including detailed timeline, resource planning, scope, budget, ...					A
5	Setup follow-up and tracking of project variables (cost, scope, time, quality, ...)	A				
6	Identify and assess project risks and decide on mitigation actions.	A	C	C	C	
7	Obtain and plan resources and people needed for the project.	A	C		C	
8	Create an optimal environment for the team to collaborate and deliver.		A			
9	Develop and deliver governance and project management documents and reports.		C	A	C	
10	Develop and maintain project/product documentation.			A		
11	Plan and manage the daily activities of the team.			A		
12	Monitor and communicate progress on the project/product level (follow-up on initial project plan).	A				
13	Manage communication towards sponsors, stakeholders, customers, steering committee, ...	A				
14	Deal with operational issues blocking the team from delivering work.	C	A	C	C	
15	Organize and facilitate all Scrum meetings.		A			
16	Lead the Daily Scrum meeting.			A		
17	Perform people management for the team members (motivate, coach, education, salary + rewarding, HR, ...)		C	C	A	
18	Accept/approve the product deliverables.	A				
19	Keep the Sprint burndown chart and taskboard up to date.			A		
20	Demonstrate the Sprint result to all stakeholders and the Product Owner in the Sprint Review.			A		
21	Manage dependencies with external teams or providers.	A	A	A		
22	Order the Product Backlog according to business value, risks, cost, etc.	A				
23	Estimate the work load.			A		
24	Get the necessary buy-in for Scrum in the organization and teach Scrum to all involved.		A			
25	Decide on the scope (how much) delivered in each Sprint.			A		
26	Assure continuous improvement on all aspects of the projects.	C	A	C	C	