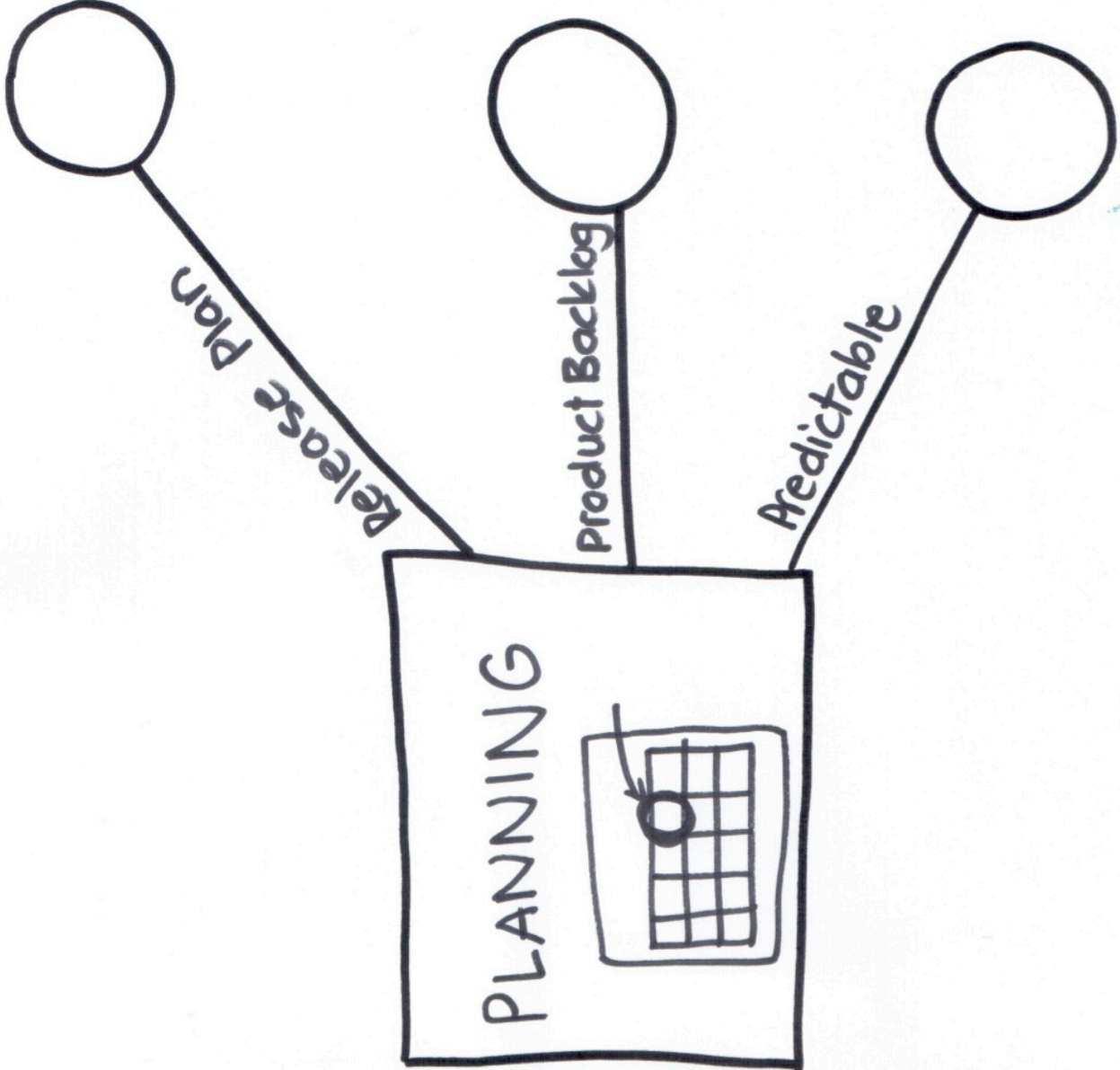


- It's updated each sprint
- It's visible and understood by everyone
- Your release plan is based on team estimates and velocity

- You work on it daily
- It's less than 100 items
- It is THE list

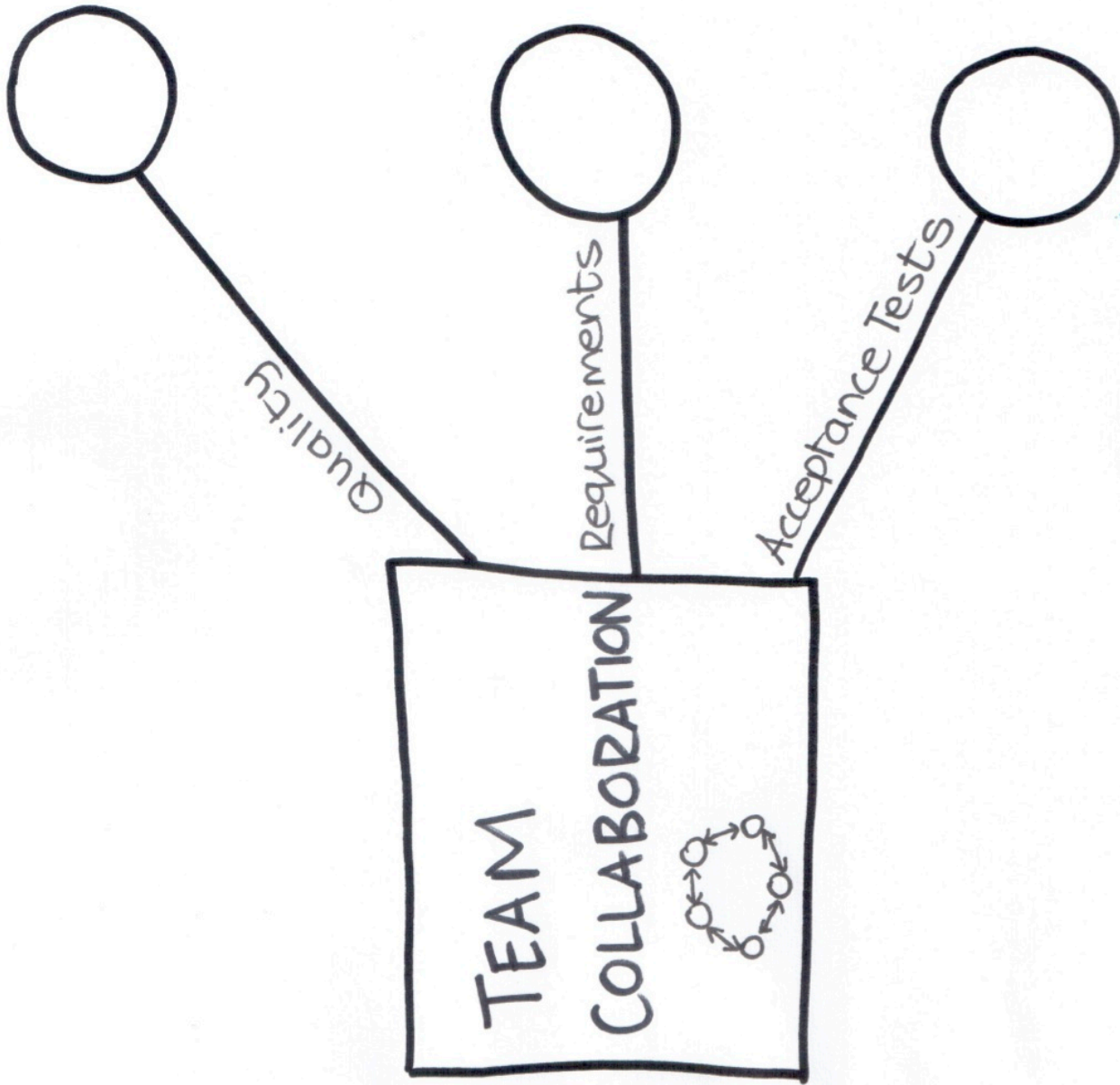
- Your team delivers within 10% of their commitment
- You can predict dates 3 months in advance
- You trust that the team is delivering optimally



- It's updated each sprint
- It's visible and understood by everyone
- Your release plan is based on team estimates and velocity

- You work on it daily
- It's less than 100 items
- It is THE list

- Your team delivers within 10% of their commitment
- You can predict dates 3 months in advance
- You trust that the team is delivering optimally



- You don't have quality problems
- Your customers get new features regularly
- It's easy to deliver features to market

- You negotiate scope to meet commitments
- You communicate who, why and what not how
- Your team understands what they need to build

- You collaborate to create acceptance tests
- Acceptance tests are automated appropriately
- You aren't surprised by what your team delivers

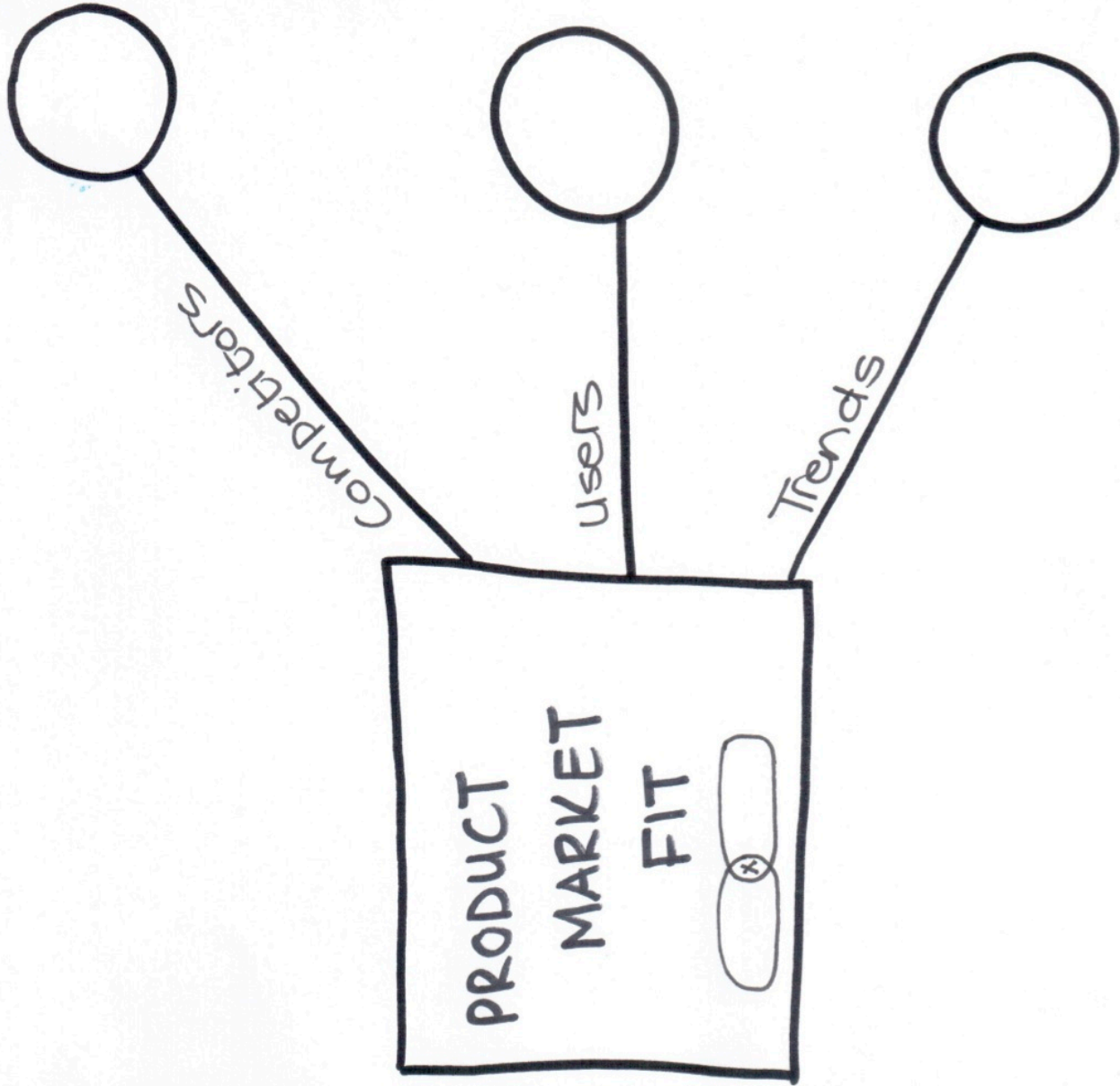


Prioritisation

R.O.I

Align with Strategy

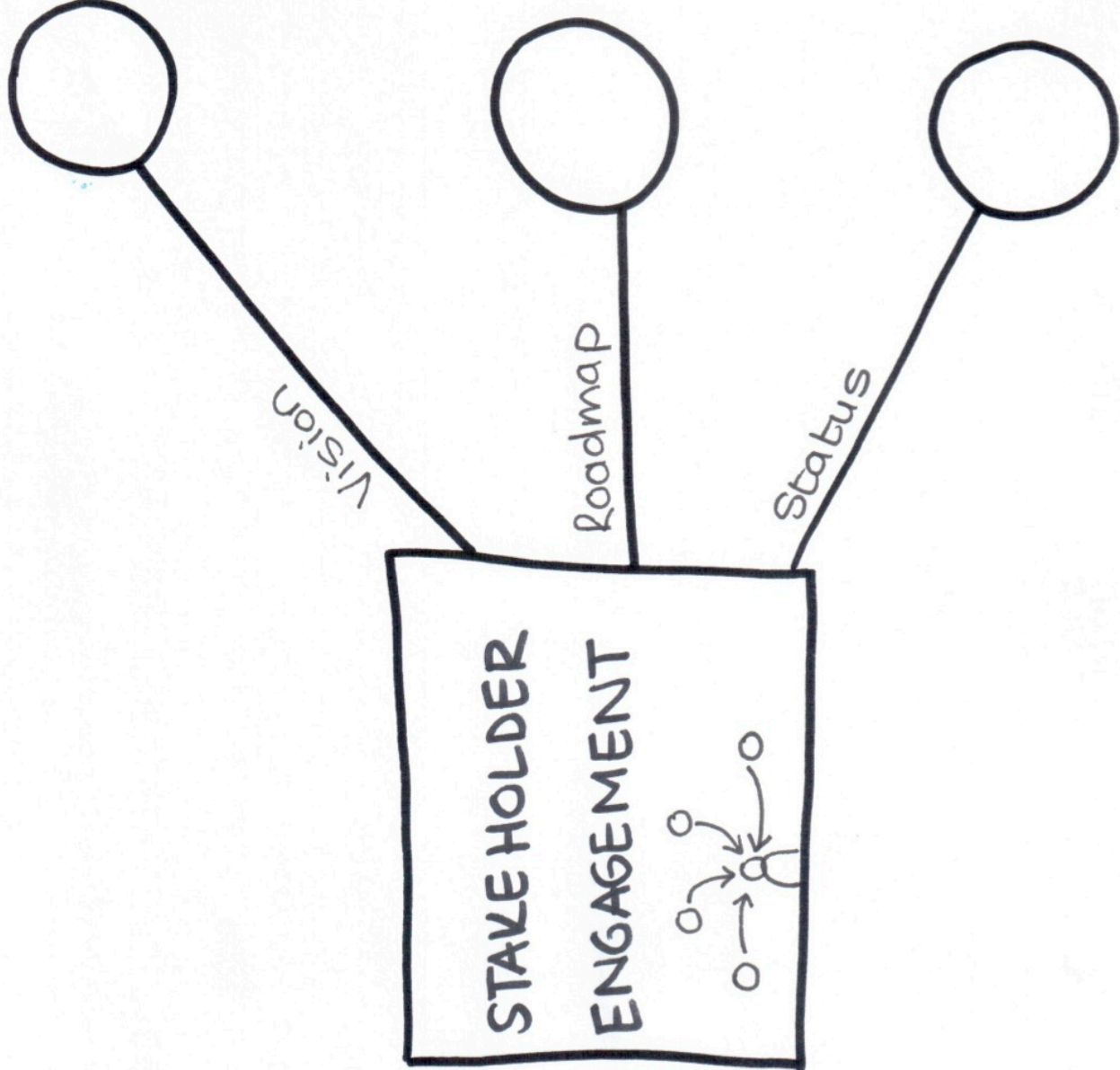
- Your backlog is prioritized
- You never change priority midprint
- You say NO to requests to maintain a reasonable cycle time
- You only do things with high ROI
- You know the ROI of everything on your backlog
- You validate your ROI assumptions against actual data
- You only do things that align with your strategy
- Your decisions can be traced back to strategic goals
- You know what you need to do to deliver on strategy



- You know who all your competitors are
- You know where you stand with competitors
- Competitive news reaches you first

- You know who your users are and meet them
- You collect metrics on how your product is used
- You know what your users want

- You know what the leading trends are
- You have plans to address these trends
- Your product sets the trends in your market



- Your vision is understood by all
- It is inspiring
- It guides your decision making

- It is visible to all
- It is achievable and believable
- Your roadmap is updated at least every 3 months

- Stakeholders know what's happening
- People believe the commitments you make to them
- You can say no without damaging relationships

# TIME MANAGEMENT



Proactive

Delegation

Getting stuff done

- Crises are few and far between
- You never do the headless chicken dance
- Most of your time is spent helping things go right

- You can delegate appropriately
- You clearly communicate expectations
- You only attend meetings you are required in

- You use the law of two feet
- You spent time inspecting and adapting
- You use techniques to maximize your productivity