

CHECKLIST

Backlog Checklist

Backlogs are a living breathing thing that are constantly evolving. They can also quickly get out of control. A refined backlog is the healthy foundation of any successful epic planning exercise.

Here is a quick checklist to ensure your team is set up for success and working on the right projects at the right time, delivering the best project possible.

Determine who on your team needs to be involved in this refinement process

Make sure this is done at the right time in your agile process. Decide meeting cadence (at least one or twice a week) and length (1 to 2 hrs per meeting)

Make sure data is clean and organized

Keep the discussion general instead of getting into specifics

Confirm that items align to MVP, the needed resources are available, and you have the time needed for completion

Break up larger items into smaller, manageable pieces if needed

Have a followup investigation plan for items that are flagged

Communicate back to team and make sure they have access to a clean backlog