

Quarterly planning checklist for: Product Manager

BEFORE

- Maintain the funnel** - ensuring there are enough prioritised and clearly articulated business demand for quarterly agile planning
- Collaborate** - Work with Lead Engineer, Organiser, and PO's to ensure business demand is shared and integrated with technical or delivery demand.
- Create Product vision and roadmap** - needs to be created and maintained, whilst aligning to any strategic direction or goals. You should be able to articulate this in both short term (current qtr) and medium term (Next 2-3 qtr) perspectives.
- Rehearse** - participate in a dry run of any presentations prior to the event. Ideally this is done collectively to ensure consistent messaging and avoid surprises.
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Download at noelwarnell.uk/QAP

DURING

- Present** - the vision, roadmap and priority backlog items
- Be available** - to the team to answer questions
- Articulate business value** - Help the system of teams to understand the value (to the end users and the organisation) of the prioritised work and team objectives
- Be pragmatic** - work closely with the product owners to optimise the flow of work and reduce dependencies across the teams
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AFTER

- Manage expectations** - Ensure customers / stakeholders understand the outcome of planning and the objectives for the qtr
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- Update product roadmaps** - based on the outputs of quarterly agile planning
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- Consult** - ensure regular communication is happening, and that you're aligned on current and future aspirations
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- Provide sign-off** - Continuously accept / reject completed features
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- Attend sprint reviews** - At the end of each sprint provide feedback on the progress made toward qtr objectives, provide transparency of any change in priorities and offer feedback
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