Healthy Team Backlogs - A Checklist

Date _____

Suggestion 1: Evaluate the current condition of your team's backlog using the 10 conditions below.

	Criteria	Current State		
		No	**Some what**	**Yes**
1	Focused, ordered by priority, and the team follows the order diligently			
2	Higher-value items towards the top, lower-value items towards the bottom			
3	Granular, ready-to-work items towards the top, loosely-defined epics towards the bottom▫			
4	Solutions towards the top, statements of need towards the bottom			
5	1-½ to 2 sprints worth of work that's obviously ready to work on at the top			
6	The value of each piece of work is clearly articulated			
7	The customer persona for the work is clearly articulated			
8	≤ 100 items (a rule of thumb), and contains no work that, realistically, will never be done			
9	Team backlog not a commitment (only sprint backlog is a commitment)			
10	Backlog reflects the release plan if available			

Suggestion 2: After you have evaluated your backlog, mark three criteria that you can focus on improving over the next week or two. This will help you improve your team's performance.