

As a Scrum Master You...

- ...serve as the keeper of the **scrum process**, “holding space” for the team.
- ...provide **facilitation** for team meetings during the **sprint**—this can mean leading them yourself, recruiting an outside facilitator, or helping the team facilitate their own meetings.
- ...know when to step back and let the team learn through their own **experience**, including **mistakes**.
- ...are available to the team and the product owner to **answer questions** and **give advice**.
- ...serve as the team’s resident **scrum expert**, with deep knowledge of scrum and supporting agile practices.
- ...**remove impediments** for the team, so they can get on with the work.
- ...are **not the boss**. Your role is defined by a unique set of responsibilities, not by rank.
- ...act as an **advocate** for the team to the business.
- ...coach the **product owner** in scrum practices.
- ...teach the team to use **scrum artifacts**, like the task board, the sprint backlog, and burn charts.
- ...**coach** the team, and individual team members, in scrum practices.
- ...act as your organization’s chief **scrum evangelist**, helping the entire company embrace scrum.
- ...lead the **daily scrum** until the team members are comfortable running it by themselves.
- ...run the second half of the **sprint planning** meeting, or better yet, assist the team members in running it themselves.
- ...provide facilitation for, and participate in, the **sprint retrospective**.
- ...ensure that your duties as a **technical contributor**—if you are one—do not detract from your role as scrum master.
- ...are **not the scrum police!** You’re there to help the team create more value and a better work environment, not just follow the rules.



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