# NOT-SO-TYPICAL REMOTE PI PLANNING CHECKLIST FOR SCRUM MASTERS

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In these changing times where entire teams are now working remotely, on short notice, how can Scrum Masters, working remotely, effectively do their job?

Here are some best practices and ideas we've been using to help Scrum Masters remain relevant and effective when working with their team(s):

## Make Standup Fun

Insofar as possible, use video chat for all ceremonies.
Use the popcorn method or other similar methods for team members to hand off speaking to one another.
Make sure to leave time for social conversation during ceremonies, as working remotely eliminates spontaneous face to face time for chatting. Overall, encourage non-work-related conversations for team camaraderie.

## Focus on Dependencies

Ensure that any dependencies on other team members are clearly addressed during standup.
Ensure additional conversations related to dependencies are held on a daily basis.
Increase facilitation to ensure that tasks/items are completed in a timely manner.

## Revisit Team Working Agreements

Revisit team working agreements if you just switched to everyone working remote,
Make any necessary adjustments to foster conversations to manage team member expectations
(e.g. everyone needs to use their cameras for ceremonies, etc.).

## Respect Team Members

Touch base with each team member individually via a quick call or video chat throughout the week or sprint to remain connected and in sync.
Continue to foster a continuous safe environment for openness and collaboration.
Be mindful of additional stressors that the team may be facing, both at work and outside of work.

## Maximize and Optimize Tool Usage

Utilize online tools to their fullest capabilities and provide overviews and training to ensure the entire team knows how to use the tools.
Keep an open board (Trello, Ideaboardz, etc.) for the team to add notes throughout the sprint for retrospective items.
Utilize Kanban view in ALM tool (Jira, Rally, etc.) for real-time visibility into current work.

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### Support Remote Working Session

Encourage online tech sessions for the entire team to demo their work for feedback, review any new technologies in use, knowledge transfer any new skills other team members may want more experience in, etc.
Establish a set time for these sessions since they will not happen spontaneously when working remote.

### Maintain Open and Consistent Communication

Use a designated chat room (Slack, Microsoft Teams, etc.) to ensure a specific and consistent space for collaboration for the whole team.