



# Become a Successful Scrum Master

*By AgileSparks' Experts*

<b>Build a Winning Team</b>	Trust and openness are essential to any winning team. Invest efforts in establishing and maintaining them.
<b>Respect People's Time</b>	People's time is important. Make sure every meeting starts and ends on time, and is well defined: purpose, participants, and gives real value. Avoid having meetings just because they are "part of the process".
<b>Be Interesting</b>	If people are bored, something is wrong.
<b>Coach the Team</b>	Coach the team towards continuous improvement. Guide the team to solve their own problems.
<b>Drive Collaboration</b>	Drive collaboration between the team and the Product Owner.
<b>Be Patient</b>	Building a winning team takes time. Getting better from sprint to sprint slowly but surely takes a lot of patience.
<b>Focus on Value Delivery</b>	Make sure the team understands the big picture behind every task/story they build. Make sure the Product people explain the "why".
<b>Limit WIP (Work in Process)</b>	Don't do too many things in parallel. Limit WIP so that things that have already started are finished first.
<b>Stop Starting Start Finishing</b>	Encourage the team to collaborate in order to complete work that is already in progress rather than start a new work. Use a visual kanban board that represents the work and organize it around the value that is intended to be delivered. In the team daily meeting, walk the board from right to left - focusing the efforts around items that are closer to finish.
<b>Create Flow</b>	Flow is more important than resource utilization. Focus first on efficient flow, measure average cycle time for stories and features and drive the team to improve average cycle time.
<b>Celebrate Improvements</b>	Show the team that their improvement efforts have positive results. It creates energy. For example cycle time or velocity improvements.
<b>Encourage Experimentation</b>	Encourage the team to experiment with new ways of working. Emphasize that the decisions we are making are not final. We can give it a try and see if it helps and if not we can change again.
<b>Outcome-Oriented</b>	Focus on the goals and maximize business value. Look at sprint goals and preferably longer-term goals like quarterly goals. It's not about how much work we are doing but are we progressing towards our goals. When planning the work and setting priorities in the planning or daily meeting ask: What should we do in order to progress towards our goals?
<b>Define the Team's Mutual Goal</b>	A mutual team's goal helps the team be more focused and improve teamwork by collaborating to achieve the goal.
<b>Manage by Questions</b>	Challenge the team using powerful questions to increase the team's thinking, involvement, and engagement.