**Agile Documents**

**Document 1: Definition of Done**

As per Agile Extension to the BABOK® Guide v2, **Definition of Done** (DoD) is a technique where the team agrees on, and prominently displays, a list of criteria which must be met before a backlog item is considered done. This ensures that all team members have a shared understanding of when a task is complete.

The DoD should be:

* Well-defined
* Unambiguous
* Measurable
* Agreed-upon
* Shared among all team members

The **best representation** of the Definition of Done is a checklist of activities that demonstrates the agreed-upon value and quality of a user story. The checklist typically includes:

* **Acceptance criteria:** To satisfy customer requirements for the product.
* **Quality criteria:** To meet quality standards for the product.

The Definition of Done may apply at different levels of project work. In Agile/Scrum frameworks, these levels could include:

* User stories
* Sprints
* Releases

**Definition of Done (DoD) Checklist for WebERP Intermesh Upgrade Project**

**Code Development**

1. **Produced code for presumed functionalities**: Code written to implement features as described in the user stories (e.g., performance reports, dashboards, and automated processes).
2. **Assumptions of the user story are met**: All implicit and explicit requirements for user stories are addressed.
3. **Project builds without errors**: Ensure the code compiles or deploys successfully in the local environment.

**Testing**

1. **Unit tests are written and passing**: Unit tests cover at least 90% of the new code, ensuring expected behavior.
2. **Project deployed on a test environment identical to the production platform**: Features are deployed to the staging/test environment to validate functionality.
3. **Tests on devices/browsers listed in the project assumptions are passed**: Validate the system's performance across devices and browsers specified in the project scope.

**User Experience**

1. **Feature approved by the UX designer**: UX and UI elements adhere to design guidelines and provide a seamless user experience.

**Quality Assurance**

1. **QA performed and issues resolved**: The QA team verifies feature functionality, performance, and security. Any issues are resolved before marking the story as complete.
2. **Feature tested against acceptance criteria**: Each feature is validated based on the acceptance criteria defined in the user stories (e.g., generating accurate reports, automating processes).

**Approval**

1. **Feature approved by the Product Owner**: The Product Owner confirms the feature aligns with business goals and requirements.

**Code Quality**

1. **Refactoring completed**: Code is cleaned and optimized for maintainability and readability.
2. **Peer code review performed**: Another developer reviews the code for quality, adherence to standards, and correctness.

**Documentation**

1. **Any configuration or build changes documented**: All environment or configuration adjustments are logged for reference.
2. **Documentation updated**: Relevant documentation, including technical manuals, user guides, and API references, is revised to reflect the changes.

This checklist ensures that the delivered features meet the required quality and functionality standards, are thoroughly tested, and are ready for deployment.

**Project Context: webERP Intermesh Project**

As a Business Analyst working on the webERP Intermesh project, I have been actively involved in defining and implementing the Definition of Done to ensure the successful delivery of the project. Developed using the Agile Scrum model, the webERP Intermesh project emphasizes iterative development, collaborative efforts, and timely feedback from stakeholders.

The Definition of Done checklist was collaboratively created and reviewed with team members, ensuring alignment across developers, testers, designers, and the Product Owner. Regular discussions during sprint planning and retrospectives helped refine the criteria, ensuring they remained practical and relevant to project goals.

By adhering to this checklist, I have ensured that every feature delivered not only meets the technical and functional requirements but also aligns with the customer’s expectations. The DoD serves as a cornerstone of our quality assurance process and is a shared commitment among the team to deliver excellence.

This document is being submitted to COEPD as part of the ongoing effort to document best practices and streamline processes for future projects.

**Document 2: Product Vision**

| **Scrum Project** | **Details** | **Scrum Project** | **Details** |
| --- | --- | --- | --- |
| **Name:** | Weberp Intermesh | **Start Time:** | 11:00 am |
| **Venue:** | Pune | **End Time:** | 01:00 pm |
| **Date:** | 26/12/24 | **Duration:** | 2:00 hours |
| **Client:** | Indiamart Intermsh ltd | **Stakeholder List:** | Developers, Product Owners, scrum master. Business Analyst |

| **Scrum Team** | **Details** | **Scrum Team** | **Details** |
| --- | --- | --- | --- |
| **Scrum Master:** | Ajay Chouhan | **Scrum Developer 3:** |  |
| **Product Owner:** | Abhijeet Singh | **Scrum Developer 4:** |  |
| **Scrum Developer 1:** |  | **Scrum Developer 5:** |  |
| **Scrum Developer 2:** |  |  |  |

| **Vision: This project aims to upgrade the WebERP Intermesh system to enhance operational efficiency and support IndiaMART's growth.** |
| --- |

| **Target Group** | **Needs** | **Product** | **Value** |
| --- | --- | --- | --- |
| Workforce of the orgaznization | Regulation, monitoring and checking the performance  | ERP Software | Improve day to day operations. |
| Associates, executives, mangers, Director | Performance improvement, identify weak links. | Specifically designed for indiamart keeping in mind the organizations day to day activities. | Enhance operational efficiency and regulate the team better.  |
|  |  | Yes it is very feasible to develop the project. | Structuring data & integrating systems. |

**Document 3: User Stories**

| **User Story No: 1** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** System Admin, I want to upgrade the database architecture, so I can support higher transaction volumes. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Migrate the database to a scalable solution. |  |  |
| - Ensure no data loss during migration. |  |  |
| - Test performance under heavy load. |  |  |

| **User Story No: 2** | **Tasks: 2** | **Priority: High** |
| --- | --- | --- |
| **As a** Developer, I want to refactor legacy code, so I can improve system maintainability. |  |  |
| **BV:** 100 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Identify and refactor outdated modules. |  |  |
| - Ensure all existing functionality remains intact post-refactoring. |  |  |

| **User Story No: 3** | **Tasks: 4** | **Priority: High** |
| --- | --- | --- |
| **As a** Business Analyst, I want to integrate real-time analytics, so I can monitor key business metrics. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Design dashboards with revenue and transaction insights. |  |  |
| - Set up real-time data feeds for updates. |  |  |
| - Ensure data accuracy. |  |  |
| - Test visualization performance under high traffic. |  |  |

| **User Story No: 4** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Regional Manager, I want an optimized reporting feature, so I can track performance more effectively. |  |  |
| **BV:** 100 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Add filters by region and date range. |  |  |
| - Generate reports in Excel and PDF formats. |  |  |
| - Test accuracy of generated data. |  |  |

| **User Story No: 5** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** QA Tester, I want to implement automated testing, so I can reduce the time taken for regression tests. |  |  |
| **BV:** 100 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Implement Selenium for UI testing. |  |  |
| - Create automated test cases for critical workflows. |  |  |
| - Validate test coverage with 95% accuracy. |  |  |

| **User Story No: 6** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** Developer, I want to migrate the ERP backend to a microservices architecture, so I can improve system scalability. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Break monolithic services into microservices. |  |  |
| - Test interactions between services. |  |  |
| - Ensure backward compatibility with existing APIs. |  |  |

| **User Story No: 7** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** Finance Manager, I want to improve invoicing workflows, so I can ensure timely payments. |  |  |
| **BV:** 100 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Implement automated invoice generation. |  |  |
| - Add overdue payment reminders. |  |  |
| - Generate payment reports filtered by region. |  |  |

| **User Story No: 8** | **Tasks: 2** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Customer Service Manager, I want to integrate a ticket management system, so I can resolve issues faster. |  |  |
| **BV:** 100 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Implement a system to assign, track, and resolve tickets. |  |  |
| - Generate reports on ticket resolution times. |  |  |

| **User Story No: 9** | **Tasks: 4** | **Priority: High** |
| --- | --- | --- |
| **As a** Developer, I want to implement role-based access control, so I can secure sensitive data. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Define user roles and permissions. |  |  |
| - Restrict access to financial and personal data. |  |  |
| - Audit all login and data access events. |  |  |
| - Test permission assignments for all roles. |  |  |

| **User Story No: 10** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Sales Executive, I want a simplified interface for order processing, so I can reduce time per transaction. |  |  |
| **BV:** 100 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Design an intuitive order entry screen. |  |  |
| - Automate tax and discount calculations. |  |  |
| - Validate order processing under high load. |  |  |

| **User Story No: 11** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** System Admin, I want to enable data backups, so I can recover from potential data loss. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Schedule automatic daily backups. |  |  |
| - Test data restoration process. |  |  |
| - Store backups securely with encryption. |  |  |

| **User Story No: 12** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** Business Analyst, I want to integrate the ERP with IndiaMART’s CRM, so I can streamline data sharing. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Establish API connectivity between ERP and CRM. |  |  |
| - Sync customer and order data in real time. |  |  |
| - Validate data consistency during synchronization. |  |  |

| **User Story No: 13** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Operations Manager, I want to implement an audit trail feature, so I can track changes in the system. |  |  |
| **BV:** 100 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Log all changes to records with timestamps. |  |  |
| - Display logs in a secure interface. |  |  |
| - Test log integrity and access permissions. |  |  |

| **User Story No: 14** | **Tasks: 2** | **Priority: High** |
| --- | --- | --- |
| **As a** Product Manager, I want to optimize inventory management, so I can reduce stockouts and overstocking. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Implement predictive analytics for demand forecasting. |  |  |
| - Display low-stock alerts and reorder recommendations. |  |  |

| **User Story No: 15** | **Tasks: 4** | **Priority: High** |
| --- | --- | --- |
| **As a** Security Analyst, I want to implement encryption for sensitive data, so I can ensure data security. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Encrypt all personally identifiable information (PII). |  |  |
| - Use secure encryption protocols for data transmission. |  |  |
| - Test system performance after encryption. |  |  |
| - Audit encryption compliance quarterly. |  |  |

| **User Story No: 16** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** QA Tester, I want to set up a test environment, so I can test new features without affecting production. |  |  |
| **BV:** 100 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Deploy a staging environment replicating production. |  |  |
| - Test new features and record issues. |  |  |
| - Ensure smooth deployment from staging to production. |  |  |

| **User Story No: 17** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** Marketing Manager, I want to automate lead assignment, so I can reduce manual effort and improve response time. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Implement a rule-based lead assignment engine. |  |  |
| - Integrate lead data from multiple sources. |  |  |
| - Generate reports on lead conversion rates. |  |  |

| **User Story No: 18** | **Tasks: 2** | **Priority: Medium** |
| --- | --- | --- |
| **As a** HR Manager, I want to integrate employee attendance with payroll, so I can automate salary processing. |  |  |
| **BV:** 200 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Sync attendance data with payroll systems. |  |  |
| - Generate error-free salary slips automatically. |  |  |

| **User Story No: 19** | **Tasks: 4** | **Priority: High** |
| --- | --- | --- |
| **As a** IT Manager, I want to implement a system health monitoring tool, so I can detect and resolve issues proactively. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Monitor CPU, memory, and disk usage in real-time. |  |  |
| - Set up alerts for critical thresholds. |  |  |
| - Provide a centralized dashboard for system health. |  |  |
| - Test alert accuracy and notification speed. |  |  |

| **User Story No: 20** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Logistics Manager, I want to optimize shipment tracking, so I can improve delivery timelines. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Integrate real-time GPS tracking. |  |  |
| - Display shipment status updates on dashboards. |  |  |
| - Notify customers of shipment progress via email/SMS. |  |  |

| **User Story No: 21** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** System Admin, I want to enable two-factor authentication (2FA), so I can enhance account security. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Implement 2FA for all user accounts. |  |  |
| - Test integration with SMS and authenticator apps. |  |  |
| - Ensure seamless user experience during login. |  |  |

| **User Story No: 22** | **Tasks: 4** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Developer, I want to create APIs for third-party integrations, so I can extend system functionality. |  |  |
| **BV:** 100 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Develop APIs for fetching and updating data. |  |  |
| - Document all APIs for external use. |  |  |
| - Test APIs for speed and reliability. |  |  |
| - Ensure APIs comply with security standards. |  |  |

| **User Story No: 23** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** Regional Manager, I want to implement a KPI dashboard, so I can evaluate team performance easily. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Design a dashboard to display sales and revenue KPIs. |  |  |
| - Allow customization of KPI metrics. |  |  |
| - Test dashboard responsiveness on mobile and desktop. |  |  |

| **User Story No: 24** | **Tasks: 2** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Finance Manager, I want to add support for multi-currency transactions, so I can handle international orders. |  |  |
| **BV:** 100 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Enable multi-currency selection during order processing. |  |  |
| - Automatically update exchange rates daily. |  |  |

| **User Story No: 25** | **Tasks: 4** | **Priority: High** |
| --- | --- | --- |
| **As a** QA Tester, I want to implement performance testing tools, so I can ensure the system performs well under heavy loads. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Simulate high user traffic in testing environments. |  |  |
| - Measure response times and system stability. |  |  |
| - Identify and address performance bottlenecks. |  |  |
| - Re-test after fixes to validate improvements. |  |  |

| **User Story No: 26** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Customer Service Executive, I want a chatbot integration, so I can handle common queries automatically. |  |  |
| **BV:** 100 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Develop a chatbot for FAQs and basic queries. |  |  |
| - Integrate the chatbot with the ERP system for data access. |  |  |
| - Test chatbot accuracy and response time. |  |  |

| **User Story No: 27** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** Procurement Manager, I want to automate purchase order creation, so I can speed up vendor procurement processes. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Generate purchase orders automatically based on stock levels. |  |  |
| - Notify vendors via email upon order creation. |  |  |
| - Track purchase order status in real time. |  |  |

| **User Story No: 28** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** HR Manager, I want to implement a recruitment tracker, so I can manage the hiring pipeline efficiently. |  |  |
| **BV:** 200 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Track candidates by status (applied, shortlisted, interviewed, hired). |  |  |
| - Enable interview scheduling within the system. |  |  |
| - Generate reports on recruitment progress. |  |  |

| **User Story No: 29** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** Security Analyst, I want to monitor user activities, so I can identify potential security breaches. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Log all user actions, including logins and data modifications. |  |  |
| - Set up alerts for suspicious activities. |  |  |
| - Review logs for security compliance. |  |  |

| **User Story No: 30** | **Tasks: 4** | **Priority: High** |
| --- | --- | --- |
| **As a** System Admin, I want to implement a data archival solution, so I can optimize database performance. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Identify and archive older records periodically. |  |  |
| - Ensure archived data is still accessible when needed. |  |  |
| - Test performance improvements after archival. |  |  |
| - Validate data integrity post-archival. |  |  |

| **User Story No: 31** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Operations Manager, I want to generate profitability reports by region, so I can evaluate regional performance. |  |  |
| **BV:** 100 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Filter sales and expenses data by region. |  |  |
| - Include revenue, costs, and profit margins in the report. |  |  |
| - Export the report in Excel format. |  |  |

| **User Story No: 32** | **Tasks: 2** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Marketing Manager, I want to implement campaign tracking, so I can measure the ROI of marketing campaigns. |  |  |
| **BV:** 200 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Track leads and sales generated from campaigns. |  |  |
| - Generate detailed reports on campaign performance. |  |  |

| **User Story No: 33** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** Developer, I want to refactor legacy code, so I can improve system maintainability. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Identify and refactor outdated modules. |  |  |
| - Test refactored code for performance and reliability. |  |  |
| - Update documentation for refactored components. |  |  |

| **User Story No: 34** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Sales Manager, I want to implement customer segmentation, so I can target campaigns effectively. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Segment customers based on purchase history and demographics. |  |  |
| - Display segmentation insights on the dashboard. |  |  |
| - Export segmented data for further analysis. |  |  |

| **User Story No: 35** | **Tasks: 4** | **Priority: High** |
| --- | --- | --- |
| **As a** IT Manager, I want to migrate the ERP system to the cloud, so I can improve scalability and availability. |  |  |
| **BV:** 200 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Set up cloud-based infrastructure for ERP. |  |  |
| - Migrate all existing data securely to the cloud. |  |  |
| - Test system performance on the cloud. |  |  |
| - Ensure disaster recovery measures are in place. |  |  |

| **User Story No: 36** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Finance Manager, I want to add expense categorization, so I can track spending by category. |  |  |
| **BV:** 200 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Enable categorization of all expenses. |  |  |
| - Generate reports by expense category. |  |  |
| - Validate accuracy of categorized data. |  |  |

| **User Story No: 37** | **Tasks: 2** | **Priority: Medium** |
| --- | --- | --- |
| **As a** HR Manager, I want to generate employee performance reports, so I can identify top performers. |  |  |
| **BV:** 100 | **CP:** 2 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Include performance metrics such as targets achieved and feedback. |  |  |
| - Generate monthly and quarterly reports. |  |  |

| **User Story No: 38** | **Tasks: 4** | **Priority: High** |
| --- | --- | --- |
| **As a** QA Tester, I want to implement automated testing frameworks, so I can reduce manual testing effort. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Set up automated UI and API testing. |  |  |
| - Validate critical workflows using test scripts. |  |  |
| - Schedule automated tests nightly. |  |  |
| - Generate test result dashboards. |  |  |

| **User Story No: 39** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Business Analyst, I want to implement advanced analytics, so I can gain insights into operational data. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Integrate a BI tool for data visualization. |  |  |
| - Develop custom dashboards for operational KPIs. |  |  |
| - Train users to interpret analytics data. |  |  |

| **User Story No: 40** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** CEO, I want an executive summary dashboard, so I can view business performance at a glance. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **ACCEPTANCE CRITERIA** |  |  |
| - Display key metrics such as revenue, costs, and profits. |  |  |
| - Include graphical trends over time. |  |  |
| - Allow exporting the summary to PDF. |  |  |

**Document 4: Agile PO Experience for WebERP Intermesh Software**

**Project Overview:**

* **Project Name:** WebERP Intermesh Software
* **Goal:** To upgrade the WebERP Intermesh system to enhance operational efficiency and support IndiaMART's growth.

**Responsibilities Undertaken by the Product Owner (PO):**

**Market Analysis**

* Conducted a thorough analysis of market demand for upgraded ERP solutions.
* Researched the availability of similar ERP systems in the market to identify competitive advantages and unique value propositions for the upgraded WebERP.

**Enterprise Analysis**

* Performed due diligence to evaluate the market opportunity for enhancing WebERP in alignment with IndiaMART's growth strategies.
* Identified the gaps in the current system that needed addressing to meet the organization's scaling needs.

**Product Vision and Roadmap**

* Defined a clear product vision with a focus on improving operational efficiency for stakeholders.
* Created a product roadmap outlining high-level features like improved inventory tracking, seamless integrations with IndiaMART, and enhanced user interface (UI) and user experience (UX).

**Managing Product Features**

* Worked closely with stakeholders to gather expectations and align priorities.
* Prioritized epics, user stories, and features based on their criticality to operational efficiency and return on investment (ROI).

**Managing Product Backlog**

* Prioritized user stories in collaboration with the Business Analyst and Scrum Master.
* Regularly reprioritized backlog items to reflect changes in business requirements and stakeholder feedback.
* Conducted epic planning to ensure long-term goals were broken down into manageable increments.

**Managing Overall Iteration Progress**

* Participated in sprint progress reviews to ensure alignment with the product roadmap.
* Reprioritized sprints and epics as needed based on retrospective feedback or emergent requirements.
* Worked with the Business Analyst to conduct sprint retrospectives and improve future iterations.

**Key Learnings and Skills Developed:**

**Sprint Meetings Management**

* **Sprint Planning Meeting:** Collaborated with the Scrum team to define sprint goals and ensure user stories were appropriately scoped and planned.
* **Daily Scrum Meetings:** Provided updates on progress, addressed impediments, and aligned the team on daily goals.
* **Sprint Review Meeting:** Presented completed deliverables to stakeholders and gathered feedback for future sprints.
* **Sprint Retrospective Meeting:** Identified successes and areas for improvement in sprint execution.
* **Backlog Refinement Meeting:** Maintained a well-groomed backlog to ensure readiness for upcoming sprints.

**User Story Creation**

* Defined user stories with essential components:
	+ **Story Number:** Unique identifier for traceability.
	+ **Tasks:** Actionable work items required to complete the story.
	+ **Priority:** Assigned based on business impact and urgency.
	+ **Acceptance Criteria:** Clearly defined conditions for story completion.
	+ **Business Value (BV) & Cost of Delay (CP):** Metrics to assess priority and ROI.

**Role of Product Owner in Scrum**

* Acted as a bridge between stakeholders and the Scrum team, ensuring clear communication and alignment of goals.
* Collaborated closely with developers, QA teams, and the Scrum Master to manage scope, address challenges, and maintain transparency.
* Translated the vision of the upgraded WebERP system into actionable product backlog items, breaking down complex requirements into achievable tasks for each sprint.

**Outcome**

The upgraded WebERP system streamlined operational processes, improved scalability, and positioned IndiaMART for sustainable growth. Through this experience, I honed my expertise in managing agile projects, conducting sprint meetings, and delivering customer-centric software solutions.

**Document 5: Product and sprint backlog and product and sprint burndown charts**

**Product Backlog Table**

| **User Story ID** | **User Story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | As a Reg Admin, I want to manage performance reports. | 3 | High | 200 | 3 | 1 |
| 2 | As an admin, I want to see the regional revenue reports. | 2 | Medium | 100 | 3 | 1 |
| 3 | As a Manager, I want to browse specific departments and executives to check their performance. | 1 | High | 200 | 2 | 2 |
| 4 | As a Sales Executive, I want to generate sales comparison reports to analyze revenue trends. | 2 | High | 200 | 3 | 2 |
| 5 | As a Finance Manager, I want to track monthly budgets to manage financial allocations. | 2 | Medium | 100 | 2 | 2 |
| 6 | As a System Admin, I want to automate backup processes to ensure data recovery in case of loss. | 3 | High | 200 | 2 | 3 |
| 7 | As a HR Manager, I want to monitor employee attendance records to improve compliance tracking. | 2 | Medium | 100 | 2 | 3 |
| 8 | As a Procurement Manager, I want to automate purchase orders to speed up vendor procurement. | 3 | High | 200 | 3 | 4 |
| 9 | As an Operations Manager, I want to track inventory levels to avoid stock shortages. | 2 | Medium | 100 | 2 | 4 |
| 10 | As a CEO, I want an executive dashboard to view business performance at a glance. | 3 | High | 200 | 3 | 5 |

**Sprint Backlog Table**

| **User Story ID** | **User Story** | **Tasks** | **Owner** | **Status** | **Estimated Effort** |
| --- | --- | --- | --- | --- | --- |
| 1 | As a Reg Admin, I want to manage performance reports. | 3 | Developer | WIP | 3 |
| 2 | As an admin, I want to see the regional revenue reports. | 2 | Developer | WIP | 3 |
| 3 | As a Manager, I want to browse specific departments and executives to check their performance. | 1 | Developer | To Do | 2 |
| 4 | As a Sales Executive, I want to generate sales comparison reports to analyze revenue trends. | 2 | Developer | WIP | 3 |
| 5 | As a Finance Manager, I want to track monthly budgets to manage financial allocations. | 2 | Tester | To Do | 2 |
| 6 | As a System Admin, I want to automate backup processes to ensure data recovery in case of loss. | 3 | Developer | In Review | 3 |
| 7 | As a HR Manager, I want to monitor employee attendance records to improve compliance tracking. | 2 | HR Analyst | To Do | 2 |
| 8 | As a Procurement Manager, I want to automate purchase orders to speed up vendor procurement. | 3 | Developer | WIP | 3 |
| 9 | As an Operations Manager, I want to track inventory levels to avoid stock shortages. | 2 | Developer | To Do | 3 |
| 10 | As a CEO, I want an executive dashboard to view business performance at a glance. | 3 | Developer | WIP | 3 |

**Sprint Burndown Chart**

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**Document 6: Sprint meetings**

**Sprint Planning Meeting**

| **Field** | **Details** |
| --- | --- |
| **Date** | 15th December 2024 |
| **Time** | 10:00 AM - 11:30 AM |
| **Location** | Conference Room B, IndiaMART HQ |
| **Prepared By** | Scrum Master |
| **Attendees** | Scrum Master, Product Owner, Scrum Developers (1-5), Business Analyst |
| **Agenda Topics** | -Managing performance reports for regional admins-Enhance reporting capabilities for regional admins and managers.-Tester to validate budget-tracking functionality |
| **Topic Presenter** | Scrum Master |
| **Time Allotted** | 90 minutes |
| **Other Information** | - Ensure all dependencies are addressed- Confirm technical feasibility |
| **Observers** | Project Sponsor, Senior IT Manager |
| **Resources** | Laptops, JIRA Board, Projector |
| **Special Notes** | Focus on addressing backlog items with the highest ROI |

**Sprint Review Meeting**

| **Field** | **Details** |
| --- | --- |
| **Date** | 24th December 2024 |
| **Time** | 4:00 PM - 5:30 PM |
| **Location** | Virtual Meeting (Microsoft Teams) |
| **Prepared By** | Scrum Master |
| **Attendees** | Scrum Master, Product Owner, Scrum Developers (1-5), QA Team, Business Analyst |
| **Sprint Status** | 8 out of 10 user stories completed, remaining 2 pushed to the next sprint due to dependencies |
| **Things to Demo** | - Improved inventory tracking module- Integration with existing IndiaMART systems |
| **Quick Updates** | - Fixed 5 high-priority bugs- UI enhancements based on UX designer's feedback |
| **What’s Next** | - Focus on enhancing reporting features- Prepare for Sprint 2 Planning |

**Sprint Retrospective Meeting**

| **Field** | Details |
| --- | --- |
| **Date** | 26th December 2024 |
| **Time** | 3:00 PM - 4:00 PM |
| **Location** | Conference Room C, IndiaMART HQ |
| **Prepared By** | Scrum Master |
| **Attendees** | Scrum Master, Product Owner, Scrum Developers (1-5), QA Team, Business Analyst |
| **Agenda** | - Reflect on Sprint Progress- Discuss Improvement Areas- Plan Action Items |
| **What Went Well** | - Timely completion of 80% user stories- Collaboration among team members |
| **What Didn’t Go Well** | - Two stories delayed due to unclear requirements- Build server issues |
| **Questions** | - How can we improve dependencies tracking?- How to mitigate server issues in the future? |
| **Reference** | Sprint 1 Retrospective Notes |

**Daily Stand-up Meeting**

| **Question** | **Name/Role** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What did you do yesterday?** | **Developer 1** | Completed Task A | Finalized Task B | Worked on integration | Fixed critical bugs | Reviewed pull requests | N/A | N/A |
|  | **Developer 2** | Progressed on Feature X | Completed Feature X | Fixed build issues | Tested Feature Y | Prepared demo content | N/A | N/A |
|  | **Developer 3** | Analyzed requirements | Created test cases | Completed code refactor | Deployed to staging | Verified acceptance tests | N/A | N/A |
| **What will you do today?** | **Developer 1** | Start integration testing | Work on Feature Y | Collaborate on sprint tasks | Conduct code reviews | Assist in demo preparation | N/A | N/A |
|  | **Developer 2** | Refine UI design | Test Feature X | Address customer feedback | Finalize testing | Attend sprint demo | N/A | N/A |
|  | **Developer 3** | Write unit tests | Debug staging issues | Optimize code | Review sprint outcomes | Participate in retrospective | N/A | N/A |
| **What (if any) is blocking progress?** | **Developer 1** | Need inputs from the QA team | Build errors in module | Dependency delays | Awaiting test server | None | N/A | N/A |
|  | **Developer 2** | Need clarification from PO | Access to staging server | API integration issues | Environment setup delay | None | N/A | N/A |
|  | **Developer 3** | None | Permission for repo | Code review delays | Pending UX approval | None | N/A | N/A |