**Live Project Agile Assignment 2/2**

**Q 1. Definition of Done:**

The following **Definition of Done (DoD)** ensures that the project of Audit Management System is complete, and meets quality standards, and is ready for deployment. Each checklist item is outlined with specific expectations:

* Create Product Code: The development team writes the product code along the lines of the requirements.
* Assumptions of user stories: The user stories assumptions and requirements should be closely followed and met.
* Project Errors: The project should be thoroughly checked and tested with UATs, so there are no warning signs or alerts ensuring stable built.
* Tests conducted: Comprehensive and the features that are added in each sprint should be tested multiple times to make it full proof.
* Project deployed in test environment is identical to tested application: The features deployed in the test environment should be similar to the actual application.
* Tested application should be compatible with devices and browsers as provided in the requirements.
* The application should be approved by the UX designer, so that the final application is identical to the requirements raised.
* Quality assurance testing has been conducted, covering functional, performance, and security aspects.
* The feature is checked against all acceptance criteria defined in the User Story, ensuring it meets user needs and expectations.
* All the features in the application after the sprint should be approved and verified by the product owner.
* Refactoring the application to improve internal functions by making many small changes without altering the code's external behaviour.
* All changes to configurations or build processes are documented to support future maintenance and troubleshooting.
* The User manuals, technical documentation, and training materials are updated to reflect the latest changes and functionalities.
* Peer review should be conducted, and it should ensure that it meets quality standards, and adheres to best practices, and incorporates feedback.

The added functions are considered "Done" only when all items in this checklist are completed. Thus, this ensures that the Audit Management System meets user needs and is ready for deployment.

**Q 2. Product Vision**

A product vision is a to the point statement that captures the purpose, who it’s for, what it is, and the long-term goals of a product's development. It is used as a part of the process of the application preparation and is used as a foundation to help product owners create product goals with their customers and stakeholders.



**Q 3. User Stories**

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| **Sprint 1** | | | |
| **User Story No:** 001AMS | **Task:** 1 | | **Priority:** High |
| As an auditor I want to a role-based login ID so that I can check and upload reports. | | | |
| **BV:** 500 | | **CP:** 02 | |
| **Acceptance Criteria:**   * Homepage should contain the application name. * The contact numbers of IT team should be displayed. * Text box for entering user ID i.e. the employee code. * Text box for entering the password. * Forgot password and new registration links. * Button for submit. * Successful login message. | | | |

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| **Sprint 1** | | | |
| **User Story No:** 002AMS | **Task:** 3 | | **Priority:** High |
| As an auditor I want to upload observation of audit so that I can update the audit findings to the concerned branch. | | | |
| **BV:** 500 | | **CP:** 05 | |
| **Acceptance Criteria**:   * The second tab after Home tab will be Upload Observation. * After clicking on tab Previous branch report and Upload New observation tab should be seen. * New Observation should allow upload in word and excel format. * The page should contain details of branch like, Branch ID, Month and year of audit, Risk rating of branch and audit point, auditor name, Branch head name should be mentioned. * One at a time entering of data also should be allowed. * Submit button, Delete and modify buttons also should be provided. | | | |

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| **Sprint 1** | | | |
| **User Story No:** 003AMS | **Task:** 2 | | **Priority:** High |
| As an auditor I want to generate report so that I can refer to the audit of any branch at any time. | | | |
| **BV:** 100 | | **CP:** 01 | |
| **Acceptance Criteria**:   * Third tab will be Compliance. * Should include submitted report tab. * After clicking tab report submitted by the branch in correspondence with the observation will show. * Another tab for providing rating and accordingly next audit month can be uploaded. * Mail Message to the branch of the rating and next audit month. * Submit button, Delete and modify buttons also should be provided. | | | |
| **Sprint 1** | | | |
| **User Story No:** 004AMS | **Task:** 2 | | **Priority:** Medium |
| As an auditor I want to check and download reports so that I can use it as a reference. | | | |
| **BV:** 200 | | **CP:** 08 | |
| **Acceptance Criteria**:   * Separate tab for Report generation. * Drop down box for selecting branch and date range. * Option for download. * Download in word, pdf. * The report can be viewed on the screen itself. | | | |

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| **Sprint 1** | | | |
| **User Story No:** 005AMS | **Task:** 4 | | **Priority:** Low |
| As an auditor I want a dashboard so that I can check the branch rating and other details. | | | |
| **BV:** 200 | | **CP:** 05 | |
| **Acceptance Criteria**:   * Dashboard should be displayed on homepage. * Auditor dashboard should include branch for audit in que, in progress, done. * Report spooling short cut. * Pie diagram of branches excellent, good and satisfactory rating. | | | |

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| **Sprint 1** | | | |
| **User Story No:** 006AMS | **Task:** 7 | | **Priority:** Medium |
| As an auditor I want an access for auditor tagging so that I can allow the auditor to carry out audit of tagged branch. | | | |
| **BV:** 200 | | **CP:** 05 | |
| **Acceptance Criteria**:   * New tab for allocation. * Drop down box showing Name, Employee Code, Branch for tagging. * Submit, Modify and delete button. | | | |

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| **Sprint 1** | | | |
| **User Story No:** 007AMS | **Task:** 8 | | **Priority:** Medium |
| As an auditor I want to create new login ID so that I can allow new auditor to access system | | | |
| **BV:** 100 | | **CP:** 08 | |
| **Acceptance Criteria**:   * Access should be given in Login page. * The button for new registration will be below forgot password. * Access for only managers and above. * Should include email ID and employee code. | | | |

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| **Sprint 1** | | | |
| **User Story No:** 008AMS | **Task:** 10 | | **Priority:** Low |
| As an auditor I want to have the access to lodge a query or issue to IT so that I can resolve any system related problem. | | | |
| **BV:** 100 | | **CP:** 13 | |
| **Acceptance Criteria**:   * Access should be given in the login page. * Text box to write issue, date and email ID. * It should be linked to support team. * Provision to attach file. | | | |

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| **Sprint 2** | | | |
| **User Story No:** 009AMS | **Task:** 1 | | **Priority:** High |
| As a Branch Head I want to a role-based login ID so that I can check reports. | | | |
| **BV:** 500 | | **CP:** 02 | |
| **Acceptance Criteria:**   * Homepage should contain the application name. * The contact numbers of IT team should be displayed. * Text box for entering user ID i.e. the employee code. * Text box for entering the password. * Forgot password and new registration links. * Button for submit. * Successful login message. | | | |

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| **Sprint 2** | | | |
| **User Story No:** 010AMS | **Task:** 3 | | **Priority:** High |
| As a Branch Head I want to an upload compliance for audit report so that I can finish an audit report in time. | | | |
| **BV:** 500 | | **CP:** 05 | |
| **Acceptance Criteria**:   * The second tab after Home tab will be view and upload compliance. * After clicking on tab Previous audit report and new audit report tab should be seen. * New audit report should allow to download in word format. * The page should allow to write compliance beside the points. * One at a time entering of data also should be allowed. * Submit button, Delete and modify buttons also should be provided. | | | |

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| **Sprint 2** | | | |
| **User Story No:** 011AMS | **Task:** 2 | | **Priority:** High |
| As a Branch Head I want to generate report so that I can refer to the audit of branch at any time. | | | |
| **BV:** 100 | | **CP:** 01 | |
| **Acceptance Criteria**:   * Third tab will be generating report. * After clicking tab report submitted by the branch in correspondence with the observation will show. * Report of any period can be spooled and referred. * The compliance submitted can be checked. * Modification allowed only within 7 days. | | | |
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| **Sprint 2** | | | |
| **User Story No:** 012AMS | **Task:** 2 | | **Priority:** Medium |
| As a Branch Head I want to download reports so that I can use it as a reference. | | | |
| **BV:** 200 | | **CP:** 08 | |
| **Acceptance Criteria**:   * Separate tab for Report generation. * Drop down box for selecting branch and date range. * Option for download. * Download in word, pdf. * The report can be viewed on the screen itself. * No modification allowed | | | |

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| **Sprint 2** | | | |
| **User Story No:** 013AMS | **Task:** 4 | | **Priority:** Low |
| As a Branch Head I want a dashboard so that I can check the branch rating and other details. | | | |
| **BV:** 200 | | **CP:** 05 | |
| **Acceptance Criteria**:   * Dashboard should be displayed on front page. * Branch head dashboard should include about the branch, previous rating, next audit month. * Report spooling short cut. * Pie diagram of branch excellent, good and satisfactory rating. | | | |

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| **Sprint 2** | | | |
| **User Story No:** 014AMS | **Task:** 7 | | **Priority:** Medium |
| As a Branch Head I want an access for branch staff tagging so that I can allow the staff to provide compliance of the branch. | | | |
| **BV:** 200 | | **CP:** 05 | |
| **Acceptance Criteria**:   * New tab for allocation. * Drop down box showing Name, Employee Code, Branch for tagging. * Submit, Modify and delete button. * The power of final submits only with Branch Head. | | | |

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| **Sprint 2** | | | |
| **User Story No:** 015AMS | **Task:** 8 | | **Priority:** Medium |
| As a Branch Head I want to create new login ID so that I can allow new staff to access system. | | | |
| **BV:** 100 | | **CP:** 08 | |
| **Acceptance Criteria**:   * Access should be given in Login page. * The button for new registration will be below forgot password. * Access for only managers and above. * Should include email ID and employee code. | | | |

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| **Sprint 2** | | | |
| **User Story No:** 016AMS | **Task:** 10 | | **Priority:** Low |
| As a Branch Head I want to have the access to lodge a query or issue to IT so that I can resolve any system related problem. | | | |
| **BV:** 100 | | **CP:** 13 | |
| **Acceptance Criteria**:   * Access should be given in the login page. * Text box to write issue, date and email ID. * It should be linked to support team. * Provision to attach file. | | | |

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| **Sprint 3** | | | |
| **User Story No:** 017AMS | **Task:** 1 | | **Priority:** High |
| As a Compliance staff I want to a role-based login ID so that I can check reports. | | | |
| **BV:** 500 | | **CP:** 02 | |
| **Acceptance Criteria:**   * Homepage should contain the application name. * The contact numbers of IT team should be displayed. * Text box for entering user ID i.e. the employee code. * Text box for entering the password. * Forgot password and new registration links. * Button for submit. * Successful login message. | | | |

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| **Sprint 3** | | | |
| **User Story No:** 018AMS | **Task:** 3 | | **Priority:** High |
| As a Compliance staff I want to check compliance submitted for audit report so that I can monitor audit report. | | | |
| **BV:** 500 | | **CP:** 05 | |
| **Acceptance Criteria**:   * The second tab after Home tab will be view compliance. * After clicking on tab Previous audit report and newly submitted audit report tab should be seen. * Audit report should be downloaded in word format. * One at a time checking of data also should be allowed. * View button, download button should be provided. | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Sprint 3** | | | | | **User Story No:** 019AMS | **Task:** 2 | | **Priority:** High | | As a Compliance staff I want to generate report so that I can refer to the audit of branch at any time. | | | | | **BV:** 100 | | **CP:** 01 | | | **Acceptance Criteria**:   * Third tab will be generating report. * After clicking tab report submitted by any branch will be displayed. * Report of any period can be spooled and referred. * Text box for branch selection and date should be provided. | | | | |  | | | | | **Sprint 3** | | | | | **User Story No:** 020AMS | **Task:** 2 | | **Priority:** Medium | | As a Compliance staff I want to download reports so that I can use it as a reference. | | | | | **BV:** 200 | | **CP:** 08 | | | **Acceptance Criteria**:   * Separate tab for Report generation. * Drop down box for selecting branch and date range. * Option for download. * Download in word, pdf. * The report can be viewed on the screen itself. * No modification allowed | | | | | | | |
| **Sprint 3** | | | |
| **User Story No:** 021AMS | **Task:** 4 | | **Priority:** Low |
| As a Compliance staff I want a dashboard so that I can check the branch rating and other details. | | | |
| **BV:** 200 | | **CP:** 05 | |
| **Acceptance Criteria**:   * Dashboard should be displayed on front page. * Compliance Staff dashboard should include about every branch, previous rating, next audit planned. * Report spooling short cut. * Pie diagram of branch excellent, good and satisfactory rating. | | | |

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| **Sprint 3** | | | |
| **User Story No:** 022AMS | **Task:** 7 | | **Priority:** Medium |
| As a Compliance staff I want an access for branch staff tagging so that I can allow the staff to monitor audit of tagged branch. | | | |
| **BV:** 200 | | **CP:** 05 | |
| **Acceptance Criteria**:   * New tab for allocation. * Drop down box showing Name, Employee Code, Branch for tagging. * Submit, Modify and delete button. | | | |

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| **Sprint 3** | | | |
| **User Story No:** 023AMS | **Task:** 8 | | **Priority:** Medium |
| As a Compliance staff I want to create new login ID so that I can allow new staff to access system. | | | |
| **BV:** 100 | | **CP:** 08 | |
| **Acceptance Criteria**:   * Access should be given in Login page. * The button for new registration will be below forgot password. * Access for only managers and above. * Should include email ID and employee code. | | | |

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| **Sprint 3** | | | |
| **User Story No:** 024AMS | **Task:** 10 | | **Priority:** Low |
| As a Compliance staff I want to have the access to lodge a query or issue to IT so that I can resolve any system related problem. | | | |
| **BV:** 100 | | **CP:** 13 | |
| **Acceptance Criteria**:   * Access should be given in the login page. * Text box to write issue, date and email ID. * It should be linked to support team. * Provision to attach file. | | | |

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| **Sprint 4** | | | |
| **User Story No:** 025AMS | **Task:** 1 | | **Priority:** High |
| As an Audit Head I want to a role-based login ID so that I can check reports. | | | |
| **BV:** 500 | | **CP:** 02 | |
| **Acceptance Criteria:**   * Homepage should contain the application name. * The contact numbers of IT team should be displayed. * Text box for entering user ID i.e. the employee code. * Text box for entering the password. * Forgot password and new registration links. * Button for submit. * Successful login message. | | | |

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| **Sprint 4** | | | |
| **User Story No:** 026AMS | **Task:** 3 | | **Priority:** High |
| As an Audit Head I want to check compliance submitted for audit report so that I can monitor audit report. | | | |
| **BV:** 500 | | **CP:** 05 | |
| **Acceptance Criteria**:   * The second tab after Home tab will be view compliance. * After clicking on tab Previous audit report and newly submitted audit report tab should be seen. * Audit report should be downloaded in word format. * One at a time checking of data also should be allowed. * View button, download button should be provided. | | | |

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| **Sprint 4** | | | |
| **User Story No:** 027AMS | **Task:** 2 | | **Priority:** High |
| As an Audit Head I want to generate report so that I can refer to the audit of branch at any time. | | | |
| **BV:** 100 | | **CP:** 01 | |
| **Acceptance Criteria**:   * Third tab will be generating report. * After clicking tab report submitted by any branch will be displayed. * Report of any period can be spooled and referred. * Text box for branch selection and date should be provided. | | | |

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| **Sprint 4** | | | |
| **User Story No:** 028AMS | **Task:** 2 | | **Priority:** High |
| As an Audit Head I want to download reports so that I can use it as a reference. | | | |
| **BV:** 200 | | **CP:** 08 | |
| **Acceptance Criteria**:   * Separate tab for Report generation. * Drop down box for selecting branch and date range. * Option for download. * Download in word, pdf. * The report can be viewed on the screen itself. * No modification allowed | | | |

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| **Sprint 4** | | | |
| **User Story No:** 029AMS | **Task:** 4 | | **Priority:** High |
| As an Audit Head I want a dashboard so that I can check the branch rating and other details. | | | |
| **BV:** 200 | | **CP:** 05 | |
| **Acceptance Criteria**:   * Dashboard should be displayed on front page. * Audit Head dashboard should include about every branch, previous rating, next audit planned. * Report spooling short cut. * Pie diagram of branch excellent, good and satisfactory rating. | | | |

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| **Sprint 4** | | | |
| **User Story No:** 030AMS | **Task:** 10 | | **Priority:** Low |
| As an Audit Head I want to have the access to lodge a query or issue to IT so that I can resolve any system related problem. | | | |
| **BV:** 100 | | **CP:** 13 | |
| **Acceptance Criteria**:   * Access should be given in the login page. * Text box to write issue, date and email ID. * It should be linked to support team. * Provision to attach file. | | | |

**Q 4. Agile Product Owner Experience:**

The Product Owner helps in ensuring a successful completion of the project. Below is the experience of a product owner:

**Responsibilities of Product Owner:**

**Market Analysis:**

* As Product Owner I would conduct an in-depth analysis of the banking sector especially audit departments to understand the need for a streamlined audit management solution.
* Checked whether there is availability of similar products in the market to compare and learn the gaps in the application.
* Referred the industry reports to ensure the product's relevance.

**Enterprise Analysis:**

* As a Product Owner conducted due diligence and market check to validate the market opportunity and financial feasibility of the project.
* Had to collaborate with stakeholders to gather requirements regarding inefficiencies in the existing audit processes.

**Product Vision and Roadmap:**

* Product Owner prepares clear product vision on automating audit processes, improving compliance, and reducing errors.
* Created a roadmap with features such as real-time dashboards, compliance tracking, and automated notifications, along with a timeline for development.

**Managing Product Features:**

* Carried out discussions with stakeholders to manage expectations and prioritize requirements based on criticality.
* As a product owner need to continuously refine epics, stories, and features during backlog grooming sessions.

**Managing Product Backlog:**

* We need to maintain a prioritized product backlog with user stories derived from stakeholder inputs.
* Items need to be prioritised based on changing stakeholder needs.

**Managing Overall Iteration Progress:**

* The product owner needs to review sprint progress during sprint reviews.
* As a product owner we need to reprioritize user stories as needed based on feedback and sprint performance.

**Meetings held for the project:**

As product owner we need to carry out many meetings to monitor the daily project work, below is the experience related to the meetings.

**Sprint Planning meeting:**

* The product owner needs to collaborate with the team to define the sprint goal and select the backlog items for the sprint.
* PO needs to note down goal to fulfil the most important feature i.e. uploading observation and compliance.
* In the sprint planning we along with the development team clarified the user stories.
* Discussed with the team whether the user stories are designed according to the sprint and whether the sprint workload was realistic.

**Daily Scrum Meeting:**

* The PO does not conduct the meeting but is an observer, staying informed about daily progress and challenges.
* PO needed to act as a resource to resolve issues, and problems which would arise during the course of sprint.
* The PO will need to avoid involvement while addressing the resolutions of issues.

**Sprint Review Meeting:**

* The PO conducts this meeting to show completed work to stakeholders and gather feedback.
* In this meeting each completed story is reviewed to ensure it met the DoD and matches the acceptance criteria.
* Progress of the application is discussed with the stakeholders, including automated report generation and audit tracking dashboards.
* PO also collects feedback to identify improvements or potential new requirements.

**Sprint Retrospective Meeting:**

* PO carries out these meetings to reflect on the sprint and identify ways to improve the process.
* PO needs to collaborate with the team to discuss what went well in the process and what were the problems.
* PO needs to address team when multiple high-priority items are delivered within a single sprint.
* Also, PO needs to encourage honest feedback without undermining team morale.

**Backlog Refinement Meeting:**

* PO has to ensure the backlog is prioritized, refined, and ready for upcoming sprints.
* Regular collaboration with the team to clarify user stories and acceptance criteria.
* PO needs to reprioritize the backlog based on stakeholder feedback, sprint progress, and emerging requirements.

**User Stories Creation:**

As an Agile Product Owner, creating user stories for the audit management system involved ensuring each story was executable, value adding, and aligned with stakeholder needs.

The User stories are written considering the following things:

* Understanding Stakeholder Needs
* Defining Stories Based on Value
* Refinement of user stories by discussing with stakeholders.

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| **Criteria** | **Description** |
| Story No | Unique identifier for the story to track progress and reference in discussions |
| Task | Specific tasks required to complete the story (e.g., design dashboard, test functionality). |
| Priority | Importance level based on urgency (High, Medium, Low) |
| Acceptance Criteria | Clear, conditions that must be met for the story to be considered complete. |
| BV | Description showing the value that adds to the organization, such as efficiency or compliance. |
| CP | Manual tracking of deadlines leads to missed compliance dates and regulatory penalties. Mostly given in numbers. |

**Q 5. Product and sprint backlog and product and sprint burndown**

**charts:**

Product Backlog key Characteristics:

* The Product Owner manages the Product Backlog.
* Backlog items are written as user stories, epics, or tasks.
* Items are ranked based on their business value, complexity points, and other factors.

Sprint Backlog key Characteristics:

* The Scrum Team manages the Sprint Backlog.
* Contains only items that the team commits to completing in the sprint.
* Breaks down backlog items into smaller, actionable tasks.

The following user stories are broken down under Sprint 1 and Sprint 2:

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| **Sprint 1** | | |
| **User Story Number** | **Value Statement** | **Status of Sprint** |
| 001AMS | As an auditor I want to a role-based login ID so that I can check and upload reports. | Complete |
| 002AMS | As an auditor I want to upload observation of audit so that I can update the audit findings to the concerned branch. | Complete |
| 003AMS | As an auditor I want to generate report so that I can refer to the audit of any branch at any time | Complete |
| 004AMS | As an auditor I want to check and download reports so that I can use it as a reference. | Complete |
| 005AMS | As an auditor I want a dashboard so that I can check the branch rating and other details. | Complete |
| 006AMS | As an auditor I want an access for auditor tagging so that I can allow the auditor to carry out audit of tagged branch. | Complete |
| 007AMS | As an auditor I want to create new login ID so that I can allow new auditor to access system | Complete |
| 008AMS | As an auditor I want to have the access to lodge a query or issue to IT so that I can resolve any system related problem. | Complete |

Sprint 1 Burnup report

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Description automatically generated

Sprint Burndown Chart Sprint 1

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Description automatically generated

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| **Sprint 2** | | |
| **User Story Number** | **Value Statement** | **Status of Sprint** |
| 009AMS | As a Branch Head I want to a role-based login ID so that I can check reports. | Complete |
| 010AMS | As a Branch Head I want to an upload compliance for audit report so that I can finish an audit report in time. | Complete |
| 011AMS | As a Branch Head I want to generate report so that I can refer to the audit of branch at any time. | In Progress |
| 012AMS | As a Branch Head I want to download reports so that I can use it as a reference. | In Progress |
| 013AMS | As a Branch Head I want a dashboard so that I can check the branch rating and other details. | In Progress |
| 014AMS | As a Branch Head I want an access for branch staff tagging so that I can allow the staff to provide compliance of the branch. | To Do |
| 015AMS | As a Branch Head I want to create new login ID so that I can allow new staff to access system. | To Do |
| 016AMS | As a Branch Head I want to have the access to lodge a query or issue to IT so that I can resolve any system related problem. | To Do |

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| **Sprint 3** | | |
| **User Story Number** | **Value Statement** | **Status of Sprint** |
| 017AMS | As a Compliance staff I want to a role-based login ID so that I can check reports. | To Do |
| 018AMS | As a Compliance staff I want to check compliance submitted for audit report so that I can monitor audit report. | To Do |
| 019AMS | As a Compliance staff I want to generate report so that I can refer to the audit of branch at any time. | To Do |
| 020AMS | As a Compliance staff I want to download reports so that I can use it as a reference. | To Do |
| 021AMS | As a Compliance staff I want a dashboard so that I can check the branch rating and other details. | To Do |
| 022AMS | As a Compliance staff I want an access for branch staff tagging so that I can allow the staff to monitor audit of tagged branch. | To Do |
| 023AMS | As a Compliance staff I want to create new login ID so that I can allow new staff to access system. | To Do |
| 024AMS | As a Compliance staff I want to have the access to lodge a query or issue to IT so that I can resolve any system related problem. | To Do |

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| **Sprint 4** | | |
| **User Story Number** | **Value Statement** | **Status of Sprint** |
| 025AMS | As an Audit Head I want to a role-based login ID so that I can check reports. | To Do |
| 026AMS | As an Audit Head I want to check compliance submitted for audit report so that I can monitor audit report. | To Do |
| 027AMS | As an Audit Head I want to generate report so that I can refer to the audit of branch at any time. | To Do |
| 028AMS | As an Audit Head I want to download reports so that I can use it as a reference. | To Do |
| 029AMS | As an Audit Head I want a dashboard so that I can check the branch rating and other details. | To Do |
| 030AMS | As an Audit Head I want to have the access to lodge a query or issue to IT so that I can resolve any system related problem. | To Do |

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| **Product Backlog** | | | | | | |
| **User story ID** | **User story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| 001AMS | As an auditor I want to a role-based login ID so that I can check and upload reports | 1 | High | 500 | 2 | 1 |
| 002AMS | As an auditor I want to upload observation of audit so that I can update the audit findings to the concerned branch. | 3 | High | 500 | 5 | 1 |
| 003AMS | As an auditor I want to generate report so that I can refer to the audit of any branch at any time. | 2 | High | 100 | 1 | 1 |
| 004AMS | As an auditor I want to check and download reports so that I can use it as a reference. | 2 | Medium | 200 | 8 | 1 |
| 005AMS | As an auditor I want a dashboard so that I can check the branch rating and other details. | 4 | Low | 200 | 5 | 1 |
| 006AMS | As an auditor I want an access for auditor tagging so that I can allow the auditor to carry out audit of tagged branch | 7 | Medium | 200 | 5 | 1 |
| 007AMS | As an auditor I want to create new login ID so that I can allow new auditor to access system | 8 | Medium | 100 | 8 | 1 |
| 008AMS | As an auditor I want to have the access to lodge a query or issue to IT so that I can resolve any system related problem. | 10 | Low | 100 | 13 | 1 |

| **Product Backlog** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **User story ID** | **User story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| 009AMS | As a Branch Head I want to a role-based login ID so that I can check reports. | 1 | High | 500 | 2 | 2 |
| 010AMS | As a Branch Head I want to an upload compliance for audit report so that I can finish an audit report in time. | 3 | High | 500 | 5 | 2 |
| 011AMS | As a Branch Head I want to generate report so that I can refer to the audit of branch at any time | 2 | High | 100 | 1 | 2 |
| 012AMS | As a Branch Head I want to download reports so that I can use it as a reference. | 2 | Medium | 200 | 8 | 2 |
| 013AMS | As a Branch Head I want a dashboard so that I can check the branch rating and other details. | 4 | Low | 200 | 5 | 2 |
| 014AMS | As a Branch Head I want an access for branch staff tagging so that I can allow the staff to provide compliance of the branch. | 7 | Medium | 200 | 5 | 2 |
| 015AMS | As a Branch Head I want to create new login ID so that I can allow new staff to access system. | 8 | Medium | 100 | 8 | 2 |
| 016AMS | As a Branch Head I want to have the access to lodge a query or issue to IT so that I can resolve any system related problem. | 10 | Low | 100 | 13 | 2 |

| **Sprint Backlog** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **User story ID** | **User story** | **Tasks** | **Owner** | **Status** | **Estimated effort** |
| 001AMS | As an auditor I want to a role-based login ID so that I can check and upload reports. | 1 | Product Owner | Completed | 200 |
| 002AMS | As an auditor I want to upload observation of audit so that I can update the audit findings to the concerned branch. | 3 | Product Owner | Completed | 500 |
| 003AMS | As an auditor I want to generate report so that I can refer to the audit of any branch at any time. | 2 | Product Owner | Completed | 100 |
| 004AMS | As an auditor I want to check and download reports so that I can use it as a reference. | 2 | Product Owner | Completed | 800 |
| 005AMS | As an auditor I want a dashboard so that I can check the branch rating and other details. | 4 | Product Owner | Completed | 500 |
| 006AMS | As an auditor I want an access for auditor tagging so that I can allow the auditor to carry out audit of tagged branch. | 7 | Product Owner | Completed | 500 |
| 007AMS | As an auditor I want to create new login ID so that I can allow new auditor to access system | 8 | Product Owner | Completed | 800 |
| 008AMS | As an auditor I want to have the access to lodge a query or issue to IT so that I can resolve any system related problem. | 10 | Product Owner | Completed | 900 |
| 009AMS | As a Branch Head I want to a role-based login ID so that I can check reports. | 1 | Product Owner | Completed | 200 |
| 010AMS | As a Branch Head I want to an upload compliance for audit report so that I can finish an audit report in time. | 3 | Product Owner | Completed | 500 |
| 011AMS | As a Branch Head I want to generate report so that I can refer to the audit of branch at any time | 2 | Product Owner | Completed | 100 |
| 012AMS | As a Branch Head I want to download reports so that I can use it as a reference. | 2 | Product Owner | Completed | 800 |
| 013AMS | As a Branch Head I want a dashboard so that I can check the branch rating and other details. | 4 | Product Owner | Completed | 500 |
| 014AMS | As a Branch Head I want an access for branch staff tagging so that I can allow the staff to provide compliance of the branch. | 7 | Product Owner | Completed | 500 |
| 015AMS | As a Branch Head I want to create new login ID so that I can allow new staff to access system. | 8 | Product Owner | Completed | 800 |
| 016AMS | As a Branch Head I want to have the access to lodge a query or issue to IT so that I can resolve any system related problem. | 10 | Product Owner | Completed | 900 |

**Q 6. Sprint Meetings**

A Sprint Planning Meeting is a key event in Agile Scrum where the Scrum Team (Product Owner, Scrum Master, and Developers) carries out a discussion to define what will be delivered in the coming sprint and how the team plans to accomplish it.

1. **Sprint Planning Meeting**

|  |  |
| --- | --- |
| **Date** | Sprint Planning Meeting |
| **Time** | 10.00AM to 11.30AM |
| **Location** | Conference Hall 3 |
| **Prepared By** | Mr. SGH (Scrum Master) |
| **Attendees** | Mr. LOP (Product Owner) Mr. SGH (Scrum Master) Mr. TUV (Developer) Mr. CUG (Developer) Mr. RTU (Developer) |

**Agenda Topics:**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Presenter** | **Time Allotted** |
| Review Sprint Goal | Scrum Master | 10.00AM to 10.15AM |
| Prioritization of Backlog Items | Product Owner | 10.15AM to 10.45AM |
| Task Breakdown and Estimation | Developers | 10.45AM to 11.00AM |

**Other Information:**

|  |  |
| --- | --- |
| **Observers** | Mrs SP (Business Analyst) |
| **Resources** | Product Backlog, Whiteboard (Jira), User Stories |
| **Special Notes** | Workload should be real Discuss any additions or change requests |

1. **Sprint Review Meeting:**

|  |  |
| --- | --- |
| **Date** | Sprint Review Meeting |
| **Time** | 2.00PM to 4.00PM |
| **Location** | Conference Hall 1 |
| **Prepared By** | Mr. SGH (Scrum Master) |
| **Attendees** | Mr. LOP (Product Owner) Mr. SGH (Scrum Master) Mr. TUV (Developer) Mr. CUG (Developer) Mr. RTU (Developer) |

|  |  |
| --- | --- |
| **Sprint Status** | * Overview of completed sprint 1 and checking the Sprint 2 in progress work. * Taking stock of the goal. |
| **Things to be done** | * Testing the Sprint 1 features of login, reports, observation updating. * UAT for login function of Branch Head. * UAT for compliance updating for Branch Head. * Testing Dashboard feature. |
| **Quick Updates** | NIL |
| **What is next?** | * Starting the last To Do in Sprint 2 * Completing Compliance and Report part of Branch Head. * Refer to stakeholder feedback. |

1. **Sprint Retrospective Meeting:**

|  |  |
| --- | --- |
| **Date** | Sprint Retrospective Meeting |
| **Time** | 11.00AM to 12.30PM |
| **Location** | Conference Hall 3 |
| **Prepared By** | Mr. SGH (Scrum Master) |
| **Attendees** | Mr. LOP (Product Owner) Mr. SGH (Scrum Master) Mr. TUV (Developer) Mr. CUG (Developer) Mr. RTU (Developer) |

|  |  |
| --- | --- |
| **What went well** | * Preparation of login windows. * Requirements were clear. * Dashboard feature was also a successful feature. |
| **What did not go well** | * Taking time from stakeholders * The UAT in compliance upload was not successful in first two attempts. |
| **Questions** | * How can we finish the To Do in the sprint? * By what time will the UAT for viewing reports complete? |
| **Reference** | Available through Jira updates |

1. **Daily Standup Meeting:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Question** | **Role** | **Week 6 (from 01-05-2024 to 05-05-2024)** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **What did you do yesterday?** | Developer 1 | Completed UI feature of login | Fixed Bug in login | Wrote unit tests | Test on Report generation | Deployed login build |
| Developer 2 | Wrote Audit Feature | Fixed Compliance tab | Updated Documents | QA testing | Start work on dashboard |
| Developer 3 | Created report generation feature | Worked on Background feature of report | Fixed queries of login feature | Add checking observation feature | Completed report tab |
| **What will you do today?** | Developer 1 | Login tests | Resolve bug issue | Check Login feature | Review dashboard | Conduct QA test |
| Developer 2 | Begin compliance Tab | Add new features | Integrate Backend | Conduct peer testing | Fix audit issues |
| Developer 3 | Work on report tab | Test Reports | Work on the bug found in testing. | Fix bugs | Add dashboard metrics |
| **What if any is blocking progress?** | Developer 1 | Pending approval from Sponsor for linking mail to forgot passwords | Server delays | Test data issue | Pending QA inputs | Minor glitch in dashboard |
| Developer 2 | Waiting for update compliance related requirement | Missing tests | Data fetch issues | Server downtime | Report formatting |
| Developer 3 | Bug Fixing | Bug Fixing | Test Observation tab | Bug fixing in observation tab | Checking bugs in reports |