**Question 1 – Write Agile Manifesto.**

The Agile manifesto is a foundational document created in 2001 by a group of software developers to outline a new approach to software development. It promotes flexibility, collaboration, and a focus on delivering value to customers.

The Agile Manifesto consists of:

Four core values - Values that highlight the importance of individual, collaboration, working software and adaptability.

Twelve Principles that provides detailed guidance for teams to follow Agile methodologies effectively.

The four core values of Agile software development as stated in the Agile Manifesto are as follows:

1. Individuals and interactions over processes and tools.
2. Working software over comprehensive documentation.
3. Customer collaboration over contract negotiation.
4. Responding to change over following a project plan.

Twelve Principles of Agile Software :

1. Satisfy the customer through early and continuous delivery of valuable software.
2. Welcome changing requirements, even late in development. Agile processes harness change for the customer’s competitive advantage.
3. Deliver working software frequently, from a couple of months, with a preference to the shorter timescale.
4. Business people and developers must work together daily throughout the project.
5. Build projects around motivated individuals. Give them the environment and support they need and trust them to get the job done.
6. The most efficient and effective method of conveying information to and within a development team is face – to-face conversation.
7. Working software is the primary measure of progress.
8. Agile processes promote sustainable development. The sponsors , developers and users should be able to maintain a constant pace indefinitely.
9. Continuous attention to technical excellence and good design enhances agility.
10. Simplicity the art of maximizing the amount of work not done is essential.
11. The best architectures, requirements and designs emerge from self-organizing teams.
12. At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behaviour accordingly.

The main goal of the Agile Manifesto is to help teams develop software that better meets customer needs by prioritizing continuous improvement, customer feedback, and teamwork.

**Question 2 -** **Write minimum 40 User stories and their Acceptance Criteria along with their BV and CP**

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| User Story:1 | Task 1 | Priority: Highest |
| As a user , I want to register in Scrum food so that I can access it. |
| BV :500 | CP: 2 |
| Acceptance Criteria: Registration Screen Text box for Username, Password, Nation Id, Phone no, Email addressClick on Registration TabSend Registration successful notification to the user. |

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| User Story:2 | Task 1 | Priority: Highest |
| As a user, I want to login in Scrum food so that I can place an order. |
| BV :500 | CP***:*** 2 |
| Acceptance Criteria: Registration Screen Text box for Username, Password, Nation Id, Phone no, Email addressClick on Registration TabSend Registration successful notification to the user |

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| User Story : 3  | Task 1 | Priority : Highest  |
| As a user, I want to search for restaurants so I can find food options nearby. |
| BV : 400 | CP: 3 |
| Acceptance Criteria : Enter the restaurant name in search bar.Press “Search”View list of restaurants matching the query. |

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| User Story : 4 | Task 1 | Priority : Highest  |
| As a user, I want to view restaurant details. |
| BV : 380 | CP: 2 |
| Acceptance Criteria: Select a restaurant from the list.See details like name, address, ratings, and contact number. |

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| User Story : 5 | Task 1 | Priority : Highest  |
| As a user, I want to browse a restaurant’s menu |
| BV : 500 | CP: 3 |
| Acceptance Criteria: Open the restaurant’s page.Select a restaurant from the list.See details like name, address, ratings, and contact number. |

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| User Story : 6 | Task 1 | Priority : Highest  |
| As a user, I want to add food to my cart and place an order. |
| BV : 600 | CP: 4 |
| Acceptance Criteria: Select food items from the menu.Add them to the cart.Go to checkout and place the order. |

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| User Story : 7 | Task 1 | Priority : Highest  |
| As a user, I want to pay for my order. |
| BV : 500 | CP: 3 |
| Acceptance Criteria: Select a payment method.Enter payment details.Confirm the payment and get a receipt. |

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| User Story : 8 | Task 1 | Priority : Medium |
| As a user, I want to track my order status. |
| BV : 400 | CP: 2 |
| Acceptance Criteria: Open the order page.See the current status of the order. (Food preparing , Food on the way, Food delivered), |

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| User Story : 9 | Task 1 | Priority : Highest  |
| As a delivery boy, I want to register on the scrum food platform to get started. |
| BV : 350 | CP: 3 |
| Acceptance Criteria: Fill the registration form with basic details.Submit and get a confirmation to start working. |

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| User Story : 10 | Task 1 | Priority: Highest  |
| As a admin, I want to log in to the admin portal to manage the entire system. |
| BV : 700 | CP: 5 |
| Acceptance Criteria: Enter username and password.Access the admin dashboard to manage orders, users and other system settings. |

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| User Story : 11 | Task 1 | Priority : Highest  |
| As a admin, I want to manage regional admins under my supervision. |
| BV : 600 | CP: 4 |
| Acceptance Criteria: View a list of regional admins.Assign tasks or update their responsibilities. |

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| User Story : 12 | Task 1 | Priority : Highest  |
| As a admin, I want to manage the delivery boys in my region. |
| BV : 500 | CP: 3 |
| Acceptance Criteria: View a list of delivery boys in my area.Assign delivery tasks to them.Update their status or availability. |

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| User Story : 13 | Task 1 | Priority : Medium |
| As a delivery boy, I want to log in so I can access my dashboard. |
| BV : 400 | CP: 2 |
| Acceptance Criteria: Enter username and password.Access the dashboard to see assigned tasks.View upcoming deliveries. |

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| User Story : 14 | Task 1 | Priority : Medium |
| As a delivery boy, I want to view available orders so I can choose the ones to deliver. |
| BV : 450 | CP: 3 |
| Acceptance Criteria: Browse the list of available orders.See the delivery address and details.Choose which orders to deliver. |

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| User Story : 15 | Task 1 | Priority : Medium |
| As a delivery boy, I want to select and accept orders I can deliver. |
| BV : 480 | CP: 3 |
| Acceptance Criteria: Pick an order from the available list.Confirm my ability to deliver the order.Accept the order and proceed with delivery. |

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| User Story : 16  | Task 1 | Priority : Highest |
| As a restaurant, I want to register on Scrum Food to start receiving orders. |
| BV : 650 | CP: 5 |
| Acceptance Criteria:Fill out the restaurant registration form.Submit the form for approval.Receive confirmation to start accepting orders. |

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| User Story : 17 | Task 1 | Priority : Highest |
| As a restaurant, I want to log in to manage my account. |
| BV : 600 | CP: 4 |
| Acceptance Criteria: Enter the restaurant username and password.Access the restaurant's dashboard.Manage orders, menu, and account details. |

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| User Story : 18 | Task 1 | Priority : Highest |
| As a restaurant, I want to view incoming orders so I can prepare food for delivery. |
| BV : 600 | CP: 4 |
| Acceptance Criteria: See the new orders listed on the dashboard.View the details like food items, delivery address, and time.Start preparing the food for delivery. |

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| User Story : 19 | Task 1 | Priority : Highest  |
| As a restaurant, I want to verify the delivery boy before handing over the order. |
| BV : 550 | CP: 4 |
| Acceptance Criteria: Verify the delivery boy’s name and ID.Confirm that the delivery boy is assigned to the correct order.Hand over the order once verification is complete. |

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| User Story : 20 | Task 2 | Priority : Medium |
| As a regional admin, I want to see the toral revenue generated in my region. |
| BV : 500 | CP: 3 |
| Acceptance Criteria: Access the revenue report for my region.View total sales and order details.See a breakdown of the revenue by restaurant and delivery boy. |

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| User Story : 21 | Task 1 | Priority : Highest |
| As a regional admin, I want to track the status of orders in my region. |
| BV : 600 | CP: 4 |
| Acceptance Criteria: View a list of orders in my region.Check the status of each order.Update or take action if necessary. |

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| User Story : 22 | Task 1 | Priority : Highest |
| As a delivery boy, I want to confirm the pickup and delivery of an order. |
| BV : 550 | CP: 4 |
| Acceptance Criteria: Confirm when I pick up an order from the restaurant.Confirm when I deliver the order to the customer.Mark the order as complete. |

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| User Story : 23 | Task 1 | Priority : Highest |
| As a restaurant, I want to receive payments for orders through Scrum Food. |
| BV : 600 | CP: 5 |
| Acceptance Criteria: Receive payments directly through the platform.View the payment status for each order.Confirm successful payment for each order. |
| User Story : 24  | Task 2 | Priority : Medium |
| As a delivery boy, I want to update the status of my orders. |
| BV : 450 | CP: 3 |
| Acceptance Criteria: Update the order status as I pick it up.Update the status when I am delivering it.Mark the order as completed once delivered. |

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| User Story : 25 | Task 1 | Priority : Highest |
| As a regional admin, I want to resolve issues raised by customers , restaurants, and delivery boys. |
| BV : 650 | CP: 4 |
| Acceptance Criteria: Review the issue raised by the customer , restaurant or delivery boy.Investigate and find a solution.Communicate the resolution and close the issue. |

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| User Story : 26 | Task 2 | Priority : Medium |
| As a regional admin, I want to view customer feedback for restaurants in my region. |
| BV : 500 | CP: 3 |
| Acceptance Criteria: Access feedback from customers about restaurants.View ratings, comments, and suggestions.Take actions based on the feedback. |

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| User Story : 27 | Task 1 | Priority : Highest |
| As a regional admin, I want to process refunds for customers. |
| BV : 600 | CP: 4 |
| Acceptance Criteria: Review the refund request from the customer.Verify the order details and process the refund.Notify the customer of the refund status. |

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| User Story : 28 | Task 1 | Priority : Highest |
| As a admin, I want to resolve issues escalated by regional admins. |
| BV : 650 | CP: 5 |
| Acceptance Criteria: Review issues escalated by regional admins.Investigate and find a solution.Communicate the resolution to the regional admin. |

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| User Story : 29 | Task 1 | Priority : Highest |
| As an admin, I want to view and analyze customer feedback across all regions. |
| BV : 700 | CP: 5 |
| Acceptance Criteria: View customer feedback from all regions.Analyze feedback trends and patterns.Take necessary actions based on feedback analysis. |

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| User Story : 30 | Task 1 | Priority : Highest |
| As an admin, I want to oversee and resolve unresolved issues across regions. |
| BV : 700 | CP: 5 |
| Acceptance Criteria: Identify unresolved issues from all regions.Investigate and find a solutionResolve issues and notify the concerned parties. |

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| User Story : 31 | Task 1 | Priority : Highest |
| As an admin, I want to approve or reject requests for restaurants, delivery boys, and regional admins. |
| BV : 700 | CP: 5 |
| Acceptance Criteria: View incoming requests for restaurants, delivery boys, and regional admins.Review the request details.Approve or reject the request based on the review. |

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| User Story : 32  | Task 2 | Priority : Medium |
| As an admin, I want to log out after completing my work |
| BV : 400 | CP: 3 |
| Acceptance Criteria: Click on the logout button.Confirm logout action.Successfully log out from the platform. |

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| User Story : 33 | Task 1 | Priority : Highest |
| As a business owner, I want to log in to the platform to manage my business operations. |
| BV : 600 | CP: 4 |
| Acceptance Criteria: Enter username and password.Access the dashboard for managing operations.View the key features for business management. |

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| User Story : 34 | Task 1 | Priority : Highest |
| As a business owner, I want to view and resolve major business issues. |
| BV : 650 | CP: 4  |
| Acceptance Criteria: View the list of unresolved business issues.Investigate the problem and find a solution.Resolve the issue and update the status. |

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| User Story : 35 | Task 1 | Priority : Medium |
| As a business owner, I want to view business reports to analyze performance. |
| BV : 500 | CP: 3 |
| Acceptance Criteria: Access business reports and analytics.View key metrics such as sales, customer feedback and delivery status.Analyze the data to understand business performance. |

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| User Story : 36 | Task 1 | Priority : Highest |
| As a business owner, I want to process payments for restaurants and delivery boys. |
| BV : 600 | CP: 4 |
| Acceptance Criteria: View payment details for restaurants and delivery boys.Process the payments through the platform.Confirm the payment status and notify the recipients. |

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| User Story : 37 | Task 2 | Priority : Medium |
| As a user , I want to cancel my order. |
| BV : 450 | CP: 3 |
| Acceptance Criteria: Go to the order details page.Click the cancel button.Confirm the cancellation and get a notification. |

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| User Story : 38 | Task 2 | Priority : Medium |
| As a user, I want to rate my order and provide feedback. |
| BV : 400 | CP: 3 |
| Acceptance Criteria: Go to the order details page.Select a rating (1 to 5 starts)Write feedback about the order experience. |

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| User Story : 39 | Task 2 | Priority : Low |
| As a user, I want to log out of the app.  |
| BV : 300 | CP: 2 |
| Acceptance Criteria: Click on the logout button in the app.Confirm the logout action.Successfully log out and return to the login screen. |

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| User Story : 40 | Task 2 | Priority : Medium |
| As a business owner, I want to log out after completing my work. |
| BV : 450 | CP: 3 |
| Acceptance Criteria: Click the logout button after finishing work.Confirm the logout action.Successfully log out from the business owner platform. |

Question 3 - **What is epic? Write 2 epics?**

Epic is a useful agile project management tool used to structure agile backlog and roadmap.

To put simply, Epic is a collection of smaller user stories that describes large work items. Consider an epic a large user story. For example, Epics are often used to describe a new feature or a bigger piece of functionality to be developed

An epic is the top informational level in an agile backlog. It contains several user stories and each user story in turn contains all the tasks required for implementation.

Agile Epics are mostly used when a piece of work is too big to be delivered in a single sprint or iteration. If you use an epic to group your user stories for a new feature, it is easy to keep track of progress and know what percentage of work is completed versus outstanding.

**Theme - Order Tracking**

Epic – 1

As a customer, I want to track my food delivery in real-time so that I know when my order will arrive.

User story – 1

As a customer, I want to see the delivery person’s live location on a map so that I can track their progress.

User Story – 2

As a customer, I want to get notifications about delivery status. (order, picked up, on the way, delivered) so that I stay informed.

Task – 1

Create a notification system for delivery updates.

Task – 2

Design a map page to display the delivery location.

Task – 3

Integrate GPS tracking for delivery persons.

**Theme – Search and Discovery.**

Epic – 2

As a customer, I want to search for restaurants and filter them by cuisine, rating, or price so that I can find the best options for my needs.

User story – 1

As a customer, I want a search bar where I can type the name of a restaurant or dish.

User Story – 2

As a customer, I want to sort restaurants by rating or price so that I can make a better choice.

Task – 2

Implement filter options for cuisine, rating and price.

Task – 3

Add sorting functionality to the restaurant list.

Task – 1

Crate a search bar on the homepage.

Question 4 - **What is the difference between BV and CP**

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| --- | --- | --- |
|  |  **Business Value (BV)** |  **Complexity Points (CP)** |
| **Focus**  | Measures the importance or impact of task/feature on the business. | Measures the difficulty or effort required to complete a task/ feature. |
| **Purpose** | Helps prioritize tasks based on how much value they bring to the customer or business. | Helps estimate the time, resources and skills needed to implement the task. |
|  | BV is about Why the feature is important. | CP is about how hard it is to implement. |
|  | Based on relevant sizing. | Based on developments. |
|  | BV is Units of measure. | CP is sum of points of all planned developments. |
|  | A feature that improves customer satisfaction or increases revenue would have a high BV. | A feature that requires advanced coding or integration with other systems would have a high CP. |
|  | Business Value helps prioritize tasks or features based on their importance to the overall project goals and objectives. | Complexity Points, also known as story points or function points, are a measure of the relative complexity or effort required to complete a task, feature, or requirement. |

**Question 5 - Explain about Sprint.**

A sprint is a core concept in Scrum-based agile methodology, similar to an iteration. It is a short, time-boxed period (usually 1–4 weeks) in which a Scrum team works to complete a defined set of work.

During sprint planning, the product owner prioritizes user stories, and the development team commits to the scope of work based on their capacity. Once the sprint begins, new user stories cannot be added to the sprint backlog, but existing stories can be removed to ensure the team stays focused on the sprint goals.

**Sprint workflow and process**

The sprint workflow is intended to help team members evaluate their work and communicate with each other throughout the entire process. The workflow is followed for each sprint. The process includes:

* **Backlog** - A list of set tasks that must be completed before the product is released. The backlog is built by the product owner. The product owner gives a backlog of prioritized items to the scrum master and scrum team. The backlog is based on user stories, which focus on features that consider the type of end user, what they want and why.
* **Sprint planning** - The team discusses top priority user stories and decides what can be delivered in the sprint.
* Sprint Backlog-
1. PBI (Product Backlog Items) – Represents key features or functionalities to be delivered.
2. Tasks – Breakdown of PBIs into actionable work items.
3. WIP (Work in Progress) – Tasks currently being worked on.
4. Done – Completed tasks

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| --- | --- | --- | --- |
| **PBI** | **Tasks** | **WIP** | **Done** |
| Registration  | 3 | 2 | 1 |
| Login | 2 | 2 | 0 |
| Add Resturants | 3 | 2 | 1 |
| Order Food | 3 | 0 | 3 |
| Make Payment | 3 | 3 | 0 |
| Cust Feedback | 3 | 3 | 0 |

* **Sprint** – The time frame in which the work must be completed – often 30 days.
* **Daily scrum** – Lead by the scrum master, the team comes together for short daily meetings, in which they discuss what they have completed, what they are working on and any issues that are blocking the work.
* **Outcome** - The outcome of a sprint is a hypothetically usable product. The product owner can decide if the product is ready or if additional features are needed.
* **Sprint end** - At the end of a sprint, two meetings are held:
1. **Sprint review –** The team shows their work to the product owner.
2. **Sprint retrospective** – The team discusses what they can do to improve processes. An important goal is continuous improvement.

**Question 6 - Explain Product Backlog and Sprint Backlog**

**Product Backlog –**

Before a project begins, the Product Owner creates a list of features to add to the project. Software development teams call this list the Product Backlog. The Product Backlog should break down the tasks necessary for each item on the list. The Product Backlog should also give teams a place to document how much time the tasks on the Backlog might take.

The Product Backlog is a dynamic, prioritized list of all the features, user stories, enhancements, bug fixes, and other work items that need to be addressed over the course of a project. It represents the entire scope of the product's development and is managed by the product Owner.

The Product Backlog usually contains at least some of the following items:

* Bugs-Problems testers or team members have flagged
* User stories- features needed in the software development project. User stories should be explained in plain language from the end user’s perspective
* Tasks – general work the Scrum team needs to complete.

The Product Backlog contains all the items in the software development project. The Sprint Backlog contains only the items of the Backlog specific to the current Sprint. Sprint Backlogs are the songs. The complete Product Backlog is the album.

**Sprint Backlog –**

Sprint Backlogs give software development teams a way to chip away a long list of items. Teams use the Sprint Backlog in a very distinct way. They do not make changes to the Sprint Backlog. They set each Sprint Backlog at the Sprint Planning Meeting. Once they set the Sprint Backlog it is set. If new issues come up during the Sprint the team adds them to the Product Backlog. They work on these issues in a later Sprint.

A Sprint Backlog proves simpler, smaller and easier to understand than the Product Backlog. Teams still need to strategize and coordinate with the Project Owner and Scrum Master to make the Sprint run smoothly. They need to understand the limits of their resources.

A well-groomed Sprint Backlog will allow the teams the right amount of time to complete their work. They should not have to rush or work crazy hours to deliver. Before a Scrum Master moves a task from the Product Backlog to the Sprint Backlog, they should plan with the development team (and possibly the Product Owner) to ensure they have capacity. Scrum Masters, however, do not own decision-making. Scrum Masters facilitate and help the team.

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| **Product Backlog** | **Sprint Backlog** |
| 1)Product owner has control over the product backlog. | 1)Development team owns each sprint backlog. |
| 2)Focus on entire product vision | 2)Focused on fulfilling the sprint goal |
| 3)No time limit to complete the entire backlog. | 3)Completed in designated time period |
| 4)Independent entity that changes until product completion. | 4)A subset of product backlog with defined task. |
| 5)Contains all tasks for the development project. | 5)Contains only the items to complete in current sprint. |
| 6)Created by product owner. | 6)The development team and scrum master create the list. |
| 7)Flexible, a living document that will change over the time. | 7)Once set in the sprint planning meeting it does not change. |
| 8)Independent parent list. | 8)Dependant on product backlog. |
| 9)Specific to the project goal. | 9)Specific to the sprint. |
| 10)Remains until the project is complete | 10) Ends when the sprint ends |
| 11) Product owner manages. | 11)Scrum team manages. |

**Question 7 - What is impediments log? write 2 impediments**

**Impediments Log –** An impediments log, also known as issue log or obstacle log, is a document or tool used in Agile software development to track and manage obstacles, bottlenecks, or any factors that impede the progress of a project or team.

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|  Impediments Types |
| Sick Scrum team member | Slow agile/scrum adoption |
| Too cold team room | Process issues |
| Business or customer issues | Cultural or waterfall issues |
| People issues | Blockers for user story |
| Unresolved dependencies | Faulty equipment |

The Scrum Master is responsible for tracking, monitoring and ensuring that impediments are removed. All Scrum Team members are responsible for continually identifying impediments for discussion during the Daily Stand-up Meeting. If for some reason an impediment does not disappear in a timely manner, this would indicate that the root causes have not been identified. The Sprint Retrospective is another place for impediments that reoccur. It is important to understand that the Scrum Master is not solely responsible for the removal of impediments. The team should work together to remove impediments that can be easily resolved and provide assistance with any additional support that may be required.

There are two main types of impediments, organizational and team related and they need different types of handling.

• Team Impediments:

These are problems that the team can handle on its own but may still need help from management. These types of impediments would include but are not limited to

1. The app slows down when too many users try to order at the same time.
2. The real-time delivery tracking doesn’t update fast enough, causing confusion.
3. Reminders for problems that happen again and again.
4. The need for better tools or systems to make the team’s work easier.

**Organizational Impediments:**

Issues that are dependants on others to solve. These issues include but are not limited to:

1. Slow internet connection.
2. Difficulty in getting information or input from other teams.
3. Lack of training for team members to do their jobs properly.

**Question 8 - Velocity of the the time – How many CP is covered in this sprint?**

Velocity in Agile refers to the amount of work a team can complete in one sprint or delivery cycle. It is calculated by adding up the story points (or work items) completed in previous sprints. Knowing the velocity helps the team predict how much work they can handle in upcoming sprints and plan accordingly.

Example: If the team completed tasks worth 40 points in this sprint, their velocity is 40 points. This value can change from sprint to sprint based on factors like the team's capacity, task difficulty, or external challenges. Tracking velocity over time helps the team understand their average performance and improve future planning.

**Question 9 - Draw Sprint Burn Down Charts n Product Burn Down Charts**

**Sprint Burn Down Charts**

Sprint burndown chartshows how much work remains in a specific iteration. It visually tracks the progress of the team, indicating how quickly work is being completed and how much remains.

**Purpose:**

* **Tracking Progress -** It helps the team see if they are finishing their tasks faster or slower than planned.
* **Early Identification of Issues**: It can highlight problems or blockers early in the sprint, allowing the team to address them quickly.



**Product Burndown Charts**

A product burndown chart shows how much work remains for the entire project. It tracks the progress of the overall product backlog, indicating how much work remains over time. The chart is plotted with the story points of all user stories on the Y-axis and the sprint numbers on the x-axis. It visualizes the product backlog and shows the completed work over time.

**Purpose:**

* It provides an overview of the project’s progress.
* It helps stakeholders understand whether the project is on track to meet its goals.



**Question 10 – Explain about Product Grooming?**

Product grooming, also known as backlog refinement, is the process where the product owner and team review and update the product backlog. The goal is to ensure the backlog is relevant, prioritized, and ready for delivery.

This includes activities like:

* Removing irrelevant user stories
* Adding new ones
* Re-assessing priorities
* Assigning or adjusting estimates
* Splitting large stories into smaller tasks

Product grooming also involves understanding the project’s vision, target market and Stakeholder needs to ensure the right features are being prioritized**.**

**Question 11 – Explain the roles of Scrum Master and Product Owner**

**Scrum Master Role –**

* The Scrum Master is responsible for ensuring the Scrum framework is understood and followed by the team and the organization.
* They help the team improve their practices, remove obstacles, and guide them towards achieving their goals.
* The Scrum Master creates an environment where the team can work effectively, promotes self-organization, and resolves conflicts.
* They also assist the Product Owner and the team in using the correct Scrum processes to deliver the product successfully.
* The Scrum Master focuses on team efficiency and following Agile practices.

**Product Owner Role –**

* The Product Owner represents the business or stakeholders and is responsible for maximizing the product's value.
* They manage the Product Backlog, prioritize tasks based on customer and business needs, and ensure that the development team understands the requirements.
* The Product Owner acts as a bridge between the stakeholders and the team, ensuring customer satisfaction by delivering a product that meets both business objectives and user expectations.
* The Product Owner ensures the product meets stakeholder needs and delivers value.

Both the Scrum Master and Product Owner are important. The Scrum Master helps the team work better, while the Product Owner makes sure the product delivers what the business and customers need. They both work together with the team to make the project successful.

**Question 12 – Explain all Meetings Conducted in Scrum Project**



1. **Sprint Planning:**

Sprint Planning is a meeting where the team (Scrum Master, Product Owner, and Scrum Team) comes together to decide what tasks will be completed in the next sprint. The Product Owner starts the meeting by explaining the project vision and what needs to be done. The team then decides how much work they can handle in the sprint. During the meeting, they agree on which tasks from the Product Backlog should be completed. The team estimates how much effort each task will take, and everyone agrees on the priorities. This meeting happens at the **beginning phase** of a sprint.

1. **Daily Scrum:**

Daily Scrum is a short, 15-minute meeting where the team gathers daily to discuss progress. Each member shares what they accomplished yesterday, what they plan to do today, and any challenges they’re facing. This meeting helps the team stay aligned, identify roadblocks early, and keep the project on track. The Product Owner may be present to assist when needed. The Daily Scrum happens during the **execution phase** of the sprint. It takes place every day throughout the sprint to ensure the team stays on track and any issues are addressed quickly.

1. **Sprint Review:**

This meeting happens at the end of the sprint. The team presents the completed work to the Product Owner and stakeholders. Feedback is collected, and discussions are held on what can be improved in the future or added to the backlog. The Sprint Review Meeting occurs at the **end phase** of the sprint, after the work has been completed, to review the progress and gather feedback before moving into the next sprint.

1. **Sprint Retrospective Meeting**:

After the Sprint Review, the team meets to reflect on the sprint. They discuss what went well, what didn’t, and identify areas for improvement. The goal is to enhance the team’s performance and processes for the next sprint. This meeting is a key part of team building and development, helping the team improve for future sprints. The discussion should remain friendly, non-judgmental, and constructive. The Sprint Retrospective Meeting occurs at the **end phase** of the sprint, after the Sprint Review. It focuses on reflecting on the sprint to identify improvements for the next one.

1. **Backlog Refinement (Grooming)**:

This meeting is held regularly to review and update the Product Backlog. The team discusses new items, clarifies requirements, and ensures tasks are well-defined and prioritized for upcoming sprints. It helps keep the work organized and ready for the next sprint. Backlog Refinement occurs during the **execution phase** of the sprint. It is an ongoing activity that helps prepare and prioritize tasks for future sprints.

**Question 13 - Explain Sprint Size and Scrum Size**

**Sprint Size:** Refers to the duration of a sprint, usually 1 to 4 weeks.

* Short Sprints (1-2 weeks): Ideal for quick feedback and fast iterations.
* Long Sprints (3-4 weeks): Better for complex tasks requiring more time.
The sprint size determines the team's workload and iteration speed.

**Scrum Size:** Refers to the number of members in the Scrum Team.

* Ideally, teams have 10 or fewer members, including the Product Owner, Scrum Master, and Developers.
* Smaller teams enable better collaboration and communication**.**

**Question 14 - Explain DOR and DOD**

**Definition of Ready (DoR):**

The Definition of Ready (DoR) is a set of criteria that must be met before a user story or backlog item can be taken into a sprint. It ensures that the team has all the necessary information to start working on a task and can complete it within the sprint. The DoR acts as a checklist for the Product Owner and the Development Team to make sure the backlog items are well-prepared.

Some common aspects of DoR include:

* Requirements are clear: Acceptance criteria are well-defined.
* Feasibility is ensured: The team has the skills and resources to execute the task.
* Dependencies are addressed: All necessary preconditions are met.
* Effort is estimated: The task has been sized appropriately.

**Definition of Done (DoD):**DoD ensures that a task or product increment is complete and ready for release or review. The DoD is a shared understanding between the Development Team, Product Owner, and stakeholders on what "done" means.

Some common aspects of DoD include:

* Code is complete: The functionality meets the requirements.
* Tests are successful: All relevant tests have passed.
* Documentation is updated: Necessary information is documented.
* Code is reviewed: Peer reviews ensure consistency and quality.
* No critical bugs exist: Major issues are resolved.

**DIFFERENCE BETWEEN DOR AND DOD-**

|  |  |
| --- | --- |
| **DOR** | **DOD** |
| A story ready to start work in a sprint. | A story is complete and ready to go into production. |
| Its checklist of what needs to be done before work can begin. | It’s a checklist of what is accepted by the user or customer. |
| DOR is longer because it includes multiple things to prepare the story. | DOD is shorter since it focuses on completion. |
| It defines the requirements to start an activity. | It defines the requirements to finish an activity. |

**Question 15 - Explain Prioritization Techniques and MVP**

Prioritization techniques are methods used to determine the order in which tasks, features, or items should be addressed in a project. These techniques help teams allocate resources effectively and focus on delivering the most valuable work first. Here are some common prioritization techniques used by the Product Owner and the team.

**MoSCow Method :**

Is a prioritization technique used in business analysis and software development to reach a common understanding with stakeholders on the importance they place on the delivery of each requirement also known as MoSCoW prioritization or MoSCoW analysis.

This technique divides features into 4 categories:

* Must-have – Essential features that are critical for the projects success.
* Should-have – Important but not critical, can be delivered if there’s time.
* Could-have- Nice-to-have features that would add value but aren’t necessary.
* Won’t -have – Features that are not required in the current release or iteration.

**Minimum Viable Product (MVP)**

The **Minimum Viable Product (MVP)** is the version of a product that has the smallest set of features necessary to meet the needs of early adopters and validate assumptions about the product. The goal of an MVP is to build and release the product quickly with enough functionality to gather feedback and make improvements before adding more features.

Key points about MVP :

* **Core Features:** It focuses on the most essential features that solve the user’s problem.
* **User Feedback:** The MVP is used to gather real-world user feedback, which helps in refining the product.
* **Faster Time to Market:** By focusing only on essential features, MVPs allow businesses to launch quickly and reduce the risk of building unnecessary features.
* **Iterative Improvement:** After the MVP is released, additional features are built iteratively based on user feedback and market demand.

The MVP helps teams avoid wasting time and resources on features that users may not need or want. It emphasizes learning and improving the product through customer validation.

**Question 16 – Difference between Business Analyst and Product Owner**

|  |  |
| --- | --- |
| **Business Analyst** | **Product Owner** |
| Understand and define stakeholder’s needs | A single point of contact to get alignment |
| Analyse the technical and business impacts | Keeps focus on customer needs |
| Identify and the gaps between the customer and the development team | Manage the product backlog |
| Acts as a bridge between stakeholders and the technical team to gather, gather documents and clarify requirements. | Owns the Product Backlog, prioritizes tasks, and communicates the product vision to the team. |
| The BA is more analytical, focusing on understanding and documenting requirements, | PO is more strategic, focusing on delivering value and managing the product backlog. |
| Works on multiple projects or processes, providing insights and solutions to improve business performance. | Primarily dedicated to a single product and works closely with the Scrum team. |



**Question 17 – Prepare a sample Resume of 3yrs exp Product Owner**

 **Ashwini khanvilkar**

 **Product Owner**

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Summary

I am a dedicated professional with 3 years of experience, including time as an Associate Product Owner and Product Owner. My background in operations management, I have developed skills in working with teams, managing product backlogs, and conducting market research. I am eager to bring my experience in improving processes and understanding customer needs to a Product Owner role, helping create solutions that drive business success.

**Product Owner (KSS company Mumabi)**
January 2021 – Present

* Conducted market research and gathered user feedback to drive product improvements and enhance customer satisfaction.
* Worked closely with stakeholders to define and align the product vision with business objectives.
* Managed the product backlog, prioritizing features, refining user stories, and clarifying requirements for the development team.

**Associated Product Owner**
Jan 2020 – Dec 2020 (ABC Compannyy Mumabi)

* Assisted in defining product roadmaps and prioritizing features based on customer needs and business value.
* Collaborated with stakeholders to convert business challenges into actionable user stories.
* Applied Agile methodologies to ensure a transparent and efficient project management process.

**Education**

* PGDM in Operations Management, Mumbai
* PGP in Product Management & Analytics
* B.Sc in Botany