**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

**Checklist for Definition of Done (DoD)**

1. **Produced code for presumed functionalities.**
2. **Assumptions of the user story are met.**
3. **Project builds without errors.**
4. **Unit tests are written and passing.**
5. **Project deployed on a test environment identical to the production platform.**
6. **Tests on devices/browsers listed in the project assumptions are passed.**
7. **Feature approved by the UX designer.**
8. **QA performed and issues resolved.**
9. **Feature tested against acceptance criteria.**
10. **Feature approved by the Product Owner.**
11. **Refactoring completed.**
12. **Any configuration or build changes documented.**
13. **Documentation updated.**
14. **Peer code review performed.**

**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 Reg AdminI want to manage regional executives, so I can track the performance of regional executives. |
| BV: 200 | CP: 3 |
| ACCEPTANCE CRITERIAClick on the performance of executives from Date to Date.Click on generate report which includes Executive ID, NAME, REVENUEClick on the report to download. It should be in excel. |

|  |  |  |
| --- | --- | --- |
| User Story No: 2 | Tasks: 2 | Priority: Medium |
| AS ADMINI WANT TO SEE THE REGIONAL REVENUE REPORTS. SO THAT I CAN VIEW THE REGIONAL PERFORMANCE |
| BV: 100 | CP: 3 |
| ACCEPTANCE CRITERIASelect regional dropdownView the performance of each rest of that region in tabular form which includes rest name, revenue, and generated Download in Excel or PD |

|  |  |  |
| --- | --- | --- |
| User Story No: 3 | Tasks: 1 | Priority: High |
| As a ManagerI want to browse for Specific Departments and executivesSo that I can check their performance and review the same. |
| BV: 200 | CP: 2 |
| ACCEPTANCE CRITERIA1)App displays relevant executives and departments matching the query |

| **User Story No: 1** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** Finance Manager |  |  |
| **I want to** automate invoice generation based on purchase orders |  |  |
| **So I can** reduce manual effort and minimize errors. |  |  |
| **BV:** 300 | **CP:** 5 |  |

**ACCEPTANCE CRITERIA**

* The system should fetch purchase orders automatically for invoicing.
* The generated invoice should include PO details, tax breakdown, and final amount.
* The invoice should be downloadable in PDF format.

| **User Story No: 2** | **Tasks: 4** | **Priority: High** |
| --- | --- | --- |
| **As a** Sales Executive |  |  |
| **I want to** track my client interactions in a centralized CRM module |  |  |
| **So I can** manage leads effectively and improve sales performance. |  |  |
| **BV:** 250 | **CP:** 4 |  |

**ACCEPTANCE CRITERIA**

* Add client interaction notes with timestamps.
* Associate interactions with specific leads or accounts.
* Generate performance reports from interaction data.
* Export reports in Excel format.

| **User Story No: 3** | **Tasks: 2** | **Priority: Medium** |
| --- | --- | --- |
| **As a** System Admin |  |  |
| **I want to** enable role-based access control for WebERP modules |  |  |
| **So I can** ensure data security and compliance. |  |  |
| **BV:** 200 | **CP:** 3 |  |

**ACCEPTANCE CRITERIA**

* Define user roles and associated permissions.
* Restrict module access based on roles.
* Provide an admin interface to modify role settings.

| **User Story No: 4** | **Tasks: 5** | **Priority: High** |
| --- | --- | --- |
| **As a** Inventory Manager |  |  |
| **I want to** integrate barcode scanning with inventory management |  |  |
| **So I can** streamline stock entry and updates. |  |  |
| **BV:** 300 | **CP:** 6 |  |

**ACCEPTANCE CRITERIA**

* Scan barcodes to add/update stock levels.
* Ensure compatibility with major barcode scanner devices.
* Update inventory database in real-time.
* Generate stock discrepancy reports.

| **User Story No: 5** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** Procurement Officer |  |  |
| **I want to** track vendor performance metrics |  |  |
| **So I can** evaluate and improve supplier relationships. |  |  |
| **BV:** 220 | **CP:** 4 |  |

**ACCEPTANCE CRITERIA**

* Display metrics such as on-time delivery, order accuracy, and quality scores.
* Filter performance by date range or vendor type.
* Download vendor performance reports in Excel.

| **User Story No: 6** | **Tasks: 2** | **Priority: Medium** |
| --- | --- | --- |
| **As a** HR Manager |  |  |
| **I want to** integrate employee attendance tracking into the system |  |  |
| **So I can** ensure accurate payroll processing. |  |  |
| **BV:** 180 | **CP:** 3 |  |

**ACCEPTANCE CRITERIA**

* Sync attendance data from biometric devices.
* Generate monthly attendance summaries.
* Export summaries in CSV format.

| **User Story No: 7** | **Tasks: 4** | **Priority: High** |
| --- | --- | --- |
| **As a** Logistics Manager |  |  |
| **I want to** automate shipment tracking updates |  |  |
| **So I can** provide real-time delivery status to stakeholders. |  |  |
| **BV:** 280 | **CP:** 5 |  |

**ACCEPTANCE CRITERIA**

* Integrate with major courier APIs for tracking.
* Display shipment statuses in a dashboard.
* Notify customers via email for status changes.

| **User Story No: 8** | **Tasks: 3** | **Priority: Medium** |
| --- | --- | --- |
| **As a** IT Manager |  |  |
| **I want to** implement system monitoring tools |  |  |
| **So I can** proactively address potential system failures. |  |  |
| **BV:** 240 | **CP:** 4 |  |

**ACCEPTANCE CRITERIA**

* Real-time monitoring of server health.
* Generate automated alerts for system issues.
* Provide a monthly uptime/downtime report.

| **User Story No: 9** | **Tasks: 2** | **Priority: Low** |
| --- | --- | --- |
| **As a** Compliance Officer |  |  |
| **I want to** generate audit trails for all financial transactions |  |  |
| **So I can** ensure compliance with regulations. |  |  |
| **BV:** 150 | **CP:** 2 |  |

**ACCEPTANCE CRITERIA**

* Track transaction details such as timestamps and user actions.
* Generate audit reports for specified date ranges.
* Ensure audit trails are immutable.

| **User Story No: 10** | **Tasks: 3** | **Priority: High** |
| --- | --- | --- |
| **As a** Business Analyst |  |  |
| **I want to** generate customizable dashboards for key metrics |  |  |
| **So I can** provide actionable insights to stakeholders. |  |  |
| **BV:** 260 | **CP:** 4 |  |

**ACCEPTANCE CRITERIA**

* Allow users to select and arrange widgets for metrics.
* Enable filters for date ranges and departments.
* Export dashboard data in PDF format.

**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 performence | 1 | high | 200 | 2 | 2 |

**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 |

**Sprint Burndown Chart**

**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** | - Review Product Backlog- Define Sprint Goal- Assign User Stories and Tasks |
| **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 |