1. **Write Agile Manifesto – 8 Marks**

The Agile Manifesto is a set of foundational principles for agile software development that emphasizes flexibility, collaboration, and customer satisfaction. It Outlines 4 [core Values](https://www.geeksforgeeks.org/what-are-the-4-agile-values/) and [12 Principles](https://www.geeksforgeeks.org/agile-project-management-principles-to-know/)guide agile practices.

**4 Core Values of the Agile Manifesto**

* **Individuals and Interactions over Processes and Tools:** Focuses on the importance of effective communication and collaboration among team members.
* **Working Software over Comprehensive Documentation:** Prioritizes the delivery of functional software as the primary measure of progress.
* **Customer Collaboration over Contract Negotiation:** Encourages customers and stakeholders to have active involvement throughout the development process.
* **Responding to Change over Following a Plan**: On changing requirements, embracing flexibility and ability to adapt even late in the development process.

This Agile Manifesto is supported by **12** principles that help to implement the values.

* **Customer Satisfaction through Early and Continuous Delivery:** This principle concentrates on the importance of customer satisfaction by providing information to customers early on time and with consistency throughout the development process.
* **Welcome Changing Requirements, Even Late in Development:**Agile processes tackle change for the customer's competitive advantage. Even late in development, changes in requirements are welcomed to ensure the delivered software meets the evolving requirements of the customer.
* **Deliver Working Software Frequently:** This principle encourages the regular release of functional software increments in short iterations. This enables faster feedback and adaptation to change requirements.
* **Collaboration between Business Stakeholders and Developers:**This says the businesspeople and developers must work together daily throughout the project. There should be communication and collaboration between stakeholders and the development team regularly. This is crucial for understanding and prioritizing requirements effectively.
* **Build Projects around Motivated Individuals**: This promotes in giving developers the environment and support they need and trusts them to complete the job successfully. Motivated and empowered individuals are more likely to produce work with quality and make valuable contributions to the project.
* **Face-to-face communication is the Most Effective:** Face-to-face communication is the most effective method of discussion and conveying information. This principle depicts the importance of direct interaction which helps minimize misunderstandings, and hence effective communication is achieved.
* **Working Software is the Primary Measure of Progress:** This principle emphasizes delivering functional and working software as the primary metric for project advancement. It encourages teams to prioritize the continuous delivery of valuable features, so it ensures that good progress is consistently achieved throughout the process. The primary goal is to provide customers with incremental value and also gather feedback early in the project life cycle.
* **Maintain a Sustainable Pace of Work:** Agile promotes sustainable development. All people involved: The sponsors, developers, and users should be able to maintain a constant pace indefinitely. This principle depicts the need for a sustainable and consistent development pace. This helps in avoiding burnout and ensures long-term project success.
* **Continuous Attention to Technical Excellence and Good design:**This principle is on the importance of maintaining high standards of technical craft and design, so it ensures the long-term ability in maintenance and adaptability of the software.
* **Simplicity—the Art of Maximizing the Amount of Work Not Done:** Simplicity is essential. The objective here is to concentrate on the most valuable features and tasks and avoid unnecessary complexity as the art of maximizing the amount of work not done is crucial.
* **Self-Organizing Teams:** Self-organizing teams provide the best architectures, requirements, and designs. These help in empowering teams to make decisions and organize to optimize efficiency and creativity.
* **Regular Reflection on Team Effectiveness:**This makes the team reflect on how to become more effective at regular intervals and then adjust accordingly. Continuous improvement is very crucial for adapting to changing circumstances and optimizing the team's performance over time.
1. **Write minimum 40 User stories and their Acceptance Criteria along with their BV and CP**

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| --- | --- | --- | --- | --- | --- | --- |
| **#** | **User Story** | **Acceptance Criteria** | **BV** | **Complexity Points** | **Tasks Number** | **Priority** |
| 1 | As a user, I want to register with the app using my email so I can access personalized features. | - User can input email and password to create an account. | 500 | 3 | 4 | High |
|   |   | - Error message displayed for invalid email formats. | 500 |   |   |   |
| 2 | As a user, I want to log in with my credentials so I can access my account. | - Successful login redirects to the homepage. | 200 | 3 | 3 | High |
|   |   | - Incorrect login attempts show an error message. | 200 |   |   |   |
| 3 | As a user, I want to reset my password so I can regain access if I forget it. | - Password reset link sent to the registered email. | 50 | 5 | 3 | Medium |
|   |   | - Temporary password expires after 24 hours. | 50 |   |   |   |
| 4 | As a user, I want to update my profile information so I can keep it current. | - Profile updates reflect immediately. | 100 | 2 | 3 | Medium |
|   |   | - Error displayed for invalid data. | 100 |   |   |   |
| 5 | As a user, I want to search for foods by name so I can quickly find what I’m looking for. | - Search results display within 2 seconds. | 500 | 2 | 3 | High |
|   |   | - Suggestions provided for partial queries. | 500 |   |   |   |
| 6 | As a user, I want to browse food categories so I can explore available options. | - Categories listed on the homepage. | 50 | 3 | 3 | High |
|   |   | - Clicking a category shows all relevant items. | 50 |   |   |   |
| 7 | As a user, I want to view detailed information about a food item so I can make informed decisions. | - Details include name, description, price, and ingredients. | 200 | 2 | 3 | Medium |
|   |   | - High-resolution image displayed. | 200 |   |   |   |
| 8 | As a user, I want to filter foods by dietary preferences so I can find items suitable for my needs. | - Filters include vegan, gluten-free, etc. | 500 | 5 | 3 | Medium |
|   |   | - Results dynamically update based on selection. | 500 |   |   |   |
| 9 | As a user, I want to add food items to my cart so I can prepare for checkout. | - Clicking “Add to Cart” updates the cart. | 200 | 3 | 3 | High |
|   |   | - Cart icon displays the number of items. | 200 |   |   |   |
| 10 | As a user, I want to remove items from my cart so I can modify my order before checkout. | - Items removed reflect immediately. | 500 | 2 | 3 | Medium |
|   |   | - Confirmation prompt before removal. | 500 |   |   |   |
| 11 | As a user, I want to view my cart so I can review my selected items before placing an order. | - Displays item name, quantity, and total price. | 500 | 3 | 3 | High |
|   |   | - Option to update quantities. | 500 |   |   |   |
| 12 | As a user, I want to place an order so I can purchase my selected food items. | - Order confirmation displayed with estimated delivery time. | 500 | 5 | 3 | High |
|   |   | - Payment processed successfully. | 500 |   |   |   |
| 13 | As a user, I want to pay for my order using my credit card so I can complete my purchase. | - Payment gateway processes transactions securely. | 200 | 8 | 3 | High |
|   |   | - Receipts emailed to the user. | 200 |   |   |   |
| 14 | As a user, I want to save my payment method so I can use it for future orders. | - Encrypted storage of card details. | 500 | 5 | 3 | Medium |
|   |   | - Option to delete saved payment methods. | 500 |   |   |   |
| 15 | As a user, I want to apply promo codes so I can avail of discounts on my order. | - Promo code validation checks. | 500 | 3 | 3 | Medium |
|   |   | - Discount applied to the total amount. | 500 |   |   |   |
| 16 | As a user, I want to choose a payment method at checkout so I can use my preferred option. | - Options include credit card, debit card, and wallet. | 500 | 3 | 3 | Medium |
|   |   | - Payment method selected by default if saved. | 500 |   |   |   |
| 17 | As a user, I want to receive order confirmation notifications so I can track my order. | - Notifications sent via email and app. | 500 | 2 | 3 | Medium |
|   |   | - Includes order ID and expected delivery time. | 500 |   |   |   |
| 18 | As a user, I want to receive delivery status updates so I can know when my order will arrive. | - Push notifications for “Out for Delivery” and “Delivered” statuses. | 500 | 5 | 3 | Medium |
|   |   | - Updates reflect in the app. | 500 |   |   |   |
| 19 | As a user, I want to receive promotional notifications so I can learn about new offers. | - Opt-in for promotions during registration. | 500 | 3 | 3 | Low |
|   |   | - Notifications respect user preferences. | 500 |   |   |   |
| 20 | As a user, I want to leave a review for an order so I can share my experience. | - Review submission includes a text field and star rating. | 100 | 3 | 3 | Medium |
|   |   | - Reviews linked to specific orders. | 100 |   |   |   |
| 21 | As a user, I want to view other users’ reviews so I can decide on ordering a food item. | - Reviews sorted by most recent. | 50 | 2 | 3 | Medium |
|   |   | - Star ratings displayed alongside reviews. | 50 |   |   |   |
| 22 | As a user, I want to reorder a previous order so I can save time. | - Option available in order history. | 100 | 5 | 3 | Medium |
|   |   | - Adds all items to the cart with current prices. | 100 |   |   |   |
| 23 | As a user, I want to set delivery instructions so I can ensure my order arrives smoothly. | - Field for entering specific instructions. | 200 | 3 | 3 | Medium |
|   |   | - Instructions are visible to the delivery personnel. | 200 |   |   |   |
| 24 | As a user, I want to save my favorite food items so I can easily access them. | - Favorites section accessible from the main menu. | 100 | 3 | 3 | Medium |
|   |   | - Clicking on a favorite item opens its details page. | 100 |   |   |   |
| 25 | As a user, I want to edit my order before checkout so I can make changes if needed. | - Modify quantity or remove items before finalizing. | 50 | 5 | 3 | High |
|   |   | - Updates reflect immediately. | 50 |   |   |   |
| 26 | As a user, I want to provide feedback on the app so I can share my suggestions. | - Feedback form available in the app settings. | 100 | 2 | 3 | Low |
|   |   | - Submission triggers acknowledgment. | 100 |   |   |   |
| 27 | As a user, I want to be able to log out of the app so I can maintain security. | - Logout option in the app settings. | 500 | 2 | 3 | High |
|   |   | - Session ends immediately upon logout. | 500 |   |   |   |
| 28 | As a user, I want to track my daily caloric intake so I can monitor my diet. | - Summary of calories for ordered items. | 50 | 5 | 3 | Medium |
|   |   | - Suggestions for healthier alternatives. | 50 |   |   |   |
| 29 | As an admin, I want to manage food items so I can keep the menu up-to-date. | - Ability to add, edit, and remove food items. | 100 | 5 | 3 | High |
|   |   | - Changes reflect immediately in the user interface. | 100 |   |   |   |
| 30 | As an admin, I want to view sales reports so I can analyze business performance. | - Reports categorized by date and item. | 200 | 1 | 3 | Medium |
|   |   | - Option to export data in CSV format. | 200 |   |   |   |
| 31 | As a user, I want to schedule an order for a specific time so I can plan my meals. | - Scheduling option during checkout. | 100 | 1 | 3 | Medium |
|   |   | - Notifications sent 30 minutes before delivery. | 100 |   |   |   |
| 32 | As a user, I want to view a summary of my orders so I can keep track of my spending. | - Summary includes total spend, items ordered, and order dates. | 100 | 3 | 3 | Medium |
|   |   | - Filter by date range. | 100 |   |   |   |
| 33 | As a user, I want to cancel an order within a specific timeframe so I can change my mind. | - Cancellation available within 10 minutes of placing the order. | 50 | 3 | 3 | High |
|   |   | - Refunds processed automatically. | 50 |   |   |   |
| 34 | As a user, I want to see app usage tips so I can better navigate its features. | - Tips accessible from the help section. | 200 | 2 | 3 | Low |
|   |   | - Tips displayed contextually during first use. | 200 |   |   |   |
| 35 | As an admin, I want to manage user reviews so I can moderate content. | - Approve, reject, or edit reviews. | 500 | 5 | 3 | Medium |
|   |   | - Notifications sent to users regarding review status. | 500 |   |   |   |
| 36 | As a user, I want to update my delivery address so I can ensure orders are sent to the right place. | - Address updates reflect immediately. | 100 | 3 | 3 | Medium |
|   |   | - Error message for invalid entries. | 100 |   |   |   |
| 37 | As a user, I want to add notes to my order so I can specify preferences. | - Notes field visible during checkout. | 500 | 3 | 3 | Medium |
|   |   | - Notes included in the order summary. | 500 |   |   |   |
| 38 | As a user, I want to view app performance stats so I can check loading times. | - Stats available in the settings section. | 200 | 2 | 3 | Low |
|   |   | - Option to report issues directly. | 200 |   |   |   |
| 39 | As a user, I want to recommend the app to friends so I can share its benefits. | - Shareable referral links generated. | 100 | 3 | 3 | Medium |
|   |   | - Referrals tracked for rewards. | 100 |   |   |   |
| 40 | As an admin, I want to monitor real-time app usage so I can optimize system performance. | - Live dashboards displaying active users and system load. | 50 | 2 | 3 | High |

1. **What is epic? Write 2 epics**

An Epic is a large user story or collection of related user stories that represents a significant features or functionality. Epics are high-level, often spanning multiple sprints or iterations, and they provide a way to organize and prioritize work in a product backlog.

**Epic 1: Customer Order Management**

**This epic focuses on enabling customers to browse restaurants, view menus, place orders, and track their deliveries, ensuring a seamless user experience from start to finish.**

User Stories Under This Epic:

1. User Registration: As a customer, I want to register so that I can create an account and access the app.
2. User Login: As a customer, I want to log in so that I can securely access my profile and order history.
3. Search Restaurants: As a customer, I want to search for restaurants near me so that I can find places to order food.
4. View Menu: As a customer, I want to view the menu of a restaurant so that I can choose what to order.
5. Add Items to Cart: As a customer, I want to add items to my cart so that I can review them before placing an order.
6. Place Order: As a customer, I want to place an order so that I can receive food at my preferred location.
7. Track Order: As a customer, I want to track my order in real-time so that I know its delivery status.
8. Provide Feedback: As a customer, I want to leave feedback for my order so that I can share my experience with the restaurant.

**Acceptance Criteria for the Epic**:

* Customers can seamlessly register, log in, and browse restaurants.
* Orders can be placed successfully, and customers can view real-time delivery updates.
* Feedback mechanisms are functional and easy to use.

**Epic 2: Efficient Partner and Admin Operations**

**Provide tools for restaurants, delivery personnel, and admins to manage orders, payments, and issue resolutions effectively.**

**User Stories:**

1. As an admin, I want to approve restaurant registrations so that only verified partners can join the platform.
2. As a restaurant, I want to update my menu so that I can keep it accurate for customers.
3. As a delivery boy, I want to view and accept orders so that I can manage my deliveries.
4. As an admin, I want to monitor regional operations so that I can address issues and ensure smooth functioning.
5. As a business owner, I want to view financial reports so that I can track revenue and performance.
6. As a restaurant, I want to track feedback so that I can improve customer satisfaction.

Acceptance Criteria:

* Admins can review, approve, or reject restaurant and delivery boy registrations with appropriate notifications.
* Restaurants can update menu items, including prices and availability, in real time.
* Delivery personnel can view order details, accept assignments, and update delivery statuses.
* Admin dashboards display regional performance metrics, issue statuses, and feedback trends.
* Financial reports provide filters for date, region, and category, ensuring clear visibility.
* Feedback and ratings are viewable for restaurants, with a summary of customer sentiment
1. **What is the difference between BV and CP**

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| --- | --- | --- |
| **Aspect** | **Business Value (BV)** | **Complexity Points (CP)** |
| **Definition** | Measures the potential benefit or value a task brings to the business. | Measures the effort, difficulty, or uncertainty in completing a task. |
| **Focus** | Focuses on the **impact** and **outcome** of completing the task. | Focuses on the **effort** and **resources** needed to complete the task. |
| **Purpose** | Used to prioritize tasks based on how much they contribute to business goals. | Used to estimate effort and guide sprint planning. |
| **Who Assesses It** | Typically assessed by **business stakeholders** (e.g., product owners). | Typically assessed by the **development team**. |
| **Scale** | Often rated on a **relative scale** (e.g., 1-10 or Fibonacci sequence). | Often rated using **story points** or other effort metrics. |
| **Example Question** | "How much value will this task add to the business or stakeholders?" | "How complex or challenging is this task to complete?" |

1. **Explain about sprint.**

A Sprint is a time-boxed iteration in Scrum where a specific set of work is completed. The goal of a sprint is to deliver a potentially shippable product increment by the end of the cycle. Sprints are a core aspect of the Scrum framework, and they help organize and structure the development process into manageable chunks.

Sprint Duration:

* Duration: 2 Weeks
* Sprint Value: The duration of a sprint is typically 2 weeks, but it can vary depending on the team’s needs. A 2-week sprint allows the team to focus on specific features and gives enough time to deliver valuable increments. It allows for quick feedback and adjustments.

Scrum:

* Scrum Duration: 1 Day
* Scrum Value: Scrum, in the context of the Scrum framework, refers to the daily meetings, also called the Daily Scrum. The daily scrum is a 15-minute meeting where the team reviews progress and sets goals for the day. It is a key element in keeping the team aligned and ensuring work is progressing toward the sprint goals.

PBI (Product Backlog Item):

* A PBI is an item from the Product Backlog that represents a feature, task, or functionality that is required for the product. PBIs can be user stories, bugs, technical tasks, or any other work that needs to be done for the product.

Task:

* A Task is the smallest unit of work that can be assigned to a developer. It is typically a single action or step required to complete a PBI within the sprint. A task is generally completed by one developer within one Scrum (daily meeting), and it is tracked in the Sprint Backlog.

WIP (Work In Progress):

* WIP refers to the tasks that are actively being worked on during a sprint. It indicates that the work is in progress but not yet completed. The WIP limit is often used in Scrum to avoid team members taking on too many tasks simultaneously.

Sprint Backlog:

* The Sprint Backlog is a list of tasks, derived from the Product Backlog, that the team commits to completing during a sprint. It includes PBIs, tasks, and the current work status (e.g., WIP, Done). The sprint backlog is continuously updated during the sprint as work progresses.
1. **Explain Product backlog and sprint back log**

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| --- | --- | --- |
| **Aspect** | **Product Backlog** | **Sprint Backlog** |
| **Definition** | A prioritized list of all features, requirements, and tasks for the entire product. | A subset of the Product Backlog items selected for a specific Sprint. |
| **Scope** | Entire product lifecycle. | Work planned for completion during one Sprint. |
| **Owner** | Product Owner. | Development Team. |
| **Detail Level** | High-priority items are detailed; others remain less defined. | Highly detailed with tasks broken down for execution. |
| **Timeframe** | Long-term (covers the entire project). | Short-term (specific to the current Sprint). |
| **Flexibility** | Continuously updated with new requirements and changes. | Fixed for the duration of the Sprint. |
| **Purpose** | To provide a roadmap for the product's development. | To guide the team in achieving Sprint goals. |
| **Visibility** | Visible to all stakeholders to understand product priorities. | Visible to the team for tracking Sprint progress. |
| **Example** | "Add user authentication feature." | - Design login page. |
| - Develop API. |
| - Test functionality. |

1. **What is impediments log? write 2 impediments**

An Impediments Log is a document or tool used to track and manage issues, obstacles, or blockers that hinder the progress of a team, particularly in agile project management. It ensures visibility and accountability for resolving these challenges. The Scrum Master is typically responsible for maintaining and addressing the items in the log.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Description** | **Impact** | **Priority** | **Assigned To** | **Status** | **Action Taken** | **Resolution** |
| 1 | Insufficient access to the production environment. | Delays in testing and deployment, impacting project timeline. | High | IT Admin Team | In Progress | Requested access from IT Admin; follow-up emails sent. | Access granted and testing resumed. |
| 2 | Key team member unavailable due to unexpected leave. | Delay in completing user authentication module. | Medium | Scrum Master | Resolved | Reallocated tasks to other team members. | Tasks completed by alternate team members. |

1. **Explain Velocity of the Team**

Velocity refers to the measure of the amount of work a development team can complete during a sprint.

The calculation of velocity is performed by development team itself, as they are responsible for estimating the effort required to complete each user story or back log item.

How is it calculated?

Story point estimation

Tracking Completed work

Summary story points

Average velocity

1. **Draw Sprint Burn Charts and Product Burn Down Charts\**

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1. **Explain about Product Grooming**

Product Grooming is an ongoing agile process in which the product backlog is reviewed and updated to ensure it remains relevant, prioritized, and actionable for the team. It is a collaborative effort involving the Product Owner, development team, and sometimes stakeholders. The goal is to prepare backlog items for upcoming sprints by ensuring clarity, prioritization, and alignment with the project's goals.

1. **Explain the roles of Scrum Master and Product Owner**

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| --- | --- | --- |
| **Aspect** | **Scrum Master** | **Product Owner** |
| **Primary Responsibility** | Facilitates the Scrum process, ensures the team adheres to Scrum principles, and removes impediments. | Maximizes the value of the product by managing the Product Backlog and prioritizing features. |
| **Focus** | Team performance and process optimization. | Delivering value to stakeholders and customers. |
| **Key Activities** | - Facilitates Scrum ceremonies (Sprint Planning, Daily Standups, Sprint Reviews, and Retrospectives). | - Creates and maintains the Product Backlog. |
| - Removes obstacles that hinder the team's progress. | - Defines and prioritizes user stories. |
| - Coaches the team on Agile and Scrum principles. | - Clarifies requirements for the team. |
| **Stakeholder Interaction** | Limited direct interaction; supports communication between the team and stakeholders. | Acts as the main point of contact between stakeholders, customers, and the Scrum team. |
| **Team Interaction** | Works closely with the team to ensure smooth workflows and optimal delivery. | Collaborates with the team to ensure a clear understanding of requirements and priorities. |
| **Decision Authority** | Does not make product-related decisions; focuses on team efficiency and process adherence. | Has decision-making authority regarding product features, priorities, and scope. |
| **Tools and Techniques** | Uses facilitation techniques, conflict resolution, and metrics (e.g., velocity) to support the team. | Uses customer feedback, market analysis, and ROI evaluation to prioritize backlog items. |

1. **Explain all Meetings Conducted in Scrum Project**

**Meetings Conducted in a Scrum Project**

Scrum involves five key meetings, also known as **Scrum ceremonies**, to ensure collaboration, alignment, and transparency throughout the project. Here's an explanation of each:

**1. Sprint Planning**

* **Purpose**: To define the goal and plan the work for the upcoming sprint.
* **Who Attends**: Product Owner, Scrum Master, Development Team.
* **Key Activities**:
	+ The Product Owner presents prioritized backlog items.
	+ The team selects items they can commit to delivering in the sprint.
	+ Tasks are broken down into smaller, actionable steps.
	+ The Sprint Goal is defined.
* **Output**: Sprint Backlog and Sprint Goal.

**2. Daily Scrum (Stand-up)**

* **Purpose**: To provide a quick status update and align the team for the day.
* **Who Attends**: Scrum Master, Development Team (Product Owner optional).
* **Duration**: 15 minutes.
* **Key Questions Discussed**:
	1. What did I do yesterday?
	2. What will I do today?
	3. Are there any impediments blocking my progress?
* **Output**: Updated progress and identification of blockers.

**3. Sprint Review**

* **Purpose**: To showcase the work completed during the sprint and gather feedback.
* **Who Attends**: Product Owner, Scrum Master, Development Team, Stakeholders.
* **Key Activities**:
	+ The team demonstrates completed work (increment).
	+ Stakeholders provide feedback and suggest changes.
	+ Discussion on whether the Sprint Goal was achieved.
* **Output**: Improved understanding of product needs and a potential update to the Product Backlog.

**4. Sprint Retrospective**

* **Purpose**: To reflect on the sprint and identify improvements for future sprints.
* **Who Attends**: Scrum Master, Development Team (Product Owner optional).
* **Key Activities**:
	+ Discuss what went well, what didn’t, and what can be improved.
	+ Identify actionable improvements.
	+ Assign ownership of improvement tasks.
* **Output**: A list of actions to improve processes and team performance.

**5. Backlog Refinement (Optional but Recommended)**

* **Purpose**: To keep the Product Backlog updated, prioritized, and ready for upcoming sprints.
* **Who Attends**: Product Owner, Scrum Master, Development Team.
* **Key Activities**:
	+ Review and refine backlog items.
	+ Break down larger items into smaller tasks.
	+ Estimate the effort for backlog items.
* **Output**: A well-maintained Product Backlog.
1. **Explain Sprint Size and Scrum Size**

**Sprint Size** refers to the amount of work planned and completed within a Sprint in Scrum. It is typically defined in terms of the number of stories, tasks, or hours planned for the Sprint. The size should be manageable, enabling the team to complete the work within the Sprint duration, usually 2-4 weeks.

**Scrum Size** (or Team Size) refers to the ideal number of team members in a Scrum team. According to Scrum guidelines, the team size should generally be between 3 to 9 members. This ensures the team is small enough to be agile but large enough to handle the various tasks involved in a Sprint.

1. **Explain DOR and DOD**

Definition of Ready (DoR):
DoR is a checklist or set of criteria that a user story or task must meet before it is considered ready to be worked on by the development team. It ensures that all necessary information, dependencies, and prerequisites are addressed.

Definition of Done (DoD):
DoD is a checklist or set of criteria that a user story, task, or deliverable must meet to be considered complete. It ensures the work meets quality standards and is ready for release or delivery.

Key Difference:

* DoR: Focuses on the preparedness to start work.
* DoD: Focuses on the completeness and quality of finished work.

**15. Explain Prioritization Techniques and MVP**

Prioritization Techniques:

Prioritization techniques help teams decide which tasks or features should be addressed first based on their importance, value, or effort. Common prioritization techniques include:

1. MoSCoW Method:
	* Must-have: Essential features that are critical for success.
	* Should-have: Important but not essential features.
	* Could-have: Nice-to-have features that can be implemented if time allows.
	* Won’t-have: Features that are not necessary in the current scope.
2. Kano Model:
	* Categorizes features into 5 groups: Basic Needs, Performance Needs, Excitement Needs, Indifferent, and Reverse.
	* Helps identify features that will delight users vs. those that are merely expected.
3. Value vs. Effort Matrix:
	* Plots features or tasks on a grid based on their value (to users or business) and effort (resources or time required).
	* Helps focus on tasks with high value and low effort for quick wins.
4. Weighted Scoring:
	* Assigns a numerical score to features based on predefined criteria (e.g., cost, value, risk).
	* Features with higher scores are prioritized.
5. 100-Point Method:
	* Stakeholders or team members are given 100 points to distribute across features based on priority.
	* The total points indicate which features are the highest priority.

Minimum Viable Product (MVP):

An MVP is the simplest version of a product that includes only the essential features required to meet the core needs of users or customers. It is designed to:

1. Test assumptions: Validate business ideas and hypotheses.
2. Get early feedback: Gather user feedback quickly to iterate and improve.
3. Minimize risk: Develop a product with the least effort to start learning and avoid wasting resources.

**16. Difference between Business Analyst n Product Owner**

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| --- | --- | --- |
| **Aspect** | **Business Analyst (BA)** | **Product Owner (PO)** |
| **Primary Focus** | Business needs and requirements | Product vision and value delivery |
| **Responsibilities** | Requirements gathering, analysis, documentation | Backlog prioritization, feature decisions, stakeholder management |
| **Decision Making** | Provides input and recommendations | Makes final decisions about product features and priorities |
| **Stakeholder Interaction** | Works primarily with business stakeholders and development teams | Works with both business stakeholders and development teams |
| **Time Horizon** | Long-term requirements and process improvement | Short to medium-term product delivery |
| **Skillset** | Analytical, communication, documentation, requirements analysis | Business acumen, prioritization, stakeholder management |

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

**Professional Experience:**

Product Owner

ABC Tech Solutions | New York, NY
*January 2021 – Present*

* Acted as the primary point of contact for business stakeholders, gathering requirements and ensuring alignment with product vision.
* Prioritized and managed the product backlog, ensuring the most valuable features were delivered in each sprint.
* Collaborated closely with development teams to translate business requirements into user stories, detailed acceptance criteria, and functional specifications.
* Worked with the UX/UI team to define product design and user experience improvements based on user feedback and usability testing.
* Facilitated sprint planning, retrospectives, and product backlog grooming sessions to ensure a smooth and efficient development process.
* Analyzed market trends and competitor products to inform feature development and ensure the product stayed competitive in the market.
* Led the product roadmap and communicated priorities to stakeholders, ensuring transparency and alignment on project timelines.
* Successfully delivered two major product releases within a year, increasing customer retention by 20%.

Junior Product Owner

XYZ Innovations | Boston, MA
*June 2019 – December 2020*

* Assisted in the creation and management of the product backlog, ensuring it was well-organized and prioritized according to business needs.
* Conducted user interviews and surveys to gather customer insights and validate feature ideas.
* Collaborated with cross-functional teams (development, QA, marketing) to ensure successful product delivery and meet deadlines.
* Helped create product roadmaps and supported senior Product Owners in managing long-term product strategies.
* Worked closely with stakeholders to ensure product features aligned with business goals and user expectations.
* Contributed to the development and execution of user acceptance testing (UAT), ensuring features met quality standards before release.
* Actively participated in daily standups, sprint reviews, and retrospectives, contributing valuable insights into process improvements**.**

**Education:**

Bachelor of Science in Business Administration
University of California, Berkeley | Graduated: May 2019

**Certifications:**

* Certified Scrum Product Owner (CSPO) – Scrum Alliance | 2021
* Agile Product Management Certification – AIPMM | 2020

**Projects:**

* Customer Feedback Integration (2022): Led the integration of a customer feedback system into the product, resulting in a 15% improvement in user satisfaction scores.
* E-commerce Platform Redesign (2021): Managed the redesign of an e-commerce platform, introducing personalized features that increased conversion rates by 25%.

**Tools & Technologies:**

* Jira (for backlog management and sprint tracking)
* Confluence (for documentation and collaboration)
* Trello (for task management)
* Aha! (for product roadmap planning)
* Google Analytics (for user data analysis)
* Figma (for wireframes and UI/UX collaboration)

**Languages:**

* English (Fluent)