**Answer Sheet for Capstone Project 2 – Agile-Scrum**

**Question 1 – Write Agile Manifesto**

Agile manifesto is a document that outlines the values and principles for Agile software development.

**Four main Values**

1. **Individuals and interactions over processes and tools:** Focus on team collaboration and communication instead of rigidly following tools or processes.
2. **Working software over comprehensive documentation:** Deliver functional software that meets user needs rather than excessive documentation.
3. **Customer collaboration over contract negotiation:** Actively involve customers in development to align with their changing needs.
4. **Responding to change over following a plan:** Be flexible and adapt to changes instead of strictly adhering to initial plans.

**12 Principles of Agile Manifesto**

1. Satisfy the customer through early and continuous delivery of valuable software.
2. Welcome changing requirements, even late in development: Embrace changes to deliver better customer outcomes and maintain a competitive edge.
3. Deliver working software frequently: Release functional increments of the software within shorter timeframes (e.g., weeks).
4. Business and developers must collaborate daily: Ensure continuous communication between business stakeholders and developers.
5. Build projects around motivated individuals: Empower teams by providing the tools, trust, and environment they need to succeed.
6. Face-to-face conversation is the most effective communication: Prioritize direct communication for clarity and quicker decision-making.
7. Working software is the primary measure of progress: Gauge progress by actual deliverables rather than theoretical milestones.
8. Sustainable development with a constant pace: Teams should work at a pace they can maintain indefinitely without burnout.
9. Continuous attention to technical excellence and good design: Focus on high-quality code and robust design to maintain agility and adaptability.
10. Simplicity—the art of maximizing the amount of work not done: Avoid unnecessary tasks; focus only on what adds value.
11. Self-organizing teams produce the best results: Allow teams to manage themselves for creativity and ownership.
12. Regular reflection and adaptation: Frequently assess team performance and adjust processes for improvement.

**Question 2: User Stories – Acceptance Criteria – BV – CP**

It is a concise description of a software feature or requirement, written from the perspective of the end user. It is a key element in Agile development that helps teams understand and focus on delivering value to the user.

1. **Customer User Stories**

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| User Story No: 1 | Tasks: 2 | Priority: HIGH |
| As a customer I want to register on Scrum Foods So that I can place orders. | | |
| BV: 500 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Registration screen, successful confirmation notification. | | |

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| User Story No: 2 | Tasks: 2 | Priority: HIGH |
| As a customer I want to log in  So that I can access my account and order food. | | |
| BV: 400 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Login page with username and password fields, validation on login. | | |

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| User Story No: 3 | Tasks: 2 | Priority: HIGH |
| As a customer  I want to view restaurants  so that I can choose where to order from | | |
| BV: 450 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Display a list of restaurants with ratings and cuisines. | | |

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| User Story No: 4 | Tasks: 2 | Priority: HIGH |
| As a customer  I want to view restaurant menus  so that I can select dishes to order. | | |
| BV: 400 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Menu display with food items, prices, and descriptions. | | |

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| User Story No: 5 | Tasks: 2 | Priority: MEDIUM |
| As a customer  I want to add items to my cart  so that I can review them before checkout. | | |
| BV: 300 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Add/remove items to/from cart functionality. | | |

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| User Story No: 6 | Tasks: 2 | Priority: HIGH |
| As a customer  I want to add an address  so that I can receive deliveries at my location. | | |
| BV: 500 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Address input field with validation for a 5 km radius. | | |

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| User Story No: 7 | Tasks: 2 | Priority: HIGH |
| As a customer  I want to choose a payment mode  so that I can complete my transaction. | | |
| BV: 500 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Display payment modes, allow one selection. | | |

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| User Story No: 8 | Tasks: 2 | Priority: HIGH |
| As a customer  I want to track my order  so that I know the delivery status. | | |
| BV: 400 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Real-time tracking with delivery boy details. | | |

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| User Story No: 9 | Tasks: 2 | Priority: MEDIUM |
| As a customer  I want to contact the delivery boy  so that I can clarify delivery issues. | | |
| BV: 200 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Display delivery boy's contact number and photo. | | |

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| User Story No: 10 | Tasks: 2 | Priority: LOW |
| As a customer  I want to leave feedback  so that I can share my experience. | | |
| BV: 50 | | CP: 01 |
| ACCEPTANCE CRITERIA | |  |
| Feedback form with rating options. | | |

1. **Delivery Boy User Stories**

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| User Story No: 11 | Tasks: 2 | Priority: HIGH |
| As a Delivery Boy  I want to register  so that I can start delivering orders. | | |
| BV: 500 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Registration form with fields for ID and contact details. | | |

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| User Story No: 12 | Tasks: 2 | Priority: HIGH |
| As a Delivery Boy  I want to log in  so that I can view assigned orders. | | |
| BV: 400 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Login page with username and password validation. | | |

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| User Story No: 13 | Tasks: 2 | Priority: HIGH |
| As a Delivery Boy  I want to accept orders  so that I can confirm deliveries. | | |
| BV: 400 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Accept/reject option for orders. | | |

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| User Story No: 14 | Tasks: 2 | Priority: HIGH |
| As a Delivery Boy  I want to update the delivery status  so that customers are informed. | | |
| BV: 450 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Status update functionality (e.g., picked up, on the way). | | |

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| User Story No: 15 | Tasks: 2 | Priority: MEDIUM |
| As a Delivery Boy  I want to view payment details  so that I can track my earnings. | | |
| BV: 300 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Display payments for cash-on-delivery orders. | | |

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| User Story No: 16 | Tasks: 2 | Priority: LOW |
| As a Delivery Boy  I want to view feedback  so that I can improve my service. | | |
| BV: 100 | | CP: 01 |
| ACCEPTANCE CRITERIA | |  |
| Feedback and rating display for completed deliveries. | | |

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| User Story No: 17 | Tasks: 2 | Priority: MEDIUM |
| As a Delivery Boy  I want to raise issues  so that I can report problems during delivery. | | |
| BV: 200 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Issue-raising form with mandatory fields. | | |

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| User Story No: 18 | Tasks: 2 | Priority: LOW |
| As a Delivery Boy  I want to log out  so that I can secure my account after work. | | |
| BV: 50 | | CP: 01 |
| ACCEPTANCE CRITERIA | |  |
| Logout option with confirmation. | | |

1. **Restaurant User Stories**

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| User Story No: 19 | Tasks: 2 | Priority: HIGH |
| As a Restaurant Owner  I want to register  so that I can manage orders on the platform. | | |
| BV: 500 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Registration form with validation for business details. | | |

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| User Story No: 20 | Tasks: 2 | Priority: HIGH |
| As a Restaurant Owner  I want to log in  so that I can view and manage my orders. | | |
| BV: 400 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Login with business credentials. | | |

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| User Story No: 21 | Tasks: 2 | Priority: HIGH |
| As a Restaurant Owner  I want to view customer orders  so that I can prepare food. | | |
| BV: 450 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| List of orders in tabular form. | | |

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| User Story No: 22 | Tasks: 2 | Priority: MEDIUM |
| As a Restaurant Owner  I want to set time slots  so that customers know operating hours. | | |
| BV: 200 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Time slot input with a success message. | | |

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| User Story No: 23 | Tasks: 2 | Priority: HIGH |
| As a Restaurant Owner  I want to view revenue reports  so that I can track my earnings. | | |
| BV: 400 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Report generation with date filters. | | |

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| User Story No: 24 | Tasks: 2 | Priority: MEDIUM |
| As a Restaurant Owner  I want to manage delivery boy verification  so that deliveries are handled smoothly. | | |
| BV: 300 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Approve/reject option for delivery boy requests. | | |

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| User Story No: 25 | Tasks: 2 | Priority: MEDIUM |
| As a Restaurant Owner  I want to raise issues  so that I can report system-related problems. | | |
| BV: 200 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Issue form with resolution tracking. | | |

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| User Story No: 26 | Tasks: 2 | Priority: MEDIUM |
| As a Restaurant Owner  I want to view feedback  so that I can improve service quality. | | |
| BV: 200 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Feedback display with ratings and comments. | | |

1. **Regional Admin User Stories**

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| User Story No: 27 | Tasks: 2 | Priority: HIGH |
| As a Regional Admin  I want to manage restaurants  so that I can oversee operations. | | |
| BV: 400 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Restaurant management dashboard. | | |

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| User Story No: 28 | Tasks: 2 | Priority: HIGH |
| As a Regional Admin  I want to track deliveries  so that I can monitor performance. | | |
| BV: 300 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Delivery tracking with real-time updates. | | |
| User Story No: 29 | Tasks: 2 | Priority: MEDIUM |
| As a Regional Admin  I want to view revenue reports  so that I can analyse performance. | | |
| BV: 350 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Revenue breakdown by restaurant and region. | | |

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| User Story No: 30 | Tasks: 2 | Priority: MEDIUM |
| As a Regional Admin  I want to manage customer feedback  so that I can resolve complaints. | | |
| BV: 250 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Feedback review and response options. | | |

1. **Admin User Stories**

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| User Story No: 31 | Tasks: 2 | Priority: HIGH |
| As a Regional Admin  I want to approve or reject restaurant registrations  so that only valid businesses join. | | |
| BV: 500 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Approval workflow with notification functionality. | | |

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| User Story No: 32 | Tasks: 2 | Priority: HIGH |
| As a Regional Admin  I want to approve delivery boy requests  so that I ensure reliable deliveries. | | |
| BV: 400 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Verification and approval/rejection dashboard. | | |

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| User Story No: 33 | Tasks: 2 | Priority: HIGH |
| As a Regional Admin  I want to resolve issues  so that the platform operates smoothly. | | |
| BV: 400 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Issue resolution tracking and status updates. | | |

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| User Story No: 34 | Tasks: 2 | Priority: MEDIUM |
| As a Regional Admin  I want to view platform-wide reports  so that I can monitor overall performance. | | |
| BV: 300 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| 1. Report dashboard with export options. | | |

1. **Business Owner User Stories**

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| User Story No: 35 | Tasks: 2 | Priority: HIGH |
| As a Business Owner  I want to view restaurant revenue reports  so that I can assess profitability. | | |
| BV: 500 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Revenue report generation by region and date. | | |

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| User Story No: 36 | Tasks: 2 | Priority: HIGH |
| As a Business Owner  I want to view system performance  so that I can identify areas of improvement. | | |
| BV: 400 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Performance dashboard with metrics like delivery time and customer satisfaction. | | |

1. **System Functionality User Stories**

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| User Story No: 37 | Tasks: 2 | Priority: HIGH |
| As a System  I want to ensure data security  so that user information is protected. | | |
| BV: 400 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Implement encryption and secure authentication protocols. | | |

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| User Story No: 38 | Tasks: 2 | Priority: MEDIUM |
| As a System  I want to send notifications  so that users are informed about updates. | | |
| BV: 300 | | CP: 02 |
| ACCEPTANCE CRITERIA | |  |
| Notification triggers for order status changes. | | |

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| User Story No: 39 | Tasks: 2 | Priority: MEDIUM |
| As a System  I want to ensure platform scalability  so that it handles high traffic efficiently. | | |
| BV: 350 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Performance testing for peak load scenarios. | | |

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| User Story No: 40 | Tasks: 2 | Priority: HIGH |
| As a System  I want to generate analytics  so that stakeholders gain insights into user behaviour. | | |
| BV: 400 | | CP: 03 |
| ACCEPTANCE CRITERIA | |  |
| Analytics dashboard with filters for time and region. | | |

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

An Epic is a large body of work (chunk of user stories) that can be divided into smaller, more manageable user stories. It typically spans multiple sprints and helps outline a major feature or functionality of the project.

1. **Epic 1:** **"Food Ordering"**
   * **Description:** Simplify the process for customers to browse menus, place orders, and track deliveries with seamless functionality.
   * **User Stories:**

* As a Customer, I want to filter restaurants by cuisine, ratings, or delivery time to find the best options.
* As a Customer, I want to view restaurant menus, prices, and reviews to make an informed decision.
* As a Customer, I want to customize items (e.g., toppings) to personalize my order.
* As a Customer, I want to view my cart summary to confirm my order before checkout.
* As a Customer, I want to select delivery or pickup to suit my convenience.
* As a Customer, I want to use multiple payment methods for a secure transaction.
* As a Customer, I want real-time updates on my order status to stay informed.

1. **Epic 2:** **"Restaurant Order Management"**
   * **Description:** Enable restaurants to manage incoming orders and track their delivery status.
   * **User Stories:**

* As a Restaurant Owner, I want to see incoming orders in a list to prioritize preparation.
* As a Restaurant Owner, I want to verify delivery personnel to ensure smooth operations.
* As a Restaurant Owner, I want to track order progress to manage the preparation and delivery timeline.
* As a Restaurant Owner, I want to view daily revenue reports to monitor earnings.
* As a Restaurant Owner, I want to update the order status (e.g., cooking, ready for delivery) to keep customers informed.
* As a Restaurant Owner, I want to receive customer reviews to improve service quality.

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

* 1. **Business Value (BV):**

Business Value is the measurable benefit or advantage a task, project, or feature provides to the business. It shows how important something is based on its impact on revenue, customer satisfaction, or business goals.

* Determined by factors like revenue growth, cost savings, customer satisfaction, market competition, or strategic fit.
* Helps prioritize tasks based on their importance to the project’s goals.
* Examples: Increased revenue, better user experience, meeting industry rules, or gaining a competitive edge.
  + - 1. **Complexity Points (CP)**

Complexity Points measure how difficult or resource-intensive a task, feature, or requirement is to complete.

* Used to estimate the effort, time, and resources needed.
* Based on factors like technical difficulty, development effort, system integration, or other challenges.
* Helps assess workload and plan resource allocation.
* Examples: Connecting with old systems, technical dependencies, migrating data, or solving complex algorithms.

**Key Differences:**

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| **Aspect** | **Business Value (BV)** | **Complexity Points (CP)** |
| Focus | |  | | --- | | Importance of a task for business goals (e.g., revenue or customer satisfaction). |  |  | | --- | |  | | Technical or operational challenges in completing the task. |
| Purpose | |  | | --- | | Helps prioritize tasks based on their impact on business goals. |  |  | | --- | |  | | Helps estimate the effort, time, and resources needed. |
| Impact | Decides **what** to prioritize by focusing on high-value tasks. | Decides **how** to allocate resources for tasks. |
| Measurement | Measured by benefits like revenue, customer satisfaction, or points. | Measured using scales like Fibonacci numbers or T-shirt sizes. |
| Perspective | Business-focused; shows value to stakeholders. | Development-focused; shows the effort to execute. |

**Question 5 –Explain about Sprint**

A Sprint is a short, time-boxed period in Agile methodology (typically 1–4 weeks) during which a specific set of work is completed and made ready for review. Sprints are a core part of frameworks like Scrum, helping teams deliver small, incremental progress on projects efficiently.

* **Time Frame:** A sprint typically has a fixed duration, often ranging from 2 to 4 weeks. The duration is consistent across all sprints to provide a predictable cadence for development and planning. For this project the sprint period was 3 weeks.
* **Goals and Objectives:** At the beginning of each sprint, the development team, along with stakeholders, selects a set of user stories, features, or tasks to work on during that sprint. These items are collectively referred to as the sprint backlog.
* **Planning:** During sprint planning, the development team breaks down the selected items from the product backlog into smaller tasks and estimates the effort required for each task. The team commits to completing these tasks within the sprint duration.
* **Daily Stand-ups:** Throughout the sprint, the team holds daily stand-up meetings (also known as daily scrums) to discuss progress, obstacles, and plans. Each team member shares what they've accomplished, what they're working on, and any challenges they're facing. These meetings foster communication and collaboration.
* **Development**: The development team works on the tasks identified in the sprint backlog. They collaborate closely, often using techniques like pair programming and frequent code reviews to ensure high-quality work.
* **Continuous Integration:** Developers integrate their code changes into the main codebase regularly, ensuring that the software remains functional and stable throughout the sprint.
* **Testing**: Testing is an integral part of a sprint. Automated tests are run to validate code changes, and manual testing may be conducted to ensure the quality of the software.
* **Review and Demo:** At the end of the sprint, the development team conducts a sprint review and demo. They showcase the completed work to stakeholders, gathering feedback and validation. This helps ensure that the delivered features align with expectations.
* **Retrospective:** Following the review and demo, the team holds a sprint retrospective. They reflect on what went well during the sprint, what could be improved, and actions to take in the next sprint. The retrospective encourages continuous improvement.
* **Incremental Development:** Each sprint results in a potentially shippable product increment, meaning that at the end of each sprint, a new version of the software is available with additional features or improvements.
* **Adaptability:** Agile methodologies emphasize adaptability and the ability to respond to changing requirements. If new priorities or insights emerge, adjustments can be made in subsequent sprints.
* **Backlog Refinement:** Backlog refinement is the process of reviewing, ranking, and editing your product backlog. Backlog refinement is an important tool in your product development process because it helps your development team build only the features and functionalities that the customer wants and the business needs.
* **Meeting Conduct:** The product owner describes the objective (or goal) of the sprintand what backlog items contribute to that goal. The scrum team decides what can be done in the coming sprint and what they will do during the sprint to make that happen.

**Question 6 – Explain Product backlog and sprint back log**

The **Product Backlog** and **Sprint Backlog** are key components of the Agile Scrum framework. Here's an explanation based on common Agile practices and relevant details:

* **Product Backlog**: It is a prioritized list of all the features, enhancements, fixes, and technical improvements that need to be worked on for the product. It serves as a single source of truth for everything that might be included in the product. The Product Backlog ensures that the team has a clear understanding of the overall goals and priorities for the product.
* **Sprint Backlog:** Itis a subset of the Product Backlog. It includes the specific tasks or user stories that the team commits to completing during a Sprint.

The Sprint Backlog provides focus and clarity for the team, enabling them to deliver a specific increment of value.

**Differences Between Product Backlog and Sprint Backlog**

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| **Aspect** | **Product Backlog** | **Sprint Backlog** |
| **Owner** | Product Owner | Development Team |
| **Scope** | Covers the entire product roadmap | Covers only the tasks for the current Sprint |
| **Dynamic or fixed** | Continuously updated and refined | Fixed during the Sprint (after planning) |
| **Purpose** | Guides the overall development of the product | Focuses on delivering a specific Sprint Goal |
| **Timeframe** | Long-term, includes everything for future Sprints | Short-term, limited to the current Sprint |
| **Details** | High-level, broad tasks or ideas | Detailed and broken-down tasks for immediate execution |

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

**Impediments**: In terms of Scrum, they are “blockers” that prevent the Scrum Team from completing work, which in return impacts velocity. Anything that prohibits the team from doing work is considered an impediment.

Impediments are hurdles or obstacles and these are recorded in Impediment Logs. They are “blockers” preventing the Scrum Team from completing work and should be included within impediment logs.

All challenges faced by the team will be logged in the impediments log.

* a sick team member
* Lack of system knowledge
* lack of management support

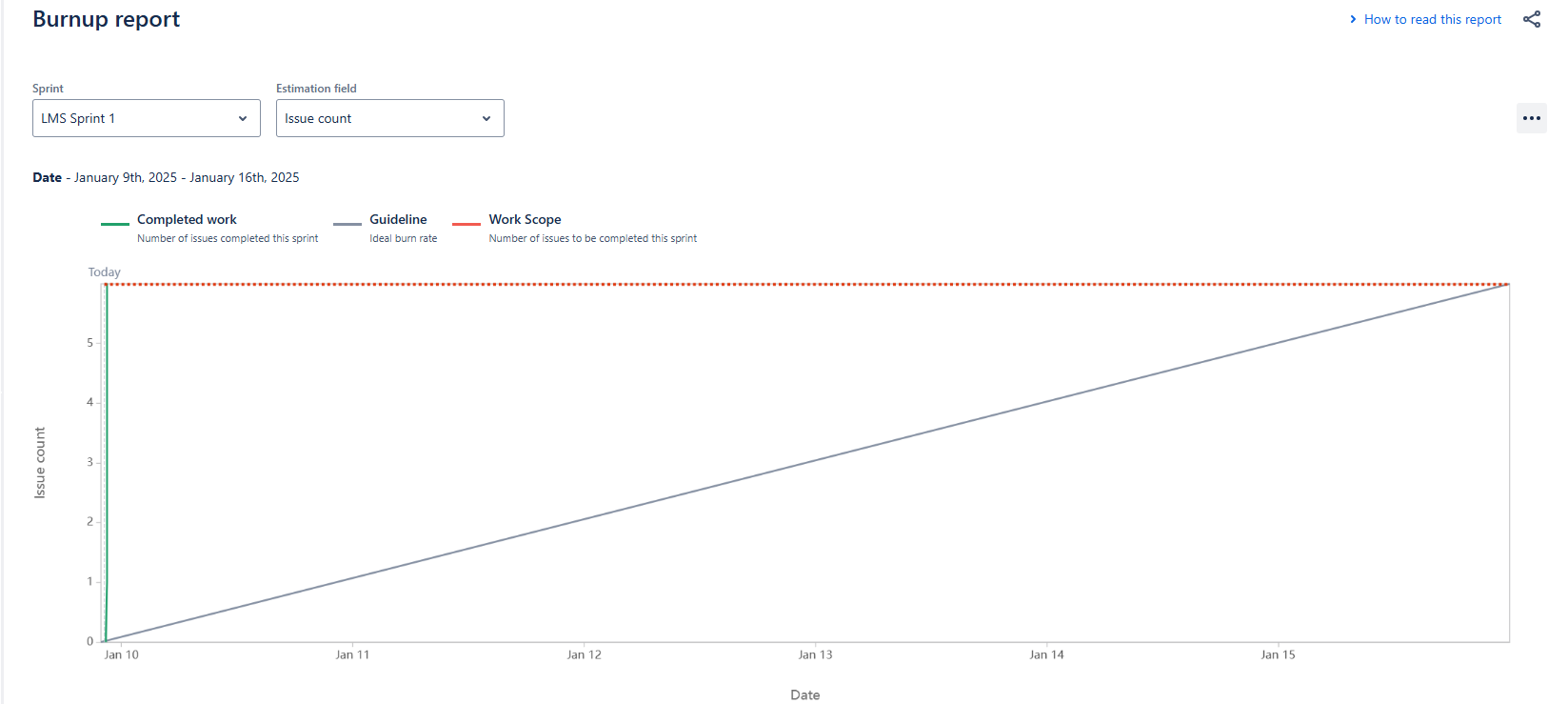
**Question 8 – Explain Velocity of the Team**

In Scrum, **Velocity** is a metric used to measure the amount of work a Scrum Team completes during a Sprint. It’s the sum of the **Story Points** or **work units** completed in the Sprint, providing an indication of the team’s capacity to handle work.

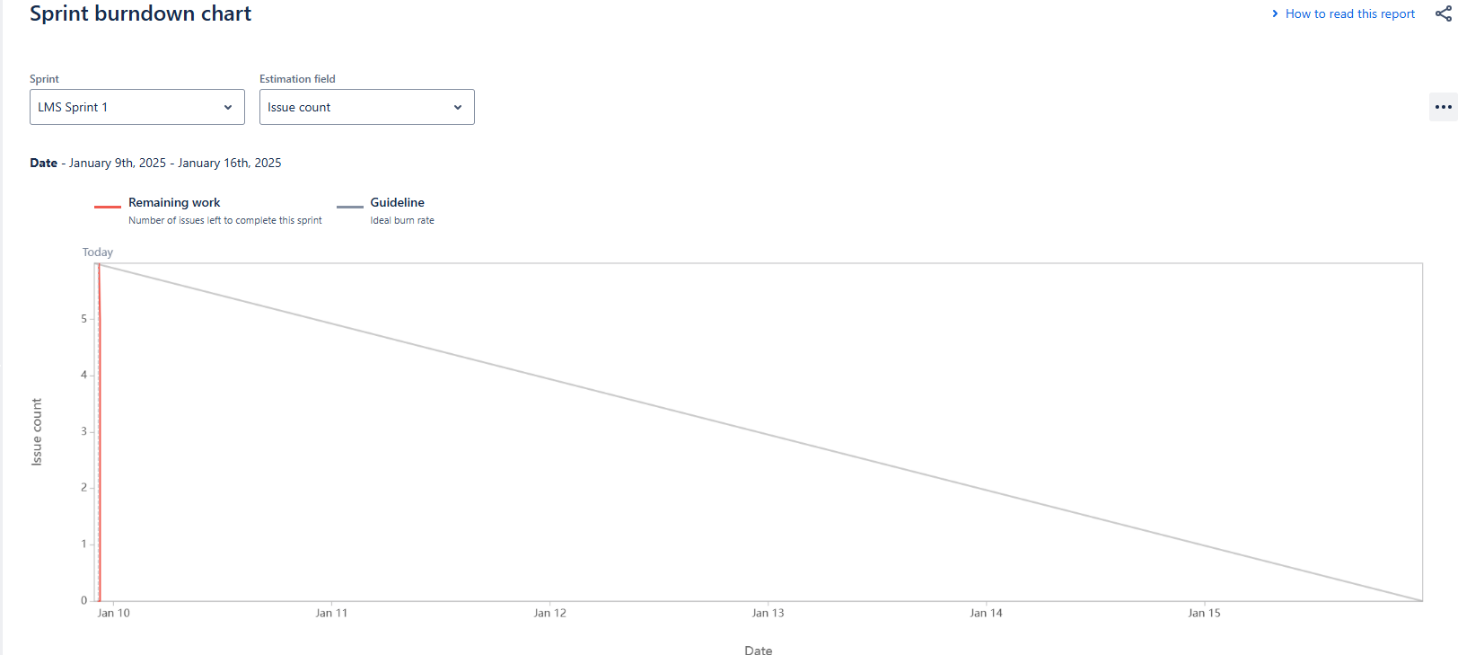
**Velocity** in Scrum is a useful tool to help the team understand their capacity, improve Sprint planning, and track progress over time. It enables more predictable delivery and helps in forecasting future work with a focus on continuous improvement.

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

1. **Sprint Burnup Report:** It shows cumulative progress and can track scope changes, *making it easier to see both the work completed and the work remaining.*

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* 1. **Sprint Burndown Chart** - It helps teams monitor how much work remains and whether they are on track to complete their sprint goals. *It tracks progress within a single sprint (time: 1–4 weeks).*

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**Product Burndown Chart:** It helps to track the progress of work over the lifecycle of a product or project. It provides a clear view of how much work remains versus how much has been completed over *multiple sprints in terms of complexity points (e.g., story points).*

**Question 10 – Explain about Product Grooming**

**Product Grooming / Product refinement**  
Product Grooming is the session in which the vision or goal of the project or product is discussed and who will be your target group in which market segment does the product address. What are the needs and solution does the product required. Also what benefits the client will get.

Also to indentify the EPICs from the product backlog. Product grooming is processes of planning the project and understanding the needs.

Thus product grooming includes the refinement to understand what does the stakeholder require and why does it require and what is the value addition is to be done.

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

**Scrum Master:**

The Scrum Master facilitates Scrum events, removes obstacles, and ensures the team follows Scrum practices. They coach the team, support the Product Owner, and help the team improve continuously.

* Facilitates Scrum events (Sprint Planning, Daily Stand-ups, Sprint Review, Retrospectives).
* Removes obstacles and helps the team stay focused on their goals.
* Coaches the team on Scrum practices and self-organization.
* Ensures Scrum processes are followed and continuous improvement is made.
* Supports the Product Owner and helps with backlog management when needed.

**Product Owner:**

The Product Owner is responsible for managing and prioritizing the Product Backlog to maximize product value. They define the product vision, work with stakeholders, and ensure the team works on the most valuable features.

* Manages and prioritizes the Product Backlog based on business value.
* Defines the product vision and ensures it aligns with stakeholder needs.
* Clarifies requirements and provides detailed user stories for the team.
* Makes decisions about features, scope, and release timelines.
* Reviews and accepts or rejects completed work based on acceptance criteria.

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

Scrum projects include a set of structured meetings, also called Scrum ceremonies, to ensure transparency, collaboration, and continuous improvement. These meetings help the team stay aligned and productive.

**Sprint Planning Meeting -** Sprint Planning happens at the start of every Sprint. In this meeting, the team discusses what work they will complete in the upcoming Sprint. The Product Owner shares the most important tasks from the Product Backlog, and the team selects the ones they can realistically complete. They also set a clear Sprint Goal to guide their work during the Sprint. Scrum Team (Product Owner, Scrum Master, Developers) attends this meeting.

**Daily Scrum Meeting -** The Daily Scrum is a short, 15-minute meeting held every day. Team members share what they worked on the previous day, what they plan to work on today, and if they are facing any problems. This helps the team stay aligned and quickly address any issues. Developers (Scrum Master and Product Owner may observe) attends this meeting.

**Sprint Review Meeting -** The Sprint Review happens at the end of the Sprint. In this meeting, the team shows the work they have completed to stakeholders, such as customers or business leaders. Feedback is collected during this session, and the Product Owner updates the Product Backlog based on what’s discussed. Scrum Team and stakeholders attends this meeting.

**Sprint Retrospective Meeting -** After the Sprint Review, the team holds a Sprint Retrospective to reflect on how the Sprint went. They talk about what went well, what didn’t, and how they can improve. This meeting helps the team make adjustments to improve their performance in future Sprints. Scrum team attends this meeting.

**Backlog Refinement Meeting -** Backlog Refinement is an ongoing meeting where the team and the Product Owner work together to clarify, organize, and prioritize tasks in the Product Backlog. Large tasks may be broken into smaller ones, and details are added so the team is better prepared for upcoming Sprints. This meeting ensures the backlog is always ready and clear. Product Owner, Scrum Master, and Developers attends this meeting.

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

**Sprint Size -** Sprint Size refers to the total amount of work the Scrum Team commits to completing during a single Sprint. It is measured in terms of story points, hours, or tasks and depends on the team’s capacity, velocity, and the Sprint duration (usually 1-4 weeks).

**Scrum Team Size -** Scrum Team Size refers to the number of people in the Scrum Team. According to Scrum guidelines, the team should typically have **10 or fewer members**, including the Product Owner, Scrum Master, and Developers. This size ensures effective communication, collaboration, and productivity.

**Size of scrum team:**

* Product Owner
* Scrum Master
* 8 Developers

**Question 14 – Explain DOR and DOD**

**Definition of Ready (DoR) -** The Definition of Ready ensures that a task or user story is fully prepared before the team begins working on it. It acts as a checklist to confirm that the item is well-defined, clear, and actionable.

**Key Points:**

* The user story is well-written with clear acceptance criteria.
* All necessary details, dependencies, and resources are available.
* The item is small enough to be completed within one Sprint.
* The team agrees that the item is ready to start.

**Definition of Done (DoD) -** The Definition of Done ensures that a task or user story is considered complete when it meets specific criteria. It helps maintain quality and consistency in deliverables.

**Key Points:**

* The work is coded, tested, and reviewed.
* Documentation is updated as needed.
* The feature has passed all acceptance criteria and quality standards.
* The product increment is ready for release or integration.

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

**Prioritization Techniques in Scrum**

Prioritization techniques help decide which tasks or features to work on first, ensuring the team focuses on delivering maximum value. Common techniques include:

1. **MoSCoW Method**: This technique prioritizes features by categorizing them as Must Have (essential for the product to function), Should Have (important but not critical), Could Have (nice to include but not necessary), and Won’t Have (not needed for now). It helps focus on delivering the most critical features first.
2. **Value vs. Effort Matrix**: Features are plotted on a grid based on their value (impact on users or business) and effort (time and resources needed). High-value, low-effort features are prioritized, ensuring quick wins while managing resources efficiently.
3. **Kano Model**: This method classifies features into three categories: basic needs (essential for satisfaction), performance enhancers (features that increase satisfaction proportionally), and delighters (unexpected features that delight users). It helps balance functionality and user experience.
4. **Cost of Delay**: This approach measures the impact of delaying a feature in terms of lost revenue, customer dissatisfaction, or missed opportunities. Features with the highest cost of delay are prioritized to minimize business risks and maximize value.
5. **Weighted Scoring**: A scoring system is used to evaluate features based on multiple criteria, such as business value, cost, risk, and effort. Each criterion is given a weight, and scores are calculated to rank features in order of priority.

**Minimum Viable Product (MVP)**

An MVP is the simplest version of a product that includes only the core features needed to solve the primary user problem. It is released to gather feedback, test assumptions, and validate the product idea with minimal effort and cost. The MVP helps teams learn from real users and make iterative improvements to build a more complete product.

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

Here is the difference between Business Analyst and Product Owner

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Business Analyst** | **Product Owner** |
| **Function** | They analyzes business processes and gathers requirements. | They define the product vision and manages the Product Backlog. |
| **Accountability** | They do not own the product, acts as a liaison. | They own the product and is responsible for its success. |
| **Authority** | They provide insights but doesn't make final decisions. | They make final decisions on product features and priorities. |
| **Responsibilities** | They works on documentation, requirements, and process improvement. | They manage the Product Backlog and prioritizes tasks. |
| |  | | --- | | **Stakeholder Engagement** |  |  | | --- | |  | | Thay engage with business stakeholders to gather requirements. | They balance needs of stakeholders while focusing on product value. |
| **Team Coordination** | They provide detailed requirements to the team. | They clarify requirements and ensures the team works on valuable tasks. |

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

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**Deepshikha Pandey**

Email: deepshikha@email.com

Phone: +91 123 456 7890

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**Summary**

Results-driven and customer-focused **Product Owner** with 3 years of experience in leading cross-functional teams to deliver innovative products. Adept at creating and managing product roadmaps, prioritizing features, and ensuring alignment with business goals. Strong communicator with a track record of delivering high-quality products within deadlines, fostering collaboration, and driving business growth.

**Professional Experience**

**Product Owner**  
*XYZ Tech Solutions* – **Jan 2022 – Present**

* Collaborated with the development team to define and refine user stories and manage the product backlog.
* Worked closely with stakeholders to prioritize features based on business needs and customer feedback.
* Led Sprint planning and review meetings to ensure alignment on goals and progress.
* Delivered multiple product releases on time and within budget, improving user engagement by 30%.
* Conducted user research and competitive analysis to inform product decisions and improve market positioning.
* Maintained a clear product vision and communicated it effectively to both technical and non-technical stakeholders.

**Product Owner (Intern)**  
*ABC Digital Solutions* – **Aug 2020 – Dec 2021**

* Assisted senior product owners in managing the product backlog and ensuring features met customer needs.
* Participated in Sprint meetings, providing support in backlog grooming and user story creation.
* Helped prioritize tasks by gathering requirements from clients and internal teams.
* Supported the product launch of a mobile application, improving customer satisfaction by 25%.
* Contributed to user testing and feedback collection, making data-driven decisions for future product updates.

**Education**

**Bachelor of Technology (B.Tech)** – Computer Science  
*IIT BHU* (**2016 – 2020)**

**Certifications**

* **Certified Scrum Product Owner (CSPO)** – Scrum Alliance, 2021
* **Agile Project Management** – Udemy, 2020

**Key Skills**

* Product Backlog Management
* Agile Methodology (Scrum)
* Stakeholder Engagement
* Requirements Gathering & Analysis
* Roadmap Development
* User Story Mapping
* Sprint Planning & Execution
* Market Research & Competitive Analysis
* Cross-functional Team Leadership
* Communication & Problem-Solving

**Tools & Technologies**

* JIRA, Trello, Asana
* Microsoft Office Suite
* Balsamiq, Figma (Prototyping)
* Google Analytics, Hotjar (User Research)

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