**AGILE DOCUMENTS**

**Document 1 – Definition of Done –**

It indicates the acceptance criteria and quality criteria for a project. As a team we discussed and we agreed upon certain criteria for this project. In this project the checklist for DOD are as follows –

* All the user stories have been completed with respect to acceptance criteria.
* There is no error in the code.
* The entire unit testing has been done and it has passed the test.
* The application developed has been tested on both desktop and mobile.
* All the quality checks have been performed and the application is error free.
* Any change requested has been document and reviewed upon.
* All the related documents have been updated so no feature is left out.
* All the features to be developed to be accepted by Product Owner.
* Project deployed successfully and management acceptance received for the same.

**Document 2 – Product Vision**

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| **Scrum Project Name** | Delivery and Installation Management System | | |
| **Venue** | Noida | | |
| **Date : 01-02-2023** | **Start Time : 01-02-2023** | **End Time: 30-06-2023** | **Duration: 5 months** |
| **Client** | Ceasefire Industries Pvt Ltd | | |
| **Stakeholder List** |  |  |  |
| Business owner | Pawan Arora |  |  |
| Order Approval |  |  |  |
| Order Procurer |  |  |  |
| Customer |  |  |  |
| Installation Guy |  |  |  |
| Invoicing Person |  |  |  |
| Dispatch and Delivery Team |  |  |  |
| Regional Manager |  |  |  |
| Branch Manager |  |  |  |
| **Scrum Team** | | | |
| **Scrum Master** | Nisha Khetan |  |  |
| **Product Owner** | Rahul Agarwal |  |  |
| **Scrum Developer 1** | Juhi Sharma |  |  |
| **Scrum Developer 2** | Akash Jain |  |  |
| **Scrum Developer 3** | Priti Singh |  |  |
| **Scrum Developer 4** | Suyash Jain |  |  |

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| **Vision** | All the sales employee and customer should be able to track the order progress 24/7 to increase employee efficiency and increasing customer satisfaction | | |
| **Target Group** | **Needs** | **Product** | **Value** |
| Fire Safety Products | Tracking of logged in order | It will available on mobile and Desktop | Increase in employee efficiency |
| Sales employees and customers | Customer and sales employee will be able getting updates on orders | Real time tracking and updates | Increase in customer satisfaction |
|  |  | Product feasibility can be complex and requires attention in every aspect | Increase in Brand Reputation |

**Document 3 – User Stories**

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| **User Story No. 1** | **Tasks - 2** | **Priority - High** |
| AS A ORDER PROCURER | | |
| I WANT TO LOGIN INTO APPLICATION | | |
| SO THAT I CAN TRACK THE STATUS OF THE ORDER | | |
| **BV - 100** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Login Screen | | |
| Text Boxes for User ID and Password | | |
| Click to Login | | |
| Can access to order status | | |

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| **User Story No. 2** | **Tasks - 2** | **Priority - High** |
| AS A BRANCH MANAGER | | |
| I WANT TO LOGIN INTO APPLICATION | | |
| SO THAT I CAN TRACK THE STATUS OF TEAM'S ORDER | | |
| **BV - 100** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Login Screen | | |
| Text Boxes for User ID and Password | | |
| Click to Login | | |
| Can access to order status | | |

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| **User Story No. 3** | **Tasks - 2** | **Priority - High** |
| AS A REGIONAL MANAGER | | |
| I WANT TO LOGIN INTO APPLICATION | | |
| SO THAT I CAN TRACK THE STATUS OF TEAM'S ORDER | | |
| **BV - 100** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Login Screen | | |
| Text Boxes for User ID and Password | | |
| Click to Login | | |
| Can access to order status | | |

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| **User Story No. 4** | **Tasks - 2** | **Priority - Medium** |
| AS A ORDER APPROVAL | | |
| I WANT TO LOGIN INTO APPLICATION | | |
| SO THAT I CAN UPDATE THE ORDER APPROVAL STATUS | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Login Screen | | |
| Text Boxes for User ID and Password | | |
| Click to Login | | |
| Can access to update order approval status | | |

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| **User Story No. 5** | **Tasks - 2** | **Priority - Medium** |
| AS A INVOICING PERSON | | |
| I WANT TO LOGIN INTO APPLICATION | | |
| SO THAT I CAN UPDATE THE ORDER INVOICING STATUS | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Login Screen | | |
| Text Boxes for User ID and Password | | |
| Click to Login | | |
| Can access to update order Invoicing status | | |

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| **User Story No. 6** | **Tasks - 2** | **Priority - Medium** |
| AS A DISPATCH AND DELIEVRY TEAM MEMBER | | |
| I WANT TO LOGIN INTO APPLICATION | | |
| SO THAT I CAN UPDATE DISPATCH AND DELIEVRY STATUS | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Login Screen | | |
| Text Boxes for User ID and Password | | |
| Click to Login | | |
| Access to update status on dispatch and delivery | | |

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| **User Story No. 7** | **Tasks - 2** | **Priority - Medium** |
| AS A INSTALLATION GUY | | |
| I WANT TO LOGIN INTO APPLICATION | | |
| SO THAT I CAN UPLOAD THE INSTALLATION STATUS | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Login Screen | | |
| Text Boxes for User ID and Password | | |
| Click to Login | | |
| Access to update status on installation | | |

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| **User Story No. 8** | **Tasks - 1** | **Priority - Medium** |
| AS A INSTALLATION GUY | | |
| I WANT TO VIEW ORDERS | | |
| SO THAT I CAN DO INSTALLATION | | |
| **BV - 50** | **CP - 3** | |
| **ACCEPTANCE CRITERIA** | | |
| Login Screen | | |
| Text Boxes for User ID and Password | | |
| Click to Login | | |
| View allotted order | | |

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| **User Story No. 9** | **Tasks - 1** | **Priority - Medium** |
| AS A ORDER PROCURER | | |
| I WANT A DOCUMENT DOWLOAD FACILITY | | |
| SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO ORDERS | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| View Documents | | |
| click on Download | | |

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| **User Story No. 10** | **Tasks - 1** | **Priority - Medium** |
| AS A ORDER PROCURER | | |
| I WANT AN EMAIL NOTIFICATION FACILITY | | |
| SO THAT I CAN GET NOTIFIED ABOUT ORDER STATUS | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Email Notification as soon as the order status is updated | | |

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| **User Story No. 11** | **Tasks - 2** | **Priority - Medium** |
| AS A BUSINESS CUSTOMER | | |
| I WANT AN EMAIL NOTIFICATION FACILITY | | |
| SO THAT I CAN GET NOTIFIED ABOUT ORDER STATUS | | |
| **BV - 100** | **CP - 3** | |
| **ACCEPTANCE CRITERIA** | | |
| Email Notification as soon as the order status is updated | | |

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| **User Story No. 12** | **Tasks - 2** | **Priority - Low** |
| AS A BRANCH MANAGER | | |
| I WANT AN EMAIL NOTIFICATION FACILITY | | |
| SO THAT I CAN GET NOTIFIED ABOUT ORDER STATUS | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Email Notification as soon as the order status is updated | | |

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| **User Story No. 13** | **Tasks - 2** | **Priority - Medium** |
| AS A INVOICING PERSON | | |
| I WANT A DOCUMENT UPLOAD FACILITY | | |
| SO THAT I CAN UPLOAD INVOICE RELATED TO THE ORDER | | |
| **BV - 100** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Document upload facility | | |
| Document type will be PDF, PNG and JPEG | | |
| Document Size can be up to 10 MB | | |

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| **User Story No. 14** | **Tasks - 1** | **Priority - Medium** |
| AS A DISPATCH AND DELIEVRY TEAM MEMBER | | |
| I WANT A DOCUMENT UPLOAD FACILITY | | |
| SO THAT I CAN UPLOAD POD RELATED TO THE ORDER | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Document upload facility | | |
| Document type will be PDF, PNG and JPEG | | |
| Document Size can be up to 10 MB | | |

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| **User Story No. 15** | **Tasks - 1** | **Priority - Medium** |
| AS A BRANCH MANAGER | | |
| I WANT A DOCUMENT DOWLOAD FACILITY | | |
| SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO ORDERS | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| View Documents | | |
| click on Download | | |

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| **User Story No. 16** | **Tasks - 2** | **Priority - Medium** |
| AS A REGIONAL MANAGER | | |
| I WANT A DOCUMENT DOWLOAD FACILITY | | |
| SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO ORDERS | | |
| **BV - 100** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| View Documents | | |
| click on Download | | |

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| **User Story No. 17** | **Tasks - 3** | **Priority - High** |
| AS A INVOICING PERSON | | |
| I WANT A DOCUMENT UPLOAD FACILITY | | |
| SO THAT I CAN UPLOAD WARRANTY CARD RELATED TO THE ORDER | | |
| **BV - 500** | **CP - 5** | |
| **ACCEPTANCE CRITERIA** | | |
| Document upload facility | | |
| Document type will be PDF, PNG and JPEG | | |
| Document Size can be up to 10 MB | | |

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| **User Story No. 18** | **Tasks - 2** | **Priority - Medium** |
| AS A INVOICING PERSON | | |
| I WANT A DOCUMENT UPLOAD FACILITY | | |
| SO THAT I CAN UPLOAD CERTIFICATES RELATED TO THE ORDER | | |
| **BV - 200** | **CP - 3** | |
| **ACCEPTANCE CRITERIA** | | |
| Document upload facility | | |
| Document type will be PDF, PNG and JPEG | | |
| Document Size can be up to 10 MB | | |

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| **User Story No. 19** | **Tasks - 1** | **Priority - Medium** |
| AS A INVOICING PERSON | | |
| I WANT AN EMAIL NOTIFICATION FACILITY | | |
| SO THAT I CAN START INVOICING PROCESS | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Email Notification as soon as the order is approved | | |

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| **User Story No. 20** | **Tasks - 1** | **Priority - Medium** |
| AS A DISPATCH AND DELIVERY TEAM | | |
| I WANT AN EMAIL NOTIFICATION FACILITY | | |
| SO THAT I CAN DISPATCH PROCESS | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Email Notification as soon as the Invoicing status is updated | | |

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| **User Story No. 21** | **Tasks - 1** | **Priority - Medium** |
| AS A INSTALLATION GUY | | |
| I WANT AN EMAIL NOTIFICATION FACILITY | | |
| SO THAT I CAN KNOW THE INSTALLATION PLAN | | |
| **BV - 10** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Email Notification as soon as the dispatch and delivery status is updated | | |

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| **User Story No. 22** | **Tasks - 2** | **Priority - Medium** |
| AS A BUSINESS CUSTOMER | | |
| I WANT A DETAILS OF INSTALLATION GUY | | |
| SO THAT I CAN CONTACT THE INSTALLATION GUY | | |
| **BV - 200** | **CP - 5** | |
| **ACCEPTANCE CRITERIA** | | |
| Email Notification along with details of installation guy as soon as the order status is updated as delivered | | |

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| **User Story No. 23** | **Tasks - 3** | **Priority - Medium** |
| AS A ORDER PROCURER | | |
| I WANT A DOCUMENT DOWLOAD FACILITY | | |
| SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO PREVIOUS ORDERS | | |
| **BV - 200** | **CP - 5** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| View Documents | | |
| click on Download | | |

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| **User Story No. 24** | **Tasks - 1** | **Priority - Medium** |
| AS A BRANCH MANAGER | | |
| I WANT A DOCUMENT DOWLOAD FACILITY | | |
| SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO PREVIOUS ORDERS | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| View Documents | | |
| click on Download | | |

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| **User Story No. 25** | **Tasks - 2** | **Priority - Low** |
| AS A REGIONAL MANAGER | | |
| I WANT A DOCUMENT DOWLOAD FACILITY | | |
| SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO PREVIOUS ORDERS | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| View Documents | | |
| click on Download | | |

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| **User Story No. 26** | **Tasks - 2** | **Priority - Medium** |
| AS A ORDER PROCURER | | |
| I WANT TO KNOW CONTACT PERSON DETAILS | | |
| SO THAT I CAN CONTACT THE PERSON FOR ORDER RELATED QUERY | | |
| **BV - 100** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| View Contact person name, mobile number and Email ID | | |

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| **User Story No. 27** | **Tasks - 2** | **Priority - Medium** |
| AS A BRANCH MANAGER | | |
| I WANT TO KNOW CONTACT PERSON DETAILS | | |
| SO THAT I CAN CONTACT THE PERSON FOR ORDER RELATED QUERY | | |
| **BV - 20** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| View Contact person name, mobile number and Email ID | | |

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| **User Story No. 28** | **Tasks - 2** | **Priority - Low** |
| AS A REGIONAL MANAGER | | |
| I WANT TO KNOW CONTACT PERSON DETAILS | | |
| SO THAT I CAN CONTACT THE PERSON FOR ORDER RELATED QUERY | | |
| **BV - 20** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| View Contact person name, mobile number and Email ID | | |

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| **User Story No. 29** | **Tasks - 2** | **Priority - Medium** |
| AS A ORDER PROCURER | | |
| I WANT TO KNOW ESCALATION MATRIX | | |
| SO THAT I CAN CONTACT THE PERSON IF THE CONCERNED PERSON IS NOT RESPONDING | | |
| **BV - 100** | **CP - 3** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| View Escalation Matrix -Contact person name, mobile number and Email ID | | |
|  | | |
| **User Story No. 30** | **Tasks - 1** | **Priority - Medium** |
| AS A BRANCH MANAGER | | |
| I WANT TO KNOW ESCALATION MATRIX | | |
| SO THAT I CAN CONTACT THE PERSON IF THE CONCERNED PERSON IS NOT RESPONDING | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| View Escalation Matrix -Contact person name, mobile number and Email ID | | |

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| **User Story No. 31** | **Tasks - 1** | **Priority - Medium** |
| AS A REGIONAL MANAGER | | |
| I WANT TO KNOW ESCALATION MATRIX | | |
| SO THAT I CAN CONTACT THE PERSON IF THE CONCERNED PERSON IS NOT RESPONDING | | |
| **BV - 50** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| View Escalation Matrix -Contact person name, mobile number and Email ID | | |

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| **User Story No. 32** | **Tasks - 2** | **Priority - Medium** |
| AS A INSTALLATION GUY | | |
| I WANT DOCUMENT UPLOAD FACILITY | | |
| SO THAT I CAN UPLOAD INSTALLATION REPORT | | |
| **BV - 100** | **CP - 5** | |
| **ACCEPTANCE CRITERIA** | | |
| View Orders | | |
| Click Document Upload option | | |
| Document Size can be up to 10 MB | | |
| Document can be PDF, JPEG and PNG | | |

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| **User Story No. 33** | **Tasks - 2** | **Priority - Medium** |
| AS A BUSINESS OWNER | | |
| I WANT TO LOGIN INTO APPLICATION | | |
| SO THAT I CAN ACCESS TO ALL REPORTS | | |
| **BV - 200** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Login Screen | | |
| Text Boxes for User ID and Password | | |
| Click to Login | | |

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| **User Story No. 34** | **Tasks - 2** | **Priority - High** |
| AS A BUSINESS OWNER | | |
| I WANT TO VIEW REPORTS | | |
| SO THAT I CAN SEE AVG ORDER COMPLETION TIME | | |
| **BV - 500** | **CP - 2** | |
| **ACCEPTANCE CRITERIA** | | |
| Select Reports | | |
| Select Order Completion Reports | | |
| Select To and From Date | | |
| Select Region (Can Select All) | | |
| Generate Report | | |
| Download Report in Excel | | |

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| **User Story No. 35** | **Tasks - 1** | **Priority - Medium** |
| AS A INSTALLATION GUY | | |
| I WANT TO VIEW CONTACT DETAILS OF CUSTOMER | | |
| SO THAT I CAN CONTACT CUSTOMER FOR INSTALLATION | | |
| **BV - 50** | **CP - 3** | |
| **ACCEPTANCE CRITERIA** | | |
| View Allotted Orders | | |
| Click on Contact Details – Name, Number, Address | | |

**Document 4 – Agile PO Experience –**

**Market Analysis –** Initially I conducted Market Analysis to understand the customer behaviour towards the company process through Surveys and realised that the customer having dis-satisfaction related to order management process as they are not getting regular updates and also timely project completion is not happening.

**Enterprise Analysis –** Then I conducted GAP Analysis to know the AS-IS and To-Be of the company and came up with an Action Plan of developing an application “Delivery and Installation Management System” to streamline all the order management process.

**Product Vision and Roadmap –** After the analysis I derived product vision and prepared roadmap after discussing with the stakeholders. I gathered all the features through elicitation techniques from the stakeholders. As all the stakeholders were not available at a time so I had to conduct various sessions to understand the features and came up with a proposal to complete the project within 5 months.

**Managing Product features –** All the features were gathered and Epic was derived and converted them into User Stories as per business expectation. I collaborated with stakeholders and applied MoSCoW technique to prioritize the User Stories for development purpose.

**Managing Product backlog** – All the finalised User Stories were recorded into Product Backlog and I ensured no User story has been left out. I used to meet the team on regular basis and used to update and reprioritize the Product log throughout the project.

**Managing Overall Iteration Progress –** I used to review the progress of each sprint so that the progress of project can be understand and to present to the business owner so everybody is on same page. If any changes required happening I used to reprioritize the user stories and used to take up in subsequent sprints.

From this project I have learned how to handle sprint meetings such as –

**Sprint Planning Meeting –** In this meeting the team used to participate and developers need to choose the user stories they would be working upon in this particular sprint and accordingly the User Stories were moved to Sprint Backlog from Product Backlog.

**Daily Scrum Meeting –** Every day at the end of the day the team used to meet and development team used to brief about their day’s activity like -

What they did today?

What will do next day?

Any challenges to complete a user story?

If any challenge is there that need to be recorded into impediments log and I used to ensure that the Scrum Master provide resolution to clear the impediments log.

**Sprint Review Meeting -** Once the sprint is completed all the team members including developers, product owner, scrum master, client used to participate. In this meeting the team presented what they have accomplished in this particular sprint through charts and presentations like sprint burn chart, product burn down chart etc. If the solution was acceptable to the client the same will be released to the business customer. If any changes required then were taken into account for subsequent sprints.

**Sprint Retrospective Meeting -** This used happens at the end of sprint which used be conducted by developers only and where they used to answer 3 questions-

What went well in this sprint?

What did not go well?

What are the required areas of improvement?

**Product Backlog Refinement Meeting** - In this session the product backlog used to discussed and prioritized after the Sprint completion so the product backlog remains updated at the beginning of each Sprint and according planning used to be done for subsequent Sprints.

Also I came to know about User Story Creation and what things are included into it –

**Story No. –** It represents the story ID.

**Tasks –** It represent Unit of Work done by 1 developer in 1 day or Scrum.

**Priority-** Based on stakeholder expectation and user story importance, each user story divided into priority as High, Medium and Low.

**Acceptance Criteria –** It represents the criteria to be met to consider any developed feature as acceptable by business owner.

**BV and CP –**

Business Value refers to the importance of each user story from business owner point of View. The technique of Currency notes used to determine BV.

Complexity Points indicate the overall effort required by the development team to complete a User story. Poker Cards used by developed to determine the CP for each user Story.

**Document 5: Product and sprint backlog and product and sprint burn down charts.**

**Product Backlog –**

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| **User Story ID** | **User Story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| **1** | AS An ORDER PROCURER I WANT TO LOGIN INTO APPLICATION SO THAT I CAN TRACK THE STATUS OF THE ORDER | 2 | High | 100 | 2 | 1 |
| **2** | AS A BRANCH MANAGER I WANT TO LOGIN INTO APPLICATION SO THAT I CAN TRACK THE STATUS OF TEAM'S ORDER | 2 | High | 100 | 2 | 1 |
| **3** | AS A REGIONAL MANAGER I WANT TO LOGIN INTO APPLICATION SO THAT I CAN TRACK THE STATUS OF TEAM'S ORDER | 2 | High | 100 | 2 | 1 |
| **4** | AS A ORDER APPROVAL I WANT TO LOGIN INTO APPLICATION SO THAT I CAN UPDATE THE ORDER APPROVAL STATUS | 2 | Medium | 50 | 2 | 1 |
| **5** | AS A INVOICING PERSON I WANT TO LOGIN INTO APPLICATIONSO THAT I CAN UPDATE THE ORDER INVOICING STATUS | 2 | Medium | 50 | 2 | 1 |
| **6** | AS A DISPATCH AND DELIEVRY TEAM MEMBER I WANT TO LOGIN INTO APPLICATION SO THAT I CAN UPDATE DISPATCH AND DELIEVRY STATUS | 2 | Medium | 50 | 2 | 1 |
| **7** | AS A INSTALLATION GUY I WANT TO LOGIN INTO APPLICATION SO THAT I CAN UPLOAD THE INSTALLATION STATUS | 2 | Medium | 50 | 2 | 1 |
| **8** | AS A INSTALLATION GUY I WANT TO VIEW ORDERS SO THAT I CAN DO INSTALLATION | 1 | Medium | 50 | 3 | 2 |
| **9** | AS A ORDER PROCURER I WANT A DOCUMENT DOWLOAD FACILITY SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO ORDERS | 1 | Medium | 50 | 2 | 2 |
| **10** | AS A ORDER PROCURER I WANT AN EMAIL NOTIFICATION FACILITY SO THAT I CAN GET NOTIFIED ABOUT ORDER STATUS | 1 | Medium | 50 | 2 | 2 |
| **11** | AS A BUSINESS CUSTOMER I WANT AN EMAIL NOTIFICATION FACILITY SO THAT I CAN GET NOTIFIED ABOUT ORDER STATUS | 2 | Medium | 100 | 3 | 2 |
| **12** | AS A BRANCH MANAGER I WANT AN EMAIL NOTIFICATION FACILITY SO THAT I CAN GET NOTIFIED ABOUT ORDER STATUS | 2 | Low | 50 | 2 | 2 |
| **13** | AS A INVOICING PERSON I WANT A DOCUMENT UPLOAD FACILITY SO THAT I CAN UPLOAD INVOICE RELATED TO THE ORDER | 2 | Medium | 100 | 2 | 2 |
| **14** | AS A DISPATCH AND DELIEVRY TEAM MEMBER I WANT A DOCUMENT UPLOAD FACILITY SO THAT I CAN UPLOAD POD RELATED TO THE ORDER | 1 | Medium | 50 | 2 | 2 |
| **15** | AS A BRANCH MANAGER I WANT A DOCUMENT DOWLOAD FACILITY SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO ORDERS | 1 | Medium | 50 | 2 | 3 |
| **16** | AS A REGIONAL MANAGER I WANT A DOCUMENT DOWLOAD FACILITY SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO ORDERS | 2 | Medium | 100 | 2 | 3 |
| **17** | AS A INVOICING PERSON I WANT A DOCUMENT UPLOAD FACILITY SO THAT I CAN UPLOAD WARRANTY CARD RELATED TO THE ORDER | 3 | High | 500 | 5 | 3 |
| **18** | AS A INVOICING PERSON I WANT A DOCUMENT UPLOAD FACILITY SO THAT I CAN UPLOAD CERTIFICATES RELATED TO THE ORDER | 2 | Medium | 200 | 3 | 3 |
| **19** | AS A INVOICING PERSON I WANT AN EMAIL NOTIFICATION FACILITY SO THAT I CAN START INVOICING PROCESS | 1 | Medium | 50 | 2 | 3 |
| **20** | AS A DISPATCH AND DELIVERY TEAM I WANT AN EMAIL NOTIFICATION FACILITY SO THAT I CAN DISPATCH PROCESS | 1 | Medium | 50 | 2 | 3 |
| **21** | AS A INSTALLATION GUY I WANT AN EMAIL NOTIFICATION FACILITY SO THAT I CAN KNOW THE INSTALLATION PLAN | 1 | Medium | 10 | 2 | 3 |
| **22** | AS A BUSINESS CUSTOMER I WANT A DETAILS OF INSTALLATION GUY SO THAT I CAN CONTACT THE INSTALLATION GUY | 2 | Medium | 200 | 5 | 4 |
| **23** | AS A ORDER PROCURER I WANT A DOCUMENT DOWLOAD FACILITY SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO PREVIOUS ORDERS | 3 | Medium | 200 | 5 | 4 |
| **24** | AS A BRANCH MANAGER I WANT A DOCUMENT DOWLOAD FACILITY SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO PREVIOUS ORDERS | 1 | Medium | 50 | 2 | 4 |
| **25** | AS A REGIONAL MANAGER I WANT A DOCUMENT DOWLOAD FACILITY SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO PREVIOUS ORDERS | 1 | Low | 50 | 2 | 4 |
| **26** | AS A ORDER PROCURER I WANT TO KNOW CONTACT PERSON DETAILS SO THAT I CAN CONTACT THE PERSON FOR ORDER RELATED QUERY | 2 | Medium | 100 | 2 | 4 |
| **27** | AS A BRANCH MANAGER I WANT TO KNOW CONTACT PERSON DETAILS SO THAT I CAN CONTACT THE PERSON FOR ORDER RELATED QUERY | 2 | Medium | 20 | 2 | 4 |
| **28** | AS A REGIONAL MANAGER I WANT TO KNOW CONTACT PERSON DETAILS SO THAT I CAN CONTACT THE PERSON FOR ORDER RELATED QUERY | 2 | Low | 20 | 2 | 4 |
| **29** | AS A ORDER PROCURER I WANT TO KNOW ESCALATION MATRIX SO THAT I CAN CONTACT THE PERSON IF THE CONCERNED PERSON IS NOT RESPONDING | 2 | Medium | 100 | 3 | 5 |
| **30** | AS A BRANCH MANAGER I WANT TO KNOW ESCALATION MATRIX SO THAT I CAN CONTACT THE PERSON IF THE CONCERNED PERSON IS NOT RESPONDING | 1 | Medium | 50 | 2 | 5 |
| **31** | AS A REGIONAL MANAGER I WANT TO KNOW ESCALATION MATRIX SO THAT I CAN CONTACT THE PERSON IF THE CONCERNED PERSON IS NOT RESPONDING | 1 | Medium | 50 | 2 | 5 |
| **32** | AS A INSTALLATION GUY I WANT DOCUMENT UPLOAD FACILITY SO THAT I CAN UPLOAD INSTALLATION REPORT | 2 | Medium | 100 | 5 | 5 |
| **33** | AS A BUSINESS OWNER I WANT TO LOGIN INTO APPLICATION SO THAT I CAN ACCESS TO ALL REPORTS | 2 | Medium | 200 | 2 | 5 |
| **34** | AS A BUSINESS OWNER I WANT TO VIEW REPORTS SO THAT I CAN SEE AVG ORDER COMPLETION TIME | 2 | High | 500 | 2 | 5 |
| **35** | AS A INSTALLATION GUY I WANT TO VIEW CONTACT DETAILS OF CUSTOMER SO THAT I CAN CONTACT CUSTOMER FOR INSTALLATION | 1 | Medium | 50 | 3 | 5 |

**Sprint Backlog – Sprint 1 – Feb 2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Task** | **Owner** | **Status** | **CP** |
| **1** | AS An ORDER PROCURER I WANT TO LOGIN INTO APPLICATION SO THAT I CAN TRACK THE STATUS OF THE ORDER | 2 | Juhi | Completed | 2 |
| **2** | AS A BRANCH MANAGER I WANT TO LOGIN INTO APPLICATION SO THAT I CAN TRACK THE STATUS OF TEAM'S ORDER | 2 | Akash | Completed | 2 |
| **3** | AS A REGIONAL MANAGER I WANT TO LOGIN INTO APPLICATION SO THAT I CAN TRACK THE STATUS OF TEAM'S ORDER | 2 | Priti | Completed | 2 |
| **4** | AS A ORDER APPROVAL I WANT TO LOGIN INTO APPLICATION SO THAT I CAN UPDATE THE ORDER APPROVAL STATUS | 2 | Suyash | Completed | 2 |
| **5** | AS A INVOICING PERSON I WANT TO LOGIN INTO APPLICATIONSO THAT I CAN UPDATE THE ORDER INVOICING STATUS | 2 | Akash | Completed | 2 |
| **6** | AS A DISPATCH AND DELIEVRY TEAM MEMBER I WANT TO LOGIN INTO APPLICATION SO THAT I CAN UPDATE DISPATCH AND DELIEVRY STATUS | 2 | Priti | Completed | 2 |
| **7** | AS A INSTALLATION GUY I WANT TO LOGIN INTO APPLICATION SO THAT I CAN UPLOAD THE INSTALLATION STATUS | 2 | Suyash | Completed | 2 |

**Sprint Burn down Chart – Feb 2023**

**Sprint Backlog – Sprint 2 – March 2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Task** | **Owner** | **Status** | **CP** |
| **8** | AS A INSTALLATION GUY I WANT TO VIEW ORDERS SO THAT I CAN DO INSTALLATION | 1 | Juhi | Completed | 3 |
| **9** | AS A ORDER PROCURER I WANT A DOCUMENT DOWLOAD FACILITY SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO ORDERS | 1 | Suyash | Completed | 2 |
| **10** | AS A ORDER PROCURER I WANT AN EMAIL NOTIFICATION FACILITY SO THAT I CAN GET NOTIFIED ABOUT ORDER STATUS | 1 | Priti | Completed | 2 |
| **11** | AS A BUSINESS CUSTOMER I WANT AN EMAIL NOTIFICATION FACILITY SO THAT I CAN GET NOTIFIED ABOUT ORDER STATUS | 2 | Suyash | Completed | 3 |
| **12** | AS A BRANCH MANAGER I WANT AN EMAIL NOTIFICATION FACILITY SO THAT I CAN GET NOTIFIED ABOUT ORDER STATUS | 2 | Priti | Completed | 2 |
| **13** | AS A INVOICING PERSON I WANT A DOCUMENT UPLOAD FACILITY SO THAT I CAN UPLOAD INVOICE RELATED TO THE ORDER | 2 | Akash | Completed | 2 |
| **14** | AS A DISPATCH AND DELIEVRY TEAM MEMBER I WANT A DOCUMENT UPLOAD FACILITY SO THAT I CAN UPLOAD POD RELATED TO THE ORDER | 1 | Juhi | Completed | 2 |

**Sprint Burn down Chart – March 2023**

**Sprint Backlog – Sprint 3 – April 2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Task** | **Owner** | **Status** | **CP** |
| **15** | AS A BRANCH MANAGER I WANT A DOCUMENT DOWLOAD FACILITY SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO ORDERS | 1 | Suyash | Completed | 2 |
| **16** | AS A REGIONAL MANAGER I WANT A DOCUMENT DOWLOAD FACILITY SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO ORDERS | 2 | Akash | Completed | 2 |
| **17** | AS A INVOICING PERSON I WANT A DOCUMENT UPLOAD FACILITY SO THAT I CAN UPLOAD WARRANTY CARD RELATED TO THE ORDER | 3 | Priti | Completed | 5 |
| **18** | AS A INVOICING PERSON I WANT A DOCUMENT UPLOAD FACILITY SO THAT I CAN UPLOAD CERTIFICATES RELATED TO THE ORDER | 2 | Juhi | Completed | 3 |
| **19** | AS A INVOICING PERSON I WANT AN EMAIL NOTIFICATION FACILITY SO THAT I CAN START INVOICING PROCESS | 1 | Juhi | Completed | 2 |
| **20** | AS A DISPATCH AND DELIVERY TEAM I WANT AN EMAIL NOTIFICATION FACILITY SO THAT I CAN DISPATCH PROCESS | 1 | Priti | Completed | 2 |
| **21** | AS A INSTALLATION GUY I WANT AN EMAIL NOTIFICATION FACILITY SO THAT I CAN KNOW THE INSTALLATION PLAN | 1 | Akash | Completed | 2 |

**Sprint Burn Down Chart – April 2023**

**Sprint Backlog – Sprint – 4 May - 2024**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Task** | **Owner** | **Status** | **CP** |
| **22** | AS A BUSINESS CUSTOMER I WANT A DETAILS OF INSTALLATION GUY SO THAT I CAN CONTACT THE INSTALLATION GUY | 2 | Akash | Completed | 5 |
| **23** | AS A ORDER PROCURER I WANT A DOCUMENT DOWLOAD FACILITY SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO PREVIOUS ORDERS | 3 | Asash | Completed | 5 |
| **24** | AS A BRANCH MANAGER I WANT A DOCUMENT DOWLOAD FACILITY SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO PREVIOUS ORDERS | 1 | Suyash | Completed | 2 |
| **25** | AS A REGIONAL MANAGER I WANT A DOCUMENT DOWLOAD FACILITY SO THAT I CAN DOWNLOAD ALL THE DOCUMENTS RELATED TO PREVIOUS ORDERS | 1 | Juhi | Completed | 2 |
| **26** | AS A ORDER PROCURER I WANT TO KNOW CONTACT PERSON DETAILS SO THAT I CAN CONTACT THE PERSON FOR ORDER RELATED QUERY | 2 | Priti | Completed | 2 |
| **27** | AS A BRANCH MANAGER I WANT TO KNOW CONTACT PERSON DETAILS SO THAT I CAN CONTACT THE PERSON FOR ORDER RELATED QUERY | 2 | Priti | Completed | 2 |
| **28** | AS A REGIONAL MANAGER I WANT TO KNOW CONTACT PERSON DETAILS SO THAT I CAN CONTACT THE PERSON FOR ORDER RELATED QUERY | 2 | Suyash | Completed | 2 |

**Sprint Burn Down Chart – May - 2024**

**Sprint Backlog – 5 June 2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Task** | **Owner** | **Status** | **CP** |
| **29** | AS A ORDER PROCURER I WANT TO KNOW ESCALATION MATRIX SO THAT I CAN CONTACT THE PERSON IF THE CONCERNED PERSON IS NOT RESPONDING | 2 | Suyash | Completed | 3 |
| **30** | AS A BRANCH MANAGER I WANT TO KNOW ESCALATION MATRIX SO THAT I CAN CONTACT THE PERSON IF THE CONCERNED PERSON IS NOT RESPONDING | 1 | Priti | Completed | 2 |
| **31** | AS A REGIONAL MANAGER I WANT TO KNOW ESCALATION MATRIX SO THAT I CAN CONTACT THE PERSON IF THE CONCERNED PERSON IS NOT RESPONDING | 1 | Akash | Completed | 2 |
| **32** | AS A INSTALLATION GUY I WANT DOCUMENT UPLOAD FACILITY SO THAT I CAN UPLOAD INSTALLATION REPORT | 2 | Priti | Completed | 5 |
| **33** | AS A BUSINESS OWNER I WANT TO LOGIN INTO APPLICATION SO THAT I CAN ACCESS TO ALL REPORTS | 2 | Juhi | Completed | 2 |
| **34** | AS A BUSINESS OWNER I WANT TO VIEW REPORTS SO THAT I CAN SEE AVG ORDER COMPLETION TIME | 2 | Juhi | Completed | 2 |
| **35** | AS A INSTALLATION GUY I WANT TO VIEW CONTACT DETAILS OF CUSTOMER SO THAT I CAN CONTACT CUSTOMER FOR INSTALLATION | 1 | Akash | Completed | 3 |

**Sprint Burn Down Chart – June 2023**

**Product Burn Down Chart –**

**Documents 6 – Sprint Meetings –**

**Meeting Type 1 – Sprint Planning Meeting –**

|  |  |
| --- | --- |
| **Date** | 01-02-2023 |
| **Time** | 9:30 AM |
| **Location** | Noida |
| **Prepared By** | Rahul Agarwal |
| **Attendees** | Rahul Agarwal,Nisha Khetan, Juhi Sharma, Akash Jain, Priti Singh and Suyash Jain |

**Agenda Topics –**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Presenter** | **Time Allotted** |
| User Story Clarification | Rahul Agarwal | 15 mins |
| Sprint Agenda | Rahul Agarwal | 10 mins |
| User Story Selection | Juhi Sharma | 5 mins |
| User Story Selection | Akash Jain | 5 mins |
| User Story Selection | Priti Singh | 5 mins |
| User Story Selection | Suyash Jain | 5 mins |

**Meeting Type 2: Sprint review meeting –**

|  |  |
| --- | --- |
| **Date** | 28-02-2023 |
| **Time** | 5:30 PM |
| **Location** | Noida |
| **Prepared By** | Rahul Agarwal |
| **Attendees** | Rahul Agarwal,Nisha Khetan, Juhi Sharma, Akash Jain, Priti Singh and Suyash Jain, Business Stakeholders Mr. Pawan Arora |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sprint Status** | **Things to Demo** | **Quick Updates** | **What's Next** |
| Completed | Burndown Charts | All the user stories taken up for the Sprint has been successfully completed | Product backlog refining and planning for next sprint |

**Meeting Type 3: Sprint retrospective meeting**

|  |  |
| --- | --- |
| **Date** | 28-02-2023 |
| **Time** | 6:30 PM |
| **Location** | Noida |
| **Prepared By** | Rahul Agarwal |
| **Attendees** | Rahul Agarwal,Nisha Khetan, Juhi Sharma, Akash Jain, Priti Singh and Suyash Jain |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda** | **What went well?** | **What didn't go well?** | **Questions** |
| Sprint Experience/Lessons Learned | All the task taken up completed on time | Lack of co-operation observed within the team | How to maintain alignment within the team? |
| The Business owner accepted the developed features | Some late approvals from management delayed the tasks | What measure can be taken to speed up the approval process? |

**Meeting Type 4: Daily Stand-up meeting –**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Questions** | **Name/Role** | **Week 2 (6th Feb 2023 to 10th Feb 2023)** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **What did you do today?** | Developer - Juhi Sharma | Worked on User story 1 | Worked on User story 1 | Worked on User story 1 | Worked on User story 1 | Completed User Story 1 |
| Developer - Akash Jain | Worked on User story 2 | Worked on User story 2 | Worked on User story 2 | Worked on User story 2 | Completed User Story 2 |
| Developer - Priti Singh | Worked on User story 3 | Worked on User story 3 | Worked on User story 3 | Worked on User story 3 | Completed User Story 3 |
| Developer - Suyash Jain | Worked on User story 4 | Worked on User story 4 | Worked on User story 4 | Worked on User story 4 | Completed User Story 4 |
| **What will you do tomorrow?** | Developer - Juhi Sharma | Will Work on User Story 1 | Will Work on User Story 1 | Will Work on User Story 1 | Will Complete User Story 1 | Will plan for next Sprint |
| Developer - Akash Jain | Will Work on User Story 2 | Will Work on User Story 2 | Will Work on User Story 2 | Will Complete User Story 2 | Will work on User Story 5 |
| Developer - Priti Singh | Will Work on User Story 3 | Will Work on User Story 3 | Will Work on User Story 3 | Will Complete User Story 3 | Will work on User Story 6 |
| Developer - Suyash Jain | Will Work on User Story 4 | Will Work on User Story 4 | Will Work on User Story 4 | Will Complete User Story 4 | Will work on User Story 7 |
| **What (if any) is blocking your progress?** | Developer - Juhi Sharma | All Good | All Good | Network Failure | Approval Took time | All Good |
| Developer - Akash Jain | Vision not clear | All Good | Network Failure | All good | Less team co-operation |
| Developer - Priti Singh | All Good | All Good | Network Failure | All good | All Good |
| Developer - Suyash Jain | All Good | All Good | Network Failure | All good | Approval Took time |