

AGILE DOCUMENTS

Agile Project – 100 Marks - Pass 60 %

Instructions to follow:

1. Copy paste (either image, diagram or text) is not entertained. If done, the document will not be evaluated.
2. After submission of the answers of this exam, you should be prepared to attend viva and justify your answers in the exams. If in Viva, participant is NOT justifying the answers, Viva will be repeated until Candidates justify 60% correctness.
3. Mentor calls are scheduled only if the participant have submitted their task at least for one time. (should apply their knowledge in this task first)
4. For attempting the exams participant should be thorough on the topics using their references.
5. Please format the document properly (Always have a question no., question and answer).
6. Have a consistent format (Font name: Arial/ Calibri -Font size 12, Font Color: Black).
7. Answers should be elaborated in detail (not as per the allotted marks).
8. Please focus on learning and applying the knowledge as this knowledge will be helpful in contributing at your BA job.
9. In the evaluation, students must answer all questions and should be able to justify at least 60% content and correctness of each answer.

Agile Documents -

Document 1: Definition of Done

Document 2- Product Vision

Document 3: User stories

Document 4: Agile PO Experience

Document 5: Product and sprint backlog and product and sprint burndown charts

Document 6: Sprint meetings

Document 1: Definition of Done

As Per Agile Extension to the BABOK® Guide v2, Definition of Done is a technique where the team agrees on, and prominently displays, a list of criteria which must be met before a backlog item is considered done.

That is the team has to create a well-defined, unambiguous, measurable, agreed-upon, and shared Definition of Done between all team members.

The best form of Definition of Done representation is a checklist of activities that has to demonstrate the agreed value and quality of a user story. So, this checklist should include:

- acceptance criteria (to satisfy customer requirements for a product)
- quality criteria (to satisfy quality requirements for a product)

Definition of Done may be defined for different levels of project work. For example, in Agile / Scrum framework these levels of work could be user story, sprint, and release.

Checklist for DOD:

- Produced code for presumed functionalities
- Assumptions of User Story met
- Project builds without errors
- Unit tests written and passing
- Project deployed on the test environment identical to production platform
- Tests on devices/browsers listed in the project assumptions passed
- Feature ok-ed by UX designer
- QA performed & issues resolved
- Feature is tested against acceptance criteria
- Feature ok-ed by Product Owner
- Refactoring completed
- Any configuration or build changes documented
- Documentation updated
- Peer Code Review performed

Document 2- Product Vision

Scrum Project Name:			
Venue:			
Date:	Start time:	End time:	Duration:
Client:			
Stakeholder list:			
Scrum Team			
Scrum Master:			
Product owner:			
Scrum Developer 1:			
Scrum Developer 2:			
Scrum Developer 3:			
Scrum Developer 4:			
Scrum Developer 5:			

Vision: What is your vision, your overarching goal for creating the product?			
Target group	Needs	Product	Value
Which market segment does the product address?	What problem does the product solve?	What product is it? What makes it desirable and special?	How is the product going to benefit the company? What are the business goals?
Who are the target users and customers?	Which benefit does it provide?	Is it feasible to develop the product?	What is the business model?

Document 3: User stories

User story No:	Tasks:	Priority:
Value statement: As a user... I want to... so that I can...		
BV:	CP:	
Acceptance criteria:		

Document 4: Agile PO Experience

The Product Owner has a vision of the product keeping the domain/industry experience and the market need.

- ❖ Following are the responsibilities of PO in a project
 - Market Analysis ◻ Analysis of market need/demand ◻ Availability of similar products in the market
 - Enterprise Analysis ◻ Due diligence on the market opportunity
 - Product Vision and Roadmap ◻ Product vision keeping the need analysis in mind ◻ Product roadmap with high-level features and timeline
 - Managing Product Features ◻ Managing stakeholder expectations and prioritizing needs ◻ Prioritization of the epics, stories, and features based on criticality and ROI involved
 - Managing Product Backlog ◻ Prioritization of user stories ◻ Reprioritization based on stakeholders' needs ◻ Epics planning
 - Managing Overall Iteration Progress ◻ Sprint progress review ◻ Reprioritization of sprints and epics if needed ◻ Sprint retrospectives with Business Analyst
- ❖ From this project I have learned how to handle sprint meetings such as
 - Sprint planning meeting

- Daily scrum meeting
- Sprint review meeting
- Sprint retrospective meeting
- Backlog refinement meeting
- ❖ Also, User stories creation and what things will be included in user stories such as
 - Story no
 - Tasks
 - Priority
 - Acceptance criteria
 - BV & CP value
- ❖ In Scrum, a product owner serves as the liaison between multiple areas of an organization. This person communicates with business stakeholders and collaborates closely with Scrum teams to keep all areas of the business informed on a project's development.
- ❖ The product owner develops a vision of a product's function and operation, which in turn allows this Scrum team member to define product features and break those features into product backlog items.

Document 5: Product and sprint backlog and product and sprint burndown charts

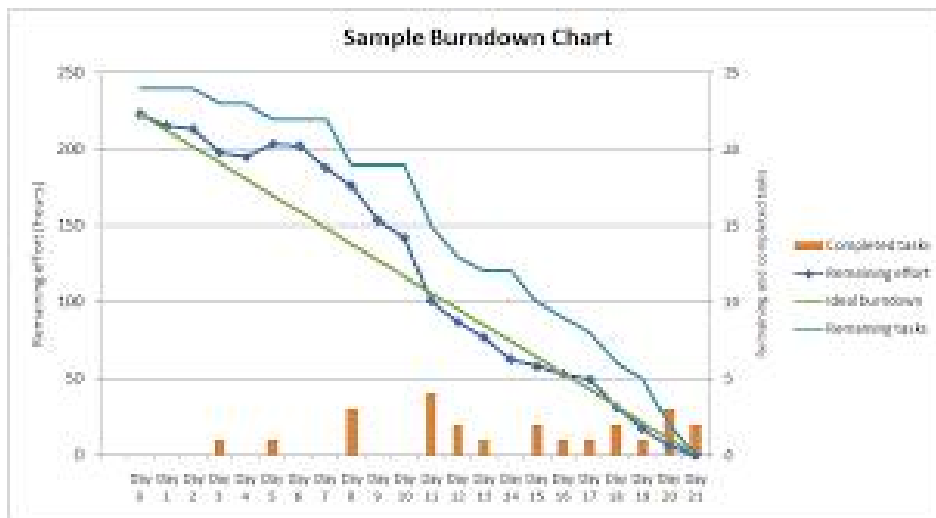
Product backlog:

User story ID	User story	Tasks	Priority	BV	CP	Sprint

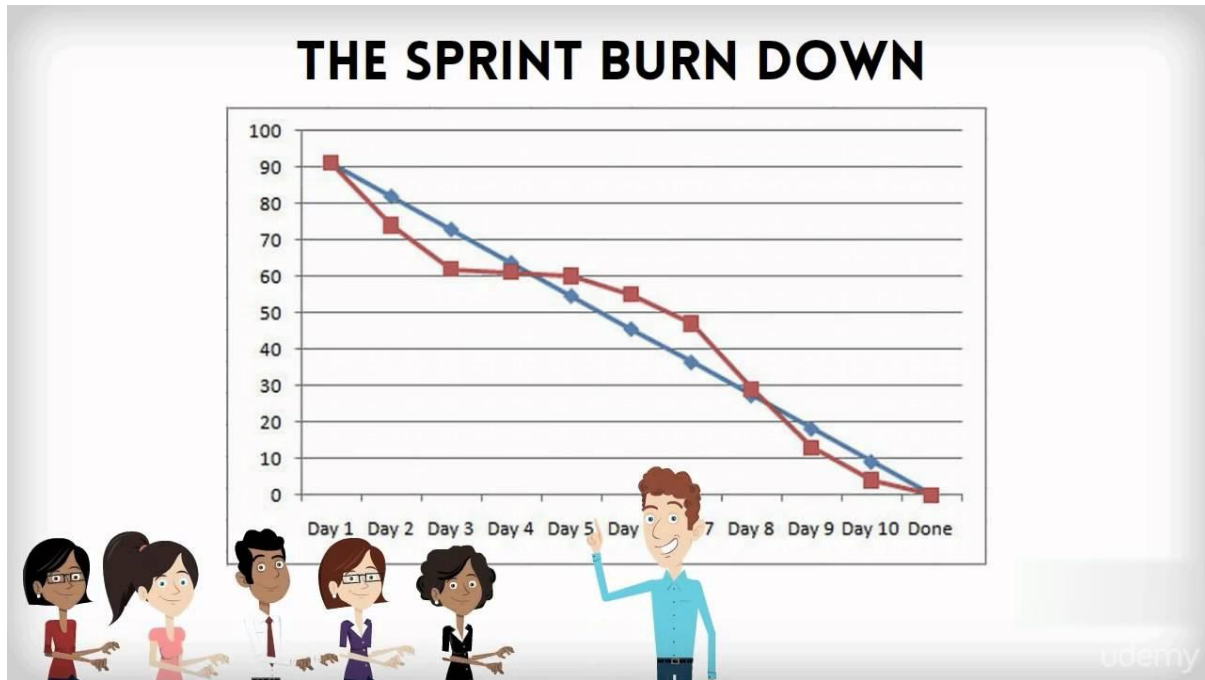
Sprint backlog:

User story ID	User story	Tasks	Owner	Status	Estimated effort

Product burndown



Sprint burndown



Document 6: Sprint meetings

Meeting Type 1: Sprint Planning meeting

Date	
Time	
Location	
Prepared By	
Attendees	

Agenda Topics

Topic	Presenter	Time allotted

Other Information

Observers	
Resources	
Special Notes	

Meeting Type 2: Sprint review meeting

Date	
Time	
Location	
Prepared By	
Attendees	

Sprint status	Things to demo	Quick updates	What's next

Meeting Type 3: Sprint retrospective meeting

Date	
Time	
Location	
Prepared By	
Attendees	

Agenda	What went well	What didn't go well	Questions	Reference

Meeting Type 4: Daily Stand-up meeting

Question	Name/Role	Week "X" (from dd-mm-yyyy to dd-mm-yyyy)						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
What did you do yesterday?	Developer 1							
	Developer 2							
	Developer 3							
What will you do today?	Developer 1							
	Developer 2							
	Developer 3							
What (if any) is blocking your progress?	Developer 1							
	Developer 2							
	Developer 3							