Document 1- Definition of Done

**Definition of Done**

The **Definition of Done (DoD)** outlines the criteria that must be met before any task, feature, or user story is considered complete. This ensures that the team produces high-quality deliverables, maintains consistency, and meets stakeholder expectations.

**Criteria for Completion:**

1. **Produced Code for Presumed Functionalities**:
	* Code implements all functionalities as described in the user story or requirements document.

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| Req. ID | Req. Name | Req. Description | Priority |
| FR0001 | User Login | System shall allow users to log in using their registered credentials | 9 |
| FR0002 | Product Search | System shall allow farmers to search for specific products using keywords or filters | 8 |
| FR0003 | Add to Cart | Users shall be able to add products to a shopping cart for later purchase. | 10 |
| FR0004 | Order History | System shall allow farmers to view their previous orders, including order status and delivery details | 7 |
| FR0005 | Product Details | users shall be able to view detailed information about a product (ex- description, price, manufacturer) | 7 |

1. **Assumptions of User Story Met**:
	* All assumptions listed in the user story (e.g., platform, environment, dependencies) have been confirmed and addressed.
2. **Project Builds Without Errors**:
	* The project builds successfully in the development environment without any build or compilation errors.
3. **Unit Tests Written and Passing**:
	* Unit tests have been written to cover new code, and all tests pass successfully.
4. **Project Deployed on the Test Environment Identical to Production Platform**:
	* The feature has been deployed on a test environment that mirrors the production environment to ensure consistency.
5. **Tests on Devices/Browsers Listed in the Project Assumptions Passed**:
	* Functional tests have been executed on all devices and browsers as mentioned in the project assumptions, and all tests pass.
6. **Feature approved by UX Designer**:
	* The feature has been reviewed and approved by the UX designer, ensuring the design is consistent with the product's user experience guidelines.
7. **QA Performed & Issues Resolved**:
	* Quality Assurance (QA) has been conducted, and any identified issues or bugs have been addressed and resolved.
8. **Feature Tested Against Acceptance Criteria**:
	* The feature has been tested thoroughly against the acceptance criteria defined for the user story, ensuring it meets all outlined requirements.
9. **Feature Approved by Product Owner**:
	* The Product Owner has reviewed and approved the feature, confirming that it meets the business and functional requirements.
10. **Refactoring Completed**:
	* If required, any necessary code refactoring has been completed to improve code quality, readability, and performance.
11. **Any Configuration or Build Changes Documented**:
	* Any changes made to the project’s configuration or build processes have been fully documented for future reference.

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| **Date** | **Version Number** | **Document Changes** | **Name** | **Title** | **Signature** | **Approved By** |
| 02-Sep-24 | 1.0 | Initial document creation |  | Project Manager | [Signature] |  |
| 09-Sep-24 | 1.1 | Updated project scope and timeline |  | Business Analyst | [Signature] |  |
| 16-Sep-24 | 1.2 | Added new requirement for user login |  | Developer | [Signature] |  |
| 23-Sep-24 | 1.3 | Revised deliverable deadlines |  | Project Coordinator | [Signature] |  |

1. **Documentation Updated**:
	* All relevant documentation (including code documentation, user documentation, and system design) has been updated to reflect the new features and changes.
2. **Peer Code Review Performed**:
	* The code has been peer-reviewed by a team member to ensure quality, adherence to coding standards, and best practices.

**Process/Workflow:**

* **Sprint Planning**: The Definition of Done (DoD) will be reviewed and agreed upon at the start of each sprint.
* **Review Phases**: The DoD criteria will be validated during code reviews, testing phases, and UAT (User Acceptance Testing).

Document 2- Product Vision

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| Project Name | Program & Enrollment Dashboard – Accelerated Renewal |
| Venue | Remote |
| Client | Oracle Corporation |
| Date:  | Start Time:  | End Time:  | Duration:  |
| Stakeholder List | ABC (Senior VP) |
| VP |
| Other Team Senior VPs |
| Directors |
|  |
| Scrum Team |
| Scrum Master | Ravi D |
| Project Owner | Aditya Babu |
| Business Analyst | Pratik Akhouri |
| Developer | Dev Srivastava |
| Nancy M K |
| Sunil S Pratap |
| Tester | Prakash Nayak |
| Arpita V |
| UI/UX Designer | Tanay |

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| **Vision/Goal for Creating the Product:**To develop a robust and user-friendly P&E dashboard that streamlines Oracle Partner Network (OPN) membership renewals, providing value-added notifications, efficient workflows, and better partner experience while driving higher retention and operational efficiency |
| **Target Group** | **Needs** | **Product** | **Value** |
| Oracle Partner Network (OPN) administrators and associates responsible for membership renewals and adherence to OPN guidelines. | • A seamless and intuitive renewal process.• Notifications and reminders to prevent lapses in membership.• Transparency in invoicing and payment tracking.• An interface to manage membership details efficiently. | P&E Dashboard equipped with:• Automated renewal notifications.• Membership status tracking.• Role-specific dashboards for administrators and associates.• Simplified payment and invoicing workflows. | • Enhanced partner experience by reducing complexity in membership renewals.• Improved retention through timely notifications and seamless workflows.• Streamlined internal processes to save operational time and resources.• Ensures compliance with OPN guidelines and reduces manual errors. |

Document 3: User Story

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| User Story: 1 | Task: 01 | Priority: High |
| As an OPN memberI want to view my renewal status in real-timeso that I can stay informed and plan accordingly. |
| BV: 500 | CP: 3 |
| ACCEPTANCE CRITERIARenewal status is updated dynamically based on the current workflow stage.Status shows clear labels such as "In Progress," "Pending Payment," and "Approved."Notifications are triggered for status changes. |

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| User Story: 2 | Task: 01 | Priority: High |
| As an OPN PartnerI want to receive reminders for my upcoming membership renewal so that I don’t miss any deadlines. |
| BV: 500 | CP: 2 |
| ACCEPTANCE CRITERIAAutomated email reminders are sent 90, 60, and 30 days before the due date.Notifications include a direct payment link. |

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| User Story: 3 | Task: 01 | Priority: High |
| As an OPN AdministratorI want to assign roles and permissions to team membersso that I can manage access control efficiently. |
| BV: 100 | CP: 4 |
| ACCEPTANCE CRITERIARole assignment feature supports predefined roles (Admin, Associate, Viewer).Role-based access is enforced throughout the platform.UI provides clear role assignment options. |

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| User Story: 4 | Task: 01 | Priority: High |
| As an OPN member Associate PartnerI want to track the progress of my renewal submission in real-timeso that I can stay informed about its status. |
| BV: 500 | CP: 3 |
| ACCEPTANCE CRITERIAProgress tracker displays steps completed and pending.Users can download detailed progress logs.Delays trigger automatic alerts to the partner. |

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| User Story: 5 | Task: 01 | Priority: High |
| As an OPN PartnerI want to download invoices for completed renewalsso that I can maintain financial records. |
| BV: 500 | CP: 3 |
| ACCEPTANCE CRITERIAInvoices are generated in PDF format with accurate details.Download option is visible under the "Payment History" tab.Users receive an email with the invoice attached after payment.Invoices include timestamps and payment IDs. |

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| User Story: 6 | Task: 01 | Priority: High |
| As an OPN memberI want to save my renewal form progressso that I can complete it later without losing data. |
| BV: 500 | CP: 3 |
| ACCEPTANCE CRITERIASave functionality retains all filled fields without submission.Users are prompted to save before exiting the page.Saved forms are accessible from the "Drafts" section.Auto-save is triggered every 5 minutes. |

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| User Story: 7 | Task: 01 | Priority: High |
| As an OPN memberI want to compare benefits of different membership tracks during renewalso that I can make an informed decision. |
| BV: 500 | CP: 4 |
| ACCEPTANCE CRITERIAComparison tool lists tracks side-by-side with key benefits.Pricing details are visible for each track.Users can select specific features for a custom comparison |

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| User Story: 8 | Task: 01 | Priority: High |
| As an OPN Member AdministratorI want to track system activity logsso that I can monitor all user actions effectively |
| BV: 1000 | CP: 3 |
| ACCEPTANCE CRITERIALogs include timestamps, user IDs, and actions performed.Admins can filter logs by date or user type.Logs are exportable for audit purposes.Notifications alert Admins of unauthorized actions. |

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| User Story: 9 | Task: 01 | Priority: Medium |
| As an OPN PartnerI want to archive expired membershipsso that I can refer to past contracts when needed |
| BV: 500 | CP: 3 |
| ACCEPTANCE CRITERIAArchive section includes membership details, including validity and expiry date.Users can search for specific expired memberships.Archived memberships are marked as read-only.Archived data is accessible for at least 4 years. |

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| User Story: 10 | Task: 01 | Priority: High |
| As an OPN Member PartnerI want to view a summary of pending actions on the dashboardso that I can address tasks efficiently. |
| BV: 100 | CP: 4 |
| ACCEPTANCE CRITERIAPending actions are displayed as a summarized list.Dashboard highlights overdue tasks in red.Users can directly navigate to tasks from the summary. |

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| User Story: 11 | Task: 01 | Priority: Medium |
| As an OPN PartnerI want a detailed FAQ sectionso that I can resolve common questions without contacting support. |
| BV: 100 | CP: 3 |
| ACCEPTANCE CRITERIAFAQ content is categorized by topics (renewals, payments, permissions).Search functionality allows keyword-based search.FAQs include step-by-step guides with screenshots. |

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| User Story: 12 | Task: 01 | Priority: Medium |
| As an OPN Principal memberI want the ability to approve or reject renewals of my associatesso that I can have proper auntication. |
| BV: 100 | CP: 2 |
| ACCEPTANCE CRITERIAAdmins can select multiple renewals for bulk approval/rejection.Confirmation prompts appear before bulk actions.Users receive notifications for bulk updates.Logs maintain records of all bulk decisions. |

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| User Story: 13 | Task: 01 | Priority: Medium |
| As an OPN Principal memberI want the ability to my associates membership detailsso that I can have proper visibility. |
| BV: 100 | CP: 3 |
| ACCEPTANCE CRITERIAAdmins can select multiple renewals for approval or rejection.Confirmation prompts appear before bulk actions.Users receive notifications for bulk updates.Logs maintain records of all bulk decisions. |

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| User Story: 14 | Task: 01 | Priority: Medium |
| As an OPN PartnerI want multi-language supportso that I can complete renewals in my preferred language. |
| BV: 100 | CP: 3 |
| ACCEPTANCE CRITERIAUsers can select language preferences on login.Supported languages include English, Spanish, and French.Form labels and instructions adapt to selected language.Validation messages display correctly in all languages. |

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| User Story: 15 | Task: 01 | Priority: Medium |
| As an OPN AssociateI want to receive a summary email after submitting renewal formsso that I can confirm submission details. |
| BV: 500 | CP: 4 |
| ACCEPTANCE CRITERIAEmail is triggered immediately after form submission.Email includes form ID, submission date, and next steps.Email contains a downloadable form summary.Users can request a re-send of the email. |

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| User Story: 16 | Task: 01 | Priority: Low |
| As an OPN PartnerI want to customize dashboard widgetsso that I can prioritize information relevant to me. |
| BV: 200 | CP: 3 |
| ACCEPTANCE CRITERIAUsers can drag and drop widgets on the dashboard.Widgets can be resized or removed.System saves widget preferences for each user.Default widgets are restored on reset. |

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| User Story: 17 | Task: 01 | Priority: Medium |
| As a Product OwnerI want a heatmap to display dashboard usage trendsso that I can identify frequently used features. |
| BV: 500 | CP: 3 |
| ACCEPTANCE CRITERIAUsage trends are updated daily.Heatmap data can be filtered by user roles.Insights can be exported in PDF format. |

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| User Story: 18 | Task: 01 | Priority: Low |
| As a Product OwnerI want a dashboard feature usage summaryso that I can evaluate adoption rates. |
| BV: 100 | CP: 3 |
| ACCEPTANCE CRITERIAFeature usage statistics display real-time data.Metrics include feature clicks, completion rates, and errors.Reports can be exported. |

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| User Story: 19 | Task: 02 | Priority: High |
| As an OPN MemberI want inline error messages for form fieldsso that I can correct mistakes in real-time. |
| BV: 500 | CP: 4 |
| ACCEPTANCE CRITERIAInline error messages appear immediately on invalid inputs.Users cannot submit until errors are resolved.Errors disappear upon correction. |

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| User Story: 20 | Task: 02 | Priority: High |
| As an OPN PartnerI want session timeout warningsso that I don’t lose progress while working on forms. |
| BV: 500 | CP: 3 |
| ACCEPTANCE CRITERIAA warning appears 5 minutes before timeout.Users can extend the session before timeout.Unsaved progress is auto-saved.A confirmation message appears for saved drafts. |

Document 4: Agile PO Experience

he Product Owner (PO) is a critical role in Agile projects, responsible for defining and prioritizing the product backlog, ensuring clear communication with stakeholders, and collaborating with the Scrum team to deliver value.

**Product Owner Experience**

An experienced Product Owner brings:

* A deep understanding of business needs and stakeholder expectations.
* Ability to translate high-level requirements into user stories and acceptance criteria.
* Expertise in prioritization to balance stakeholder value, business needs, and technical feasibility.
* Strong communication skills to collaborate effectively with stakeholders, development teams, and customers.
* Proficiency in Agile tools (e.g., JIRA, Trello, Azure Boards).
* Experience in iteration planning, backlog grooming, and sprint reviews to ensure continuous delivery.
* Decision-making ability for trade-offs between scope, time, and quality to ensure project success.

**Key Responsibilities of Product Owner in a Project**

1. Defining the Product Vision

* Develop a clear, compelling vision for the product.
* Align the product vision with business goals and customer needs.

2. Creating and Managing the Product Backlog

* Gather, refine, and prioritize user requirements.
* Write user stories with well-defined acceptance criteria.
* Continuously groom and prioritize the backlog based on value and feedback.

3. Prioritizing Requirements

* Use frameworks like MoSCoW, WSJF (Weighted Shortest Job First), or ROI-based prioritization.
* Ensure the backlog reflects the most valuable features to meet business objectives.

4. Collaboration with Stakeholders

* Engage stakeholders (business users, customers, partners) for feedback.
* Serve as the primary liaison between the development team and stakeholders.
* Manage expectations and communicate progress regularly.

5. Sprint Planning & Iteration Management

* Participate in sprint planning meetings to prioritize user stories for the sprint.
* Clarify questions and ensure the team understands the Definition of Ready (DoR).
* Provide guidance throughout the sprint to ensure alignment with goals.

6. User Story Creation and Management

* Story Number: Unique identification for easy tracking and referencing.
* Tasks: Detailed list of work items needed to complete the story.
* Priority: Prioritization of user stories based on business needs (e.g., High, Medium, Low).
* Acceptance Criteria: Clearly defined conditions to validate the story’s completion.
* BV (Business Value) & CV (Customer Value): Quantifiable metrics to measure the importance and impact of each story.

6. Supporting Development Team

* Be available for daily stand-ups to answer questions and remove blockers.
* Ensure user stories are clear, actionable, and ready for development.
* Continuously review progress to align development outcomes with goals.

7. Defining the Definition of Done (DoD)

* Collaborate with the Scrum team to define completion criteria.
* Ensure the DoD is agreed upon and applied across sprints to guarantee quality.

8. Sprint Review and Product Demos

* Showcase completed user stories and features during Sprint Reviews.
* Gather stakeholder feedback to incorporate into the backlog.
* Demonstrate how the product aligns with the product vision and goals.

9. Acceptance Testing

* Validate features against acceptance criteria to ensure quality and functionality.
* Approve features once they meet user expectations and project requirements.

10. Continuous Improvement

* Actively participate in Sprint Retrospectives to identify areas for improvement.
* Incorporate feedback to optimize team performance and delivery efficiency.
* Continuously align product goals with evolving business and market needs.

**Additional Skills of an Agile Product Owner**

* Leadership: Inspires and guides the team towards achieving the product goals.
* Technical Understanding: Familiarity with the technical aspects of the product to make informed decisions.
* Problem-Solving: Proactively resolves issues that arise during development.
* Customer-Centric Approach: Focuses on user satisfaction and delivering value.
* Agile Methodologies: Expertise in Scrum, Kanban frameworks.

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

**Product Backlog Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| **US001** | As an OPN member, I want to view my renewal status in real-time so that I can stay informed and plan accordingly. | Integrate real-time workflow updates | High | 500 | 3 | Sprint 1 |
| Display renewal status dynamically |
| Add notifications |
| **US002** | As an OPN Partner, I want to receive reminders for my upcoming membership renewal so that I don’t miss any deadlines. | Configure email triggers (90, 60, 30 days) | High | 500 | 2 | Sprint 1 |
| Add payment link in notifications |
| **US003** | As an OPN Administrator, I want to assign roles and permissions to team members so that I can manage access control efficiently. | Create role assignment UI | High | 100 | 4 | Sprint 2 |
| Implement role-based access control |
| Enforce security |
| **US004** | As an OPN Associate Partner, I want to track the progress of my renewal submission in real-time so that I can stay informed. | Develop progress tracker UI | High | 500 | 3 | Sprint 2 |
| Display steps (completed/pending) |
| Add alert triggers |
| **US005** | As an OPN Partner, I want to download invoices for completed renewals so that I can maintain financial records. | Implement PDF invoice generation | High | 500 | 3 | Sprint 3 |
| Add download feature |
| Email invoice attachment |
| **US006** | As an OPN Member, I want to save my renewal form progress so that I can complete it later without losing data. | Implement auto-save feature | High | 500 | 3 | Sprint 3 |
| Add drafts section |
| Prompt save before exiting |
| **US007** | As an OPN Member, I want to compare benefits of different membership tracks during renewal so that I can make an informed decision. | Develop comparison tool | High | 500 | 4 | Sprint 4 |
| Display pricing & features |
| Add custom comparison |
| **US008** | As an OPN Member Administrator, I want to track system activity logs so that I can monitor all user actions effectively. | Integrate logging system | High | 1000 | 3 | Sprint 4 |
| Add filters for date/user type |
| Enable export & alerts |
| **US009** | As an OPN Partner, I want to archive expired memberships so that I can refer to past contracts when needed. | Develop archive section | Medium | 500 | 3 | Sprint 5 |
| Mark memberships as read-only |
| Enable search & access |
| **US010** | As an OPN Member Partner, I want to view a summary of pending actions on the dashboard so that I can address tasks efficiently. | Add pending actions summary | High | 100 | 4 | Sprint 5 |
| Highlight overdue tasks |
| Enable direct navigation |
| **US011** | As an OPN Partner, I want a detailed FAQ section so that I can resolve common questions without contacting support. | Organize FAQs by topic | Medium | 100 | 3 | Sprint 6 |
| Add keyword search |
| Include step-by-step guides |
| **US012** | As an OPN Principal member, I want the ability to approve or reject renewals of my associates so that I can ensure proper authentication. | Add bulk approval/rejection feature | Medium | 100 | 2 | Sprint 6 |
| Include confirmation prompts |
| Log all decisions |
| **US013** | As an OPN Principal member, I want to view my associates’ membership details so that I can ensure proper visibility. | Display associate membership info | Medium | 100 | 3 | Sprint 7 |
| Add view permissions |
| Implement filters |
| **US014** | As an OPN Partner, I want multi-language support so that I can complete renewals in my preferred language. | Add language preferences | Medium | 100 | 3 | Sprint 7 |
| Support English, Spanish, and French |
| Test translations |
| **US015** | As an OPN Associate, I want to receive a summary email after submitting renewal forms so that I can confirm submission details. | Develop email summary feature | Medium | 500 | 4 | Sprint 8 |
| Include form details & ID |
| Enable resend option |
| **US016** | As an OPN Partner, I want to customize dashboard widgets so that I can prioritize information relevant to me. | Add drag/drop functionality | Low | 200 | 3 | Sprint 8 |
| Save widget preferences |
| Implement reset option |
| **US017** | As a Product Owner, I want a heatmap to display dashboard usage trends so that I can identify frequently used features. | Implement heatmap analytics | Medium | 500 | 3 | Sprint 9 |
| Add filters for user roles |
| Export data as PDF |
| **US018** | As a Product Owner, I want a dashboard feature usage summary so that I can evaluate adoption rates. | Add feature statistics | Low | 100 | 3 | Sprint 9 |
| Display completion rates/errors |
| Export reports |
| **US019** | As an OPN Member, I want inline error messages for form fields so that I can correct mistakes in real-time. | Implement inline validation | High | 500 | 4 | Sprint 10 |
| Display real-time error prompts |
| Prevent invalid submissions |
| **US020** | As an OPN Partner, I want session timeout warnings so that I don’t lose progress while working on forms. | Develop timeout warning feature | High | 500 | 3 | Sprint 10 |
| Implement auto-save |
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**Sprint Backlog Table**

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| --- | --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Tasks** | **Priority** | **Owner** | **Status** | **Estimated Effort** |
| **US001** | As an OPN member, I want to view my renewal status in real-time so that I can stay informed and plan accordingly. | Integrate real-time workflow updates- Display renewal status dynamically- Add notifications | High | Dev Team | In Progress | 5 |
| **US002** | As an OPN Partner, I want to receive reminders for my upcoming membership renewal so that I don’t miss any deadlines. | Configure email triggers (90, 60, 30 days)- Add payment link in notifications | High | Dev Team | To Do | 3 |
| **US003** | As an OPN Administrator, I want to assign roles and permissions to team members so that I can manage access control efficiently. | Create role assignment UI- Implement role-based access control- Enforce security | High | Dev Team | To Do | 6 |
| **US004** | As an OPN Associate Partner, I want to track the progress of my renewal submission in real-time so that I can stay informed. | Develop progress tracker UI- Display steps (completed/pending)- Add alert triggers | High | QA | In Progress | 4 |
| **US005** | As an OPN Partner, I want to download invoices for completed renewals so that I can maintain financial records. | Implement PDF invoice generation- Add download feature- Email invoice attachment | High | Dev Team | To Do | 5 |
| **US006** | As an OPN Member, I want to save my renewal form progress so that I can complete it later without losing data. | Implement auto-save feature- Add drafts section- Prompt save before exiting | High | Dev Team | To Do | 5 |
| **US007** | As an OPN Member, I want to compare benefits of different membership tracks during renewal so that I can make an informed decision. | Develop comparison tool- Display pricing & features- Add custom comparison | High | Dev Team | To Do | 6 |
| **US008** | As an OPN Member Administrator, I want to track system activity logs so that I can monitor all user actions effectively. | Integrate logging system- Add filters for date/user type- Enable export & alerts | High | Dev Team | To Do | 6 |
| **US009** | As an OPN Partner, I want to archive expired memberships so that I can refer to past contracts when needed. | Develop archive section- Mark memberships as read-only- Enable search & access | Medium | QA | In Progress | 4 |
| **US010** | As an OPN Member Partner, I want to view a summary of pending actions on the dashboard so that I can address tasks efficiently. | Add pending actions summary- Highlight overdue tasks- Enable direct navigation | High | Dev Team | To Do | 5 |
| **US011** | As an OPN Partner, I want a detailed FAQ section so that I can resolve common questions without contacting support. | Organize FAQs by topic- Add keyword search- Include step-by-step guides | Medium | Dev Team | In Progress | 3 |
| **US012** | As an OPN Principal member, I want the ability to approve or reject renewals of my associates so that I can ensure proper authentication. | Add bulk approval/rejection feature- Include confirmation prompts- Log all decisions | Medium | QA | To Do | 4 |
| **US013** | As an OPN Principal member, I want to view my associates’ membership details so that I can ensure proper visibility. | Display associate membership info- Add view permissions- Implement filters | Medium | Dev Team | To Do | 3 |
| **US014** | As an OPN Partner, I want multi-language support so that I can complete renewals in my preferred language. | Add language preferences- Support English, Spanish, and French- Test translations | Medium | QA | To Do | 4 |
| **US015** | As an OPN Associate, I want to receive a summary email after submitting renewal forms so that I can confirm submission details. | Develop email summary feature- Include form details & ID- Enable resend option | Medium | Dev Team | To Do | 3 |
| **US016** | As an OPN Partner, I want to customize dashboard widgets so that I can prioritize information relevant to me. | Add drag/drop functionality- Save widget preferences- Implement reset option | Low | QA | To Do | 4 |
| **US017** | As a Product Owner, I want a heatmap to display dashboard usage trends so that I can identify frequently used features. | Implement heatmap analytics- Add filters for user roles- Export data as PDF | Medium | Dev Team | To Do | 5 |
| **US018** | As a Product Owner, I want a dashboard feature usage summary so that I can evaluate adoption rates. | Add feature statistics- Display completion rates/errors- Export reports | Low | QA | To Do | 3 |
| **US019** | As an OPN Member, I want inline error messages for form fields so that I can correct mistakes in real-time. | Implement inline validation- Display real-time error prompts- Prevent invalid submissions | High | Dev Team | To Do | 5 |
| **US020** | As an OPN Partner, I want session timeout warnings so that I don’t lose progress while working on forms. | Develop timeout warning feature- Implement auto-save- Add confirmation prompts | High | Dev Team | In Progress | 4 |

**Product Burndown Chart**

A Product Burndown Chart tracks the overall progress of a project across multiple sprints. It shows the total work left in the product backlog on the side (Y-axis) and time spent on the project (like sprints or weeks) on the bottom (X-axis). This chart helps teams and stakeholders see how much work remains in the entire project, allowing them to forecast when the product might be completed and communicate progress effectively.



**Sprint Burnup Chart**

A Sprint Burndown Chart is a visual tool used in Agile to track how much work remains during a specific sprint. It shows the number of days in the sprint on the bottom (X-axis) and the amount of work left (measured in story points or tasks) on the side (Y-axis). The chart includes an ideal line showing the expected progress and an actual line reflecting the team's real progress. This chart helps the team see if they are on track to finish their work by the end of the sprint and identify any potential issues early on.



Document 6: Sprint meetings

Meeting Type 1: Sprint Planning meeting

Table 1

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| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Prepared By** | **Attendees** |
| 18-Dec-24 | 10:00 AM | Conference Room/Virtual (Zoom) | Product Owner | Scrum Master Developers, QA Engineers, Stakeholders |

Table 2: Agenda

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| --- | --- | --- |
| **Topic** | **Presenter** | **Time Allotted** |
| Welcome and Meeting Objectives | Scrum Master | 10 mins |
| Overview of Sprint Goals and Deliverables | Product Owner | 15 mins |
| Review and Prioritization of User Stories | Scrum Team | 20 mins |
| Task Assignment and Estimation | Scrum Team | 30 mins |
| Sprint Capacity and Risk Assessment | Scrum Master | 15 mins |
| Open Discussion and Q&A | All Participants | 20 mins |
| Next Steps and Meeting Wrap-Up | Scrum Master | 10 mins |

Table 3: Other Information

|  |  |  |
| --- | --- | --- |
| **Observation** | **Resources** | **Special Notes** |
| Some user stories have dependencies on previous sprints. | User Story List, JIRA Board, Sprint Chart | Ensure alignment between stakeholders' expectations and the team's capacity. |
| Tasks involving multi-language support may require additional validation time. | Translation Tools, Testing Framework | Focus on high-priority user stories to ensure timely completion. |
| All team members should verify estimated efforts for accuracy. | Effort Estimation Sheets, Planning Poker | Remind team members to update the status of their assigned tasks on the JIRA board regularly. |

Meeting Type 2: Sprint review meeting

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| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Prepared By** | **Attendees** |
| 22-Dec-24 | 11:00 AM | Conference Room/Virtual (Zoom) | Scrum Master | Product Owner, Developers, QA Engineers, Stakeholders |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sprint Status** | **Things to Demo** | **Quick Update** | **What’s Next** |
| Sprint Goals were partially achieved, with 85% completion. | Real-time renewal status tracking, invoice generation, and role/permission management functionalities. | 8 out of 10 user stories were completed, and 2 user stories require further refinement. | Focus on pending user stories for the next sprint, including multi-language support and customizable widgets. |
| Remaining tasks will roll over into the next sprint. | Session timeout warnings and inline error message improvements. | Additional bugs identified during QA will need prioritization in the backlog. | Gather stakeholder feedback to reprioritize user stories and align on revised sprint objectives. |

Meeting Type 3: Sprint retrospective meeting

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| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Prepared By** | **Attendees** |
| 23-Dec-24 | 3:00 PM | Virtual (Zoom) / Conference Room B | Scrum Master | Scrum Team: Product Owner, Developers , QA Engineers, Stakeholders |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda** | **What Went Well** | **What Didn’t Go Well** | **Questions** | **Reference** |
| Reflect on the sprint and identify lessons learned. | - Timely completion of high-priority user stories. | - Two user stories carried over to the next sprint due to scope underestimation. | - How can we improve estimation accuracy for complex user stories? | Stakeholder feedback, Jira backlog metrics, and sprint velocity reports. |
| - Real-time status tracking feature received positive feedback. | - QA delays impacted the timeline. | - Are there ways to streamline QA processes? |
| Suggest improvements for future sprints. | - Good collaboration between developers and QA team. | - Bugs identified late in the sprint impacted demo readiness. | - Should we adjust sprint lengths for more flexibility in tackling complex tasks? | Sprint retrospective templates, team feedback logs. |
| Discuss blockers and action plans. | - Efficient use of daily stand-ups for problem-solving. | - Resource availability was inconsistent due to overlapping priorities. | - How can we reduce last-minute changes in sprint priorities? | Documentation of sprint review findings. |

Meeting Type 4: Daily Stand-up meeting

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| --- | --- | --- | --- | --- | --- | --- |
| **Question** | **Name/Role** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **What did you do yesterday?** | **Developer 1** | Task 1 completed | Finalized module A | Completed unit testing | Conducted demo prep | Wrapped up tasks |
| Bug fix | Reviewed sprint backlog | Synced with QA | Debugged errors | Delivered final build |
| Reviewed PR | Addressed blocker | Updated documentation | Improved feature integration | Reviewed sprint metrics |
|   | **Developer 2** | Developed feature X | Addressed feedback | Finalized feature testing | Completed code refactor | Reviewed sprint goals |
| Resolved bug Y | Started integration | Fixed blocker Z | Synced with DevOps | Logged retrospective inputs |
| Updated test cases | Collaborated with UX | Communicated with stakeholders | Validated functionality | Prepared next sprint tasks |
|   | **Developer 3** | Created API endpoint | Debugged integration issues | Performed system tests | Delivered updated build | Finalized deployment |
| Drafted user stories | Refined backlog | Identified edge cases | Conducted demo walkthrough | Analyzed feedback |
| Discussed use cases | Conducted peer review | Documented outcomes | Re-validated results | Coordinated with PO |
| **What will you do today?** | **Developer 1** | Continue working on Task 2 | Finalize testing | Debug known issues | Sync with PO on priorities | Plan for next sprint |
| Coordinate with QA | Collaborate with UX team | Document testing results | Demo feature updates | Resolve minor blockers |
| Attend sprint stand-up | Prepare for code review | Update stakeholders | Confirm release schedule | Submit sprint summary |
|   | **Developer 2** | Research solutions | Refactor feature X | Complete testing cycle | Validate release notes | Align on future tasks |
| Draft design specs | Test performance | Prepare demo content | Collaborate with stakeholders | Conclude sprint updates |
| Conduct meeting | Update task board | Deliver review updates | Integrate new functionality | Prepare retrospective feedback |
|   | **Developer 3** | Work on backend integration | Refine UI interactions | Test end-to-end flows | Address code review comments | Participate in retrospective |
| Update sprint progress | Start acceptance tests | Resolve integration challenges | Revise designs | Handoff deliverables |
| Sync with QA | Draft technical docs | Analyze performance results | Confirm requirements with stakeholders | Archive sprint tasks |
| **What (if any) is blocking your progress?** | **Developer 1** | Waiting on QA feedback | Delayed feedback from stakeholders | Unresolved bug in module A | Pending vendor approval | No blockers reported |
| Technical issues | Resource unavailability | Test case mismatch | Data mismatch in reports | Ready for next sprint |
| Dependency on external API | Environment issues | Deployment errors | System downtime | Awaiting final approvals |
|   | **Developer 2** | Bug dependency on feature X | Conflicting design specs | Slow system response | Incomplete documentation | Minor blockers resolved |
| Incomplete requirements | Misaligned priorities | QA unable to replicate issue | Code conflicts with peer branch | Finalizing sprint activities |
| Delayed response from UX team | Pending review updates | Blocked testing environment | Delayed client feedback | No major obstacles |
|   | **Developer 3** | Testing issues with API | Lack of test data | Dependency on vendor updates | Slow response time from QA | Testing completed |
| Misaligned test environment | Version conflicts | Bugs in critical paths | System crashes during load tests | No blockers reported |
| Delayed team sync | Incomplete implementation | Miscommunication of requirements | Pending infrastructure setup | Final preparations underway |