**Live Project Agile Assignment 2/2**

**Q 1. Definition of Done:**

The following **Definition of Done (DoD)** ensures that the project of Audit Management System is complete, and meets quality standards, and is ready for deployment. Each checklist item is outlined with specific expectations:

* Create Product Code: The development team writes the product code along the lines of the requirements.
* Assumptions of user stories: The user stories assumptions and requirements should be closely followed and met.
* Project Errors: The project should be thoroughly checked and tested with UATs, so there are no warning signs or alerts ensuring stable built.
* Tests conducted: Comprehensive and the features that are added in each sprint should be tested multiple times to make it full proof.
* Project deployed in test environment is identical to tested application: The features deployed in the test environment should be similar to the actual application.
* Tested application should be compatible with devices and browsers as provided in the requirements.
* The application should be approved by the UX designer, so that the final application is identical to the requirements raised.
* Quality assurance testing has been conducted, covering functional, performance, and security aspects.
* The feature is checked against all acceptance criteria defined in the User Story, ensuring it meets user needs and expectations.
* All the features in the application after the sprint should be approved and verified by the product owner.
* Refactoring the application to improve internal functions by making many small changes without altering the code's external behaviour.
* All changes to configurations or build processes are documented to support future maintenance and troubleshooting.
* The User manuals, technical documentation, and training materials are updated to reflect the latest changes and functionalities.
* Peer review should be conducted, and it should ensure that it meets quality standards, and adheres to best practices, and incorporates feedback.

The added functions are considered "Done" only when all items in this checklist are completed. Thus, this ensures that the Audit Management System meets user needs and is ready for deployment.

**Q 2. Product Vision**

A product vision is a to the point statement that captures the purpose, who it’s for, what it is, and the long-term goals of a product's development. It is used as a part of the process of the application preparation and is used as a foundation to help product owners create product goals with their customers and stakeholders.



**Q 3. User Stories**

|  |  |
| --- | --- |
| User Story ID | 001AMS |
|  |
| Task | 1 |  |
| Priority | High |  |
| Value Statement | As an auditor I want to a role-based login ID |  |
| BV | 500 |  |
| CP | 900 |  |
| Acceptance Criteria | |  |
| Basic Flow | |  |
| · | As an auditor I want to have my own login id. |  |
| · | The facility of forgot password should be enabled. |  |
| · | As an auditor I should be able to unlock any locked login ID |  |
| · | As an auditor I should be to generate new login ID for new employees. |  |
| Alternate Flow |  |  |
| · | The homepage should have query raise links available. |  |
| · | I should be able to reset my password. |  |
| Exceptional Flow | |  |
| · | If there is a network issue or server issue, pop up message should be given and prompted to restart. |  |

|  |  |
| --- | --- |
| User Story ID | 002AMS |
|  |
| Task | 4 |  |
| Priority | High |  |
| Value Statement | As an auditor I want to upload the observations of audit. |  |
| BV | 400 |  |
| CP | 200 |  |
| Acceptance Criteria | |  |
| Basic Flow | |  |
| · | There must be a separate tab for entering audit observations of a particular unit. |  |
| · | The tab should also have provision for modifying the report. |  |
| · | A provision must made for uploading file in a set format also must be available. |  |
| · | As an auditor I should be able to assign risk rating to the observations. |  |
| Alternate Flow |  |  |
| · | The entry tab must contain the names of branches for easy upload. |  |
| · | I should be able to reset my password. |  |
| Exceptional Flow | |  |
| · | If there is a network issue or server issue, pop up message should be given and prompted to restart. |  |

|  |  |
| --- | --- |
| User Story ID | 003AMS |
|  |
| Task | 5 |  |
| Priority | High |  |
| Value Statement | As an auditor I want to check compliance submitted in separate tab. |  |
| BV | 600 |  |
| CP | 600 |  |
| Acceptance Criteria | |  |
| Basic Flow | |  |
| · | The compliance submitted by the unit should be viewed. |  |
| · | The tab should only have provision for view, no modifications. |  |
| · | As an auditor I should receive alert for report submitted by unit. |  |
| · | As an auditor I should be allowed to reject the report. |  |
| Alternate Flow |  |  |
| · | The tab must show pending compliance to view and verify and accept. |  |
| · | As an auditor I should be able to download the report. |  |
| Exceptional Flow | |  |
| · | If there is a network issue or server issue, pop up message should be given and prompted to restart. |  |

|  |  |
| --- | --- |
| User Story ID | 004AMS |
|  |
| Task | 6 |  |
| Priority | Medium |  |
| Value Statement | As an auditor I want to download reports of completed audits. |  |
| BV | 800 |  |
| CP | 700 |  |
| Acceptance Criteria | |  |
| Basic Flow | |  |
| · | As an auditor I should be provided with a tab for spooling reports. |  |
| · | Any report can be downloaded by giving date range. |  |
| · | The reports also can be downloaded using branch numbers. |  |
| · | The report should contain the names of the person who carried out the audit. |  |
|  | The tab should contain option to mail report. |  |
|  | There should be a provision to download in word, pdf and excel. |  |
| Alternate Flow | The report taking long to download, option of direct mail should be prompted. |  |
| · | Auto save report in word format. |  |
| Exceptional Flow | |  |
| · | If there is a network issue or server issue, pop up message should be given and prompted to restart. |  |

|  |  |
| --- | --- |
| User Story ID | 005AMS |
|  |
| Task | 10 |  |
| Priority | Low |  |
| Value Statement | As an auditor I want to have a dashboard for easy monitoring. |  |
| BV | 100 |  |
| CP | 800 |  |
| Acceptance Criteria | |  |
| Basic Flow | |  |
| · | As an auditor my homepage should show the dashboard. |  |
| · | I should have shortcuts to any report in the dashboard. |  |
| · | The dashboard should show the completed audits, pending and audits in que. |  |
| · | The dashboard also should show the percent of delayed branches. |  |
|  | As an auditor I should be able to view the branch wise progress. |  |
| Alternate Flow | The report taking long to download, option of direct mail should be prompted. |  |
| · | Auto save report in word format. |  |
| Exceptional Flow | |  |
| · | If there is a network issue or server issue, pop up message should be given and prompted to restart. |  |

|  |  |
| --- | --- |
| User Story ID | 006AMS |
|  |
| Task | 1 |  |
| Priority | High |  |
| Value Statement | As a branch head I want to have a login screen which will allow me to login in AMS. |  |
| BV | 900 |  |
| CP | 900 |  |
| Acceptance Criteria | |  |
| Basic Flow | |  |
| · | As a branch head I want to login in AMS. |  |
| · | The login should have the provision of forgot password. |  |
| · | My AMS homepage should include the IT team help window. |  |
| · | The BH login should allow to generate new IDs for new employees. |  |
|  | As a BH I should be able to unlock, locked IDs. |  |
| Alternate Flow | The homepage should have query raise links available. |  |
| · | I should be able to reset my password. |  |
| Exceptional Flow | |  |
| · | If there is a network issue or server issue, pop up message should be given and prompted to restart. |  |

|  |  |
| --- | --- |
| User Story ID | 007AMS |
|  |
| Task | 2 |  |
| Priority | High |  |
| Value Statement | As a branch head I want to have a tab for checking observations in AMS. |  |
| BV | 100 |  |
| CP | 800 |  |
| Acceptance Criteria | |  |
| Basic Flow | |  |
| · | As a branch head I want to read the observations written by auditor. |  |
| · | The report should show each observation according to risk. |  |
| · | As a branch head I should be able to view previous reports. |  |
| · | I should be able to download the observations. |  |
| Alternate Flow | The homepage should have query raise links available. |  |
| · | I should be able to reset my password. |  |
| Exceptional Flow | |  |
| · | If there is a network issue or server issue, pop up message should be given and prompted to restart. |  |

|  |  |
| --- | --- |
| User Story ID | 008AMS |
|  |
| Task | 3 |  |
| Priority | High |  |
| Value Statement | As a branch head I should be able to upload compliances. |  |
| BV | 400 |  |
| CP | 600 |  |
| Acceptance Criteria | |  |
| Basic Flow | |  |
| · | As a branch head I should be able to check the observations and provide explanation. |  |
| · | As a branch head I should be able to read the report shown in Compliance tab |  |
| · | There should be a provision for providing the compliance beside the audit observations. |  |
| · | There should be submit button, modify and delete button. |  |
| Alternate Flow | The homepage should have query raise links available. |  |
| · | I should be able to reset my password. |  |
| Exceptional Flow | |  |
| · | If there is a network issue or server issue, pop up message should be given and prompted to restart. |  |

|  |  |
| --- | --- |
| User Story ID | 009AMS |
|  |
| Task | 4 |  |
| Priority | High |  |
| Value Statement | As a branch head I should be able to generate reports of audit. |  |
| BV | 600 |  |
| CP | 500 |  |
| Acceptance Criteria | |  |
| Basic Flow | |  |
| · | As a branch head I should be able to generate reports pertaining to audit of the branch for the last 2 years. |  |
| · | As a branch head I should also be able to download the report in word and excel. |  |
| · | The report tab should have the provision for only the headlines of the report. |  |
| · | There should not be provision for modifying or deleting the report. |  |
| Alternate Flow | There should be a option for getting report from the IT department in case of server issue. |  |
| · | I should be able to reset my request of report. |  |
| Exceptional Flow | |  |
| · | If there is a network issue or server issue, pop up message should be given and prompted to restart. |  |

|  |  |
| --- | --- |
| User Story ID | 010AMS |
|  |
| Task | 5 |  |
| Priority | Low |  |
| Value Statement | As a branch head my login should also show the dashboard. |  |
| BV | 1000 |  |
| CP | 700 |  |
| Acceptance Criteria | |  |
| Basic Flow | |  |
| · | As a branch head I should be given the dashboard on the homepage of the application. |  |
| · | The dashboard should include the status of all the completion and pendency of compliance. |  |
| · | It should have aging of delayed reports. |  |
| · | The auditor comments also should be linked. |  |
| Alternate Flow | The report taking long to download, option of direct mail should be prompted. |  |
| · | I should be able to reset my request of report. |  |
| Exceptional Flow | |  |
| · | If there is a network issue or server issue, pop up message should be given and prompted to restart. |  |

**Q 4. Agile Product Owner Experience:**

The Product Owner helps in ensuring a successful completion of the project. Below is the experience of a product owner:

**Responsibilities of Product Owner:**

**Market Analysis:**

* As Product Owner I would conduct an in-depth analysis of the banking sector especially audit departments to understand the need for a streamlined audit management solution.
* Checked whether there is availability of similar products in the market to compare and learn the gaps in the application.
* Referred the industry reports to ensure the product's relevance.

**Enterprise Analysis:**

* As a Product Owner conducted due diligence and market check to validate the market opportunity and financial feasibility of the project.
* Had to collaborate with stakeholders to gather requirements regarding inefficiencies in the existing audit processes.

**Product Vision and Roadmap:**

* Product Owner prepares clear product vision on automating audit processes, improving compliance, and reducing errors.
* Created a roadmap with features such as real-time dashboards, compliance tracking, and automated notifications, along with a timeline for development.

**Managing Product Features:**

* Carried out discussions with stakeholders to manage expectations and prioritize requirements based on criticality.
* As a product owner need to continuously refine epics, stories, and features during backlog grooming sessions.

**Managing Product Backlog:**

* We need to maintain a prioritized product backlog with user stories derived from stakeholder inputs.
* Items need to be prioritised based on changing stakeholder needs.

**Managing Overall Iteration Progress:**

* The product owner needs to review sprint progress during sprint reviews.
* As a product owner we need to reprioritize user stories as needed based on feedback and sprint performance.

**Meetings held for the project:**

As product owner we need to carry out many meetings to monitor the daily project work, below is the experience related to the meetings.

**Sprint Planning meeting:**

* The product owner needs to collaborate with the team to define the sprint goal and select the backlog items for the sprint.
* PO needs to note down goal to fulfil the most important feature i.e. uploading observation and compliance.
* In the sprint planning we along with the development team clarified the user stories.
* Discussed with the team whether the user stories are designed according to the sprint and whether the sprint workload was realistic.

**Daily Scrum Meeting:**

* The PO does not conduct the meeting but is an observer, staying informed about daily progress and challenges.
* PO needed to act as a resource to resolve issues, and problems which would arise during the course of sprint.
* The PO will need to avoid involvement while addressing the resolutions of issues.

**Sprint Review Meeting:**

* The PO conducts this meeting to show completed work to stakeholders and gather feedback.
* In this meeting each completed story is reviewed to ensure it met the DoD and matches the acceptance criteria.
* Progress of the application is discussed with the stakeholders, including automated report generation and audit tracking dashboards.
* PO also collects feedback to identify improvements or potential new requirements.

**Sprint Retrospective Meeting:**

* PO carries out these meetings to reflect on the sprint and identify ways to improve the process.
* PO needs to collaborate with the team to discuss what went well in the process and what were the problems.
* PO needs to address team when multiple high-priority items are delivered within a single sprint.
* Also, PO needs to encourage honest feedback without undermining team morale.

**Backlog Refinement Meeting:**

* PO has to ensure the backlog is prioritized, refined, and ready for upcoming sprints.
* Regular collaboration with the team to clarify user stories and acceptance criteria.
* PO needs to reprioritize the backlog based on stakeholder feedback, sprint progress, and emerging requirements.

**User Stories Creation:**

As an Agile Product Owner, creating user stories for the audit management system involved ensuring each story was executable, value adding, and aligned with stakeholder needs.

The User stories are written considering the following things:

* Understanding Stakeholder Needs
* Defining Stories Based on Value
* Refinement of user stories by discussing with stakeholders.

|  |  |
| --- | --- |
| **Criteria** | **Description** |
| Story No | Unique identifier for the story to track progress and reference in discussions |
| Task | Specific tasks required to complete the story (e.g., design dashboard, test functionality). |
| Priority | Importance level based on urgency (High, Medium, Low) |
| Acceptance Criteria | Clear, conditions that must be met for the story to be considered complete. |
| BV | Description showing the value that adds to the organization, such as efficiency or compliance. |
| CP | Manual tracking of deadlines leads to missed compliance dates and regulatory penalties. Mostly given in numbers. |

**Q 5. Product and sprint backlog and product and sprint burndown**

**charts:**

Product Backlog key Characteristics:

* The Product Owner manages the Product Backlog.
* Backlog items are written as user stories, epics, or tasks.
* Items are ranked based on their business value, complexity points, and other factors.

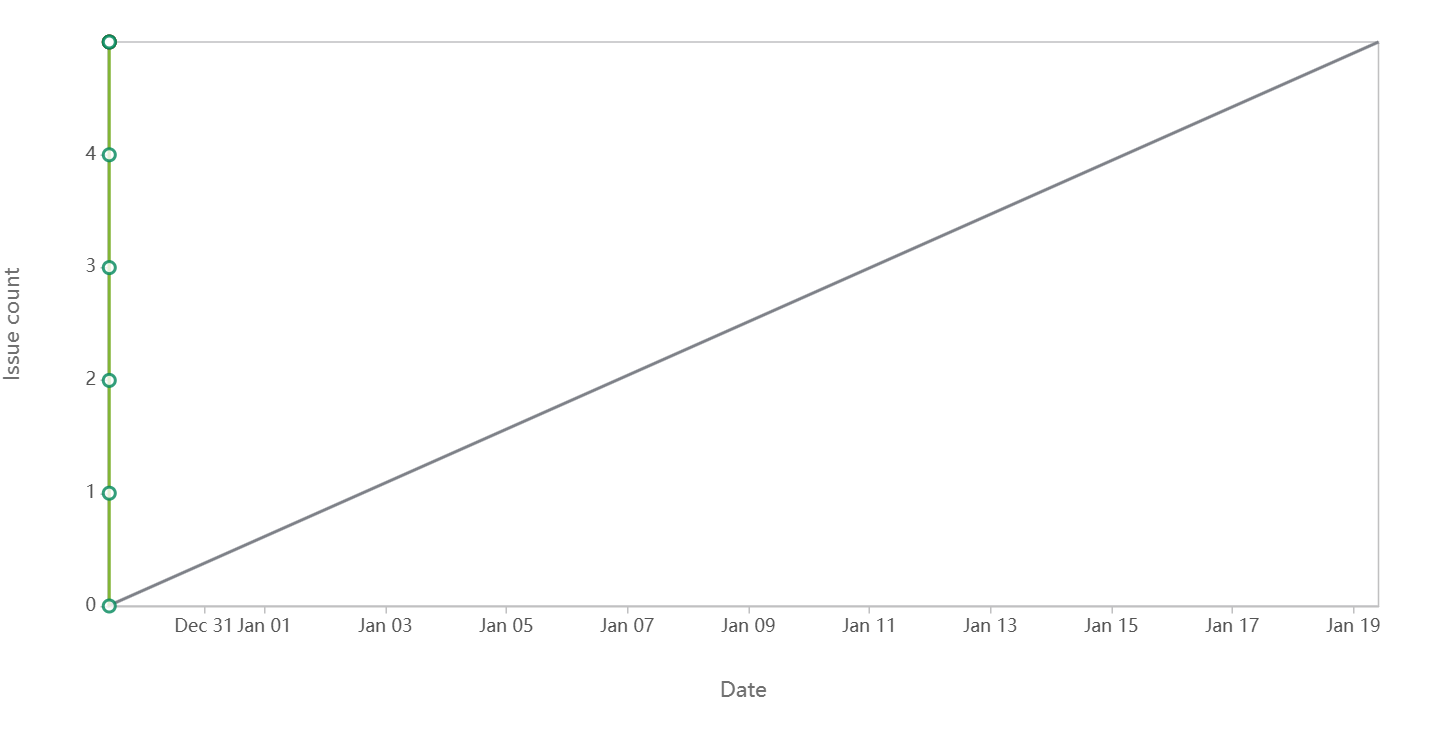
Sprint Backlog key Characteristics:

* The Scrum Team manages the Sprint Backlog.
* Contains only items that the team commits to completing in the sprint.
* Breaks down backlog items into smaller, actionable tasks.

The following user stories are broken down under Sprint 1 and Sprint 2:

|  |  |  |
| --- | --- | --- |
| **Sprint 1** | | |
| **User Story Number** | **Value Statement** | **Status of Sprint** |
| 001AMS | As an auditor I want to a role-based login ID | Complete |
| 002AMS | As an auditor I want to upload the observations of audit. | Complete |
| 003AMS | As an auditor I want to check compliance submitted in separate tab. | Complete |
| 004AMS | As an auditor I want to download reports of completed audits. | Complete |
| 005AMS | As an auditor I want to have a dashboard for easy monitoring. | Complete |

Sprint 1 Burnup report Completed



Completed Work (Number of issues completed this sprint)

Sprint Burndown Chart Sprint 1

A graph on a black background

Description automatically generated

Completed work (Number of issues completed in this sprint)

|  |  |  |
| --- | --- | --- |
| **Sprint 2** | | |
| **User Story Number** | **Value Statement** | **Status of Sprint** |
| 006AMS | As a branch head I want to have a login screen which will allow me to login in AMS. | Complete |
| 007AMS | As a branch head I want to have a tab for checking observations in AMS. | Complete |
| 008AMS | As a branch head I should be able to upload compliances. | In Progress |
| 009AMS | As a branch head I should be able to generate reports of audit. | In Progress |
| 010AMS | As a branch head my login should also show the dashboard. | Not Started |

Burnup Report

A graph on a black background

Description automatically generated

Completed Work (Number of issues completed this Sprint)

Work Scope (Number of issues to be completed this Sprint)

Sprint Burndown Chart A screen shot of a graph

Description automatically generated

Remaining Work (Number of issues left to complete this Sprint)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product Backlog** | | | | | | |
| **User story ID** | **User story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| 001AMS | As an auditor I want to a role-based login ID | 1 | High | 500 | 900 | 1 |
| 002AMS | As an auditor I want to upload the observations of audit. | 4 | High | 400 | 200 | 1 |
| 003AMS | As an auditor I want to check compliance submitted in separate tab. | 5 | High | 600 | 600 | 1 |
| 004AMS | As an auditor I want to download reports of completed audits. | 6 | Medium | 800 | 700 | 1 |
| 005AMS | As an auditor I want to have a dashboard for easy monitoring. | 10 | Low | 100 | 800 | 1 |
| 006AMS | As a branch head I want to have a login screen which will allow me to login in AMS. | 1 | High | 900 | 900 | 2 |
| 007AMS | As a branch head I want to have a tab for checking observations in AMS. | 2 | High | 100 | 800 | 2 |
| 008AMS | As a branch head I should be able to upload compliances. | 3 | High | 400 | 600 | 2 |
| 009AMS | As a branch head I should be able to generate reports of audit. | 4 | High | 600 | 500 | 2 |
| 010AMS | As a branch head my login should also show the dashboard | 5 | Low | 1000 | 700 | 2 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sprint Backlog** | | | | | |
| **User story ID** | **User story** | **Tasks** | **Owner** | **Status** | **Estimated effort** |
| 001AMS | As an auditor I want to a role-based login ID | 1 | Product Owner | Completed | 900 Story Points |
| 002AMS | As an auditor I want to upload the observations of audit. | 4 | Product Owner | Completed | 200 Story Points |
| 003AMS | As an auditor I want to check compliance submitted in separate tab. | 5 | Product Owner | Completed | 600 Story Points |
| 004AMS | As an auditor I want to download reports of completed audits. | 6 | Product Owner | Completed | 700 Story Points |
| 005AMS | As an auditor I want to have a dashboard for easy monitoring. | 10 | Product Owner | Completed | 800 Story Points |
| 006AMS | As a branch head I want to have a login screen which will allow me to login in AMS. | 1 | Product Owner | Completed | 900 Story Points |
| 007AMS | As a branch head I want to have a tab for checking observations in AMS. | 2 | Product Owner | Completed | 800 Story Points |
| 008AMS | As a branch head I should be able to upload compliances. | 3 | Tester | In Progress | 600 Story Points |
| 009AMS | As a branch head I should be able to generate reports of audit. | 4 | Tester | In Progress | 500 Story Points |
| 010AMS | As a branch head my login should also show the dashboard | 5 | Developer | To Do | 700 Story Points |

**Q 6. Sprint Meetings**

A Sprint Planning Meeting is a key event in Agile Scrum where the Scrum Team (Product Owner, Scrum Master, and Developers) carries out a discussion to define what will be delivered in the coming sprint and how the team plans to accomplish it.

1. **Sprint Planning Meeting**

|  |  |
| --- | --- |
| **Date** | Sprint Planning Meeting |
| **Time** | 10.00AM to 11.30AM |
| **Location** | Conference Hall 3 |
| **Prepared By** | Mr. SGH (Scrum Master) |
| **Attendees** | Mr. LOP (Product Owner) Mr. SGH (Scrum Master) Mr. TUV (Developer) Mr. CUG (Developer) Mr. RTU (Developer) |

**Agenda Topics:**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Presenter** | **Time Allotted** |
| Review Sprint Goal | Scrum Master | 10.00AM to 10.15AM |
| Prioritization of Backlog Items | Product Owner | 10.15AM to 10.45AM |
| Task Breakdown and Estimation | Developers | 10.45AM to 11.00AM |

**Other Information:**

|  |  |
| --- | --- |
| **Observers** | Mrs SP (Business Analyst) |
| **Resources** | Product Backlog, Whiteboard (Jira), User Stories |
| **Special Notes** | Workload should be real Discuss any additions or change requests |

1. **Sprint Review Meeting:**

|  |  |
| --- | --- |
| **Date** | Sprint Review Meeting |
| **Time** | 2.00PM to 4.00PM |
| **Location** | Conference Hall 1 |
| **Prepared By** | Mr. SGH (Scrum Master) |
| **Attendees** | Mr. LOP (Product Owner) Mr. SGH (Scrum Master) Mr. TUV (Developer) Mr. CUG (Developer) Mr. RTU (Developer) |

|  |  |
| --- | --- |
| **Sprint Status** | * Overview of completed sprint 1 and checking the Sprint 2 in progress work. * Taking stock of the goal. |
| **Things to be done** | * Testing the Sprint 1 features of login, reports, observation updating. * UAT for login function of Branch Head. * UAT for compliance updating for Branch Head. * Testing Dashboard feature. |
| **Quick Updates** | NIL |
| **What is next?** | * Starting the last To Do in Sprint 2 * Completing Compliance and Report part of Branch Head. * Refer to stakeholder feedback. |

1. **Sprint Retrospective Meeting:**

|  |  |
| --- | --- |
| **Date** | Sprint Retrospective Meeting |
| **Time** | 11.00AM to 12.30PM |
| **Location** | Conference Hall 3 |
| **Prepared By** | Mr. SGH (Scrum Master) |
| **Attendees** | Mr. LOP (Product Owner) Mr. SGH (Scrum Master) Mr. TUV (Developer) Mr. CUG (Developer) Mr. RTU (Developer) |

|  |  |
| --- | --- |
| **What went well** | * Preparation of login windows. * Requirements were clear. * Dashboard feature was also a successful feature. |
| **What did not go well** | * Taking time from stakeholders * The UAT in compliance upload was not successful in first two attempts. |
| **Questions** | * How can we finish the To Do in the sprint? * By what time will the UAT for viewing reports complete? |
| **Reference** | Available through Jira updates |

1. **Daily Standup Meeting:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Question** | **Role** | **Week 6 (from 01-05-2024 to 05-05-2024)** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **What did you do yesterday?** | Developer 1 | Completed UI feature of login | Fixed Bug in login | Wrote unit tests | Test on Report generation | Deployed login build |
| Developer 2 | Wrote Audit Feature | Fixed Compliance tab | Updated Documents | QA testing | Start work on dashboard |
| Developer 3 | Created report generation feature | Worked on Background feature of report | Fixed queries of login feature | Add checking observation feature | Completed report tab |
| **What will you do today?** | Developer 1 | Login tests | Resolve bug issue | Check Login feature | Review dashboard | Conduct QA test |
| Developer 2 | Begin compliance Tab | Add new features | Integrate Backend | Conduct peer testing | Fix audit issues |
| Developer 3 | Work on report tab | Test Reports | Work on the bug found in testing. | Fix bugs | Add dashboard metrics |
| **What if any is blocking progress?** | Developer 1 | Pending approval from Sponsor for linking mail to forgot passwords | Server delays | Test data issue | Pending QA inputs | Minor glitch in dashboard |
| Developer 2 | Waiting for update compliance related requirement | Missing tests | Data fetch issues | Server downtime | Report formatting |
| Developer 3 | Bug Fixing | Bug Fixing | Test Observation tab | Bug fixing in observation tab | Checking bugs in reports |