**Agile Documents –**

**Document 1: Definition of Done**

**Document 2- Product Vision**

**Document 3: User stories**

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

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**Document 1: Definition of Done**

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.

**Definition of Done (DoD) Checklist for Business One Project**

**Produced Code for Presumed Functionalities:**

• The code developed fulfills the functionalities outlined in the user stories.

• All intended features and scenarios are implemented as described.

**Assumptions of User Story Met:**

• All assumptions and conditions specified in the user stories are validated and met.

• User stories are reviewed to ensure that all implicit and explicit assumptions are addressed.

**Project Builds Without Errors:**

• The project builds successfully in the development environment.

• There is no compilation or build errors.

**Unit Tests Written and Passing:**

• Unit tests are created for all new features and functionalities.

• All unit tests pass successfully, ensuring the code behaves as expected.

**Project Deployed on the Test Environment Identical to Production Platform:**

• The application is deployed to a test environment that mirrors the production setup.

• Deployment scripts and procedures are tested and validated.

**Tests on Devices/Browsers Listed in the Project Assumptions Passed:**

• The application is tested on all specified devices and browsers.

• Compatibility and performance tests are conducted to ensure cross-platform functionality.

**Feature OK-ed by UX Designer:**

• The feature is reviewed and approved by the UX designer.

• Design and usability criteria are met, ensuring a positive user experience.

**QA Performed & Issues Resolved:**

• Quality Assurance (QA) testing is completed, including functional, regression, and performance tests.

• All identified issues and bugs are resolved before marking the user story as done.

**Feature Tested Against Acceptance Criteria:**

• The feature is tested thoroughly against the predefined acceptance criteria.

• Acceptance tests are documented, and results are reviewed with the Product Owner.

**Feature OK-ed by Product Owner:**

• The Product Owner reviews and approves the feature.

• Any feedback or changes requested by the Product Owner are addressed.

**Refactoring Completed:**

• Code is refactored to improve readability, maintainability, and performance.

• Refactoring does not introduce new bugs or regressions.

**Any Configuration or Build Changes Documented:**

• All configuration changes and build processes are documented.

• Documentation is updated to reflect the current state of the project.

**Documentation Updated:**

• User manuals, technical documentation, and help guides are updated to include new features and changes.

• Documentation is reviewed for accuracy and completeness.

**Peer Code Review Performed:**

• Code changes are peer-reviewed by other developers.

• Feedback from code reviews is incorporated, and any issues are addressed.

**Document 2- Product Vision**

|  |  |  |  |
| --- | --- | --- | --- |
| **Scrum Project Name** | **Business One – Qualitest** |  |  |
| **Venue** | **Meeting Room-12** |  |  |
| **Date** | **Start Time: 9:00 AM** | **End Time: 11:30 AM** | Duration: 02:30 Hrs |
| **Client** | **Qualitest** |  |  |
| **Stakeholder List** | **- Operations****- Sales Rep****- Customer care****- Customers****- IT Department** |  |  |
| **Scrum Team** |
| **Scrum Master** | Priya Kapoor |  |  |
| **Product Owner** | Shital More |  |  |
| **Scrum Developer 1** | Anil Mehta |  |  |
| **Scrum Developer 2** | Neha Singh |  |  |
| **Scrum Developer 3** | Rajesh Patel |  |  |
| **Scrum Developer 4** | Sneha Nair |  |  |
| **Scrum Developer 5** | Amit Khanna |  |  |

|  |
| --- |
| Vision - What is your vision, your overarching goal for creating the product? The overarching goal for creating the Business One platform is to integrate and streamline the company's sales, purchasing, inventory, and customer service processes to achieve operational efficiency, data accuracy, and enhanced customer satisfaction. This integration aims to provide a unified platform that supports real-time data synchronization, automates manual tasks, and delivers comprehensive insights into business operations. |
| **Target group****Market Segment**The product addresses the Electrical & Mechanical sector, specifically targeting Operations, Sales Rep & CustomersTarget Users and Customers•Operations•Sales Rep•Customers | **Needs****Problem**The lack of integration among the different systems results in:Inaccurate inventory tracking: Delayed order processing: Inconsistent customer service: Increased operational costs**Benefit**Implementing a Business One software solution to integrate sales, purchasing, inventory, and customer service can address these challenges and provide several benefits:Real-time data synchronization: Streamlined operations: Enhanced customer service: Cost savings | **Product****What product is it?****what is the above business one product ?**The Business One software referred to in the project is SAP Business One. It is an Enterprise Resource Planning (ERP) solution designed for small to medium-sized businesses. SAP Business One helps manage various aspects of a business, including:Financial Management: Sales and Customer ManagementPurchasing and Inventory ControlService ManagementReporting and Analytics**Is it feasible to develop the product?**Yes, it is feasible to develop the product given the current technology and resources available. | **Value****How is the product going to benefit the company?** Real-time data synchronization: Streamlined operations: Enhanced customer serviceCost savings **What are the business goals?**The purpose of the Business One software project at Qualitest is to integrate and streamline the company's sales, purchasing, inventory, and customer service processes to achieve operational efficiency, data accuracy, and enhanced customer satisfaction. This integration aims to provide a unified platform that supports real-time data synchronization, automates manual tasks, and delivers comprehensive insights into business operations. |

**Document 3: User stories**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User Story No.** | **Tasks** | **Priority** | **Value Statement** | **BV** | **CP** | **Acceptance Criteria** |
| 1 | Develop sales order processing module | High | As a sales rep, I want to process sales orders efficiently so that I can reduce order processing time | 10 | 5 | Sales orders can be processed within 2 minutes without errors |
| 2 | Implement inventory tracking system | High | As an inventory manager, I want real-time inventory tracking to avoid stockouts and overstocking | 9 | 7 | Inventory levels update in real-time and reflect accurate stock counts |
| 3 | Create customer service ticketing system | High | As a customer service rep, I want to manage customer inquiries efficiently to improve response times | 8 | 6 | Customer inquiries can be logged, tracked, and resolved within SLA |
| 4 | Integrate purchasing module with inventory | Medium | As a purchasing manager, I want the purchasing system to integrate with inventory for better planning | 8 | 5 | Purchase orders auto-update inventory levels when received |
| 5 | Develop real-time sales reporting dashboard | Medium | As a sales manager, I want to see real-time sales data to make informed decisions | 7 | 4 | Sales dashboard shows real-time sales metrics and trends |
| 6 | Implement fraud detection algorithms | High | As a compliance officer, I want to detect fraudulent transactions to mitigate risk | 9 | 8 | Fraudulent transactions are flagged and reported with 95% accuracy |
| 7 | Create user role and access management system | Medium | As an admin, I want to manage user roles and access to ensure data security | 6 | 4 | User roles can be created, modified, and assigned with appropriate permissions |
| 8 | Develop automated email notifications | Low | As a customer, I want to receive email notifications for order updates to stay informed | 5 | 3 | Customers receive email notifications for order status changes |
| 9 | Integrate CRM with sales and customer service | High | As a sales rep, I want integrated CRM to have a 360-degree view of customers | 8 | 6 | CRM data reflects interactions from sales and customer service modules |
| 10 | Create purchase requisition workflow | Medium | As a purchasing manager, I want an automated purchase requisition workflow to streamline approvals | 7 | 5 | Purchase requisitions can be created, submitted, and approved electronically |
| 11 | Develop mobile-friendly user interface | Medium | As a field sales rep, I want a mobile-friendly interface to access the system on the go | 6 | 4 | Mobile interface is responsive and functional on various devices |
| 12 | Implement performance monitoring and alerts | Low | As an IT admin, I want to monitor system performance and receive alerts for issues | 5 | 4 | System performance is monitored and alerts are triggered for anomalies |
| 13 | Create integrated invoicing and billing system | High | As a finance manager, I want integrated invoicing and billing to streamline financial processes | 9 | 7 | Invoices are generated and tracked within the integrated system |
| 14 | Develop self-service customer portal | Medium | As a customer, I want a self-service portal to manage my orders and inquiries | 7 | 6 | Customers can log in, view orders, and submit inquiries through the portal |
| 15 | Implement data backup and recovery solutions | Medium | As an IT admin, I want to ensure data backup and recovery to prevent data loss | 7 | 5 | Data is backed up regularly and can be restored within 1 hour |

**Document 4: Agile PO Experience for Business One Project**

As the Product Owner (PO) for the Business One project I hold a strategic role, ensuring that the platform meets the needs of integrate sales, purchasing, inventory, and customer service can address these challenges and provide several benefits.

Below is a detailed breakdown of the PO's responsibilities and key activities:

**1.Market Analysis**

Analysis of Market Need/Demand:

♣ Identified the need for a platform that integrates sales, purchasing, inventory, and customer service can address these challenges and provide several benefits.

Availability of Similar Products:

♣ Researched existing products in the market.

♣ Analyzed their strengths and weaknesses to identify opportunities for differentiation and improvement in Business One.

**2.Enterprise Analysis**

Due Diligence on Market Opportunity:

♣ Conducted thorough research to validate the market opportunity.

♣ Assessed the potential user base and their specific needs.

**3.Product Vision and Roadmap Product Vision:**

♣ Developed a clear vision for Business One software that addresses the identified needs and market demand.

Product Roadmap:

♣ Created a roadmap outlining high-level feature vs and a timeline for their delivery.

♣ Ensured the roadmap aligns with stakeholder expectations and business goals.

**4.Managing Product Features**

Managing Stakeholder Expectations:

♣ Engaged with stakeholders to understand their needs and priorities.

♣ Communicated regularly to manage expectations and keep stakeholders informed.

Prioritization of Epics, Stories, and Features:

♣ Prioritized features based on their criticality and return on investment (ROI).

**5.Managing Product Backlog**

Prioritization of User Stories:

♣ Ranked user stories based on their importance and value.

Reprioritization Based on Stakeholder Needs:

♣ Continuously adjusted priorities based on changing stakeholder needs and feedback.

Epics Planning:

♣ Planned and managed larger epics that encompass multiple user stories.

**6.Managing Overall Iteration Progress**

Sprint Progress Review:

♣ Regularly reviewed the progress of each sprint to ensure alignment with goals.

Reprioritization of Sprints and Epics:

♣ Adjusted priorities and plans as needed based on sprint progress and feedback.

Sprint Retrospectives with Business Analyst:

♣ Conducted retrospectives to identify improvement areas and implement changes.

Sprint Meetings Facilitation

1.Sprint Planning Meeting: Planned the work to be completed in the upcoming sprint.

2.Daily Scrum Meeting: Conducted daily stand-ups to track progress and address any blockers.

3.Sprint Review Meeting: Reviewed the completed work with stakeholders at the end of each sprint.

4.Sprint Retrospective Meeting: Reflected on the sprint to identify successes and areas for improvement.

5.Backlog Refinement Meeting: Continuously refined and prioritized the backlog.

User Stories Creation

User Stories Development

●Created detailed user stories with clear acceptance criteria, tasks, priority, business value (BV), and complexity points (CP). ●Ensured user stories were aligned with the overall product vision and goals

Scrum Liaison Role

1.Communication with Business Stakeholders:

o Served as the primary point of contact between business stakeholders and the Scrum team.

o Ensured stakeholders were informed about project development and progress.

2.Collaboration with Scrum Teams:

o Worked closely with Scrum teams to translate the product vision into actionable features.

o Defined product features and broke them down into manageable product backlog items.

**Product Backlog**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| US001 | As a sales rep, I want to process sales orders efficiently so that I can reduce order processing time | Develop sales order processing module | High | 10 | 5 | Sprint 1 |
| US002 | As an inventory manager, I want real-time inventory tracking to avoid stockouts and overstocking | Implement inventory tracking system | High | 9 | 7 | Sprint 1 |
| US003 | As a customer service rep, I want to manage customer inquiries efficiently to improve response times | Create customer service ticketing system | High | 8 | 6 | Sprint 2 |
| US004 | As a purchasing manager, I want the purchasing system to integrate with inventory for better planning | Integrate purchasing module with inventory | Medium | 8 | 5 | Sprint 2 |
| US005 | As a sales manager, I want to see real-time sales data to make informed decisions | Develop real-time sales reporting dashboard | Medium | 7 | 4 | Sprint 3 |
| US006 | As a compliance officer, I want to detect fraudulent transactions to mitigate risk | Implement fraud detection algorithms | High | 9 | 8 | Sprint 3 |
| US007 | As an admin, I want to manage user roles and access to ensure data security | Create user role and access management system | Medium | 6 | 4 | Sprint 4 |
| US008 | As a customer, I want to receive email notifications for order updates to stay informed | Develop automated email notifications | Low | 5 | 3 | Sprint 4 |
| US009 | As a sales rep, I want integrated CRM to have a 360-degree view of customers | Integrate CRM with sales and customer service | High | 8 | 6 | Sprint 5 |
| US010 | As a purchasing manager, I want an automated purchase requisition workflow to streamline approvals | Create purchase requisition workflow | Medium | 7 | 5 | Sprint 5 |
| US011 | As a field sales rep, I want a mobile-friendly interface to access the system on the go | Develop mobile-friendly user interface | Medium | 6 | 4 | Sprint 6 |
| US012 | As an IT admin, I want to monitor system performance and receive alerts for issues | Implement performance monitoring and alerts | Low | 5 | 4 | Sprint 6 |
| US013 | As a finance manager, I want integrated invoicing and billing to streamline financial processes | Create integrated invoicing and billing system | High | 9 | 7 | Sprint 7 |
| US014 | As a customer, I want a self-service portal to manage my orders and inquiries | Develop self-service customer portal | Medium | 7 | 6 | Sprint 7 |
| US015 | As an IT admin, I want to ensure data backup and recovery to prevent data loss | Implement data backup and recovery solutions | Medium | 7 | 5 | Sprint 8 |
| US016 | As a purchasing manager, I want supplier performance analytics to evaluate and select suppliers | Create supplier performance analytics | Low | 6 | 4 | Sprint 8 |

**Sprint Backlog**

Sprint1:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Tasks** | **Owner** | **Status** | **Estimated Effort (hours)** |
| US001-S1 | As a sales rep, I want to process sales orders efficiently so that I can reduce order processing time | Develop sales order processing module | Developer A | In Progress | 40 |
| US002-S1 | As an inventory manager, I want real-time inventory tracking to avoid stockouts and overstocking | Implement inventory tracking system | Developer B | Not Started | 35 |
| US003-S1 | As a customer service rep, I want to manage customer inquiries efficiently to improve response times | Create customer service ticketing system | Developer C | In Progress | 8 |
| US004-S1 | As a purchasing manager, I want the purchasing system to integrate with inventory for better planning | Integrate purchasing module with inventory | Developer D | Not Started | 12 |
| US005-S1 | As a sales manager, I want to see real-time sales data to make informed decisions | Develop real-time sales reporting dashboard | Developer A | In Progress | 45 |
| US006-S1 | As a compliance officer, I want to detect fraudulent transactions to mitigate risk | Implement fraud detection algorithms | Developer B | Not Started | 20 |
| US007-S1 | As an admin, I want to manage user roles and access to ensure data security | Create user role and access management system | Developer C | In Progress | 10 |
| US008-S1 | As a customer, I want to receive email notifications for order updates to stay informed | Develop automated email notifications | Developer D | Not Started | 5 |
| US009-S1 | As a sales rep, I want integrated CRM to have a 360-degree view of customers | Integrate CRM with sales and customer service | QA Tester 1 | In Progress | 10 |
| US010-S1 | As a purchasing manager, I want an automated purchase requisition workflow to streamline approvals | Create purchase requisition workflow | Developer A | Not Started | 15 |
| US011-S1 | As a field sales rep, I want a mobile-friendly interface to access the system on the go | Develop mobile-friendly user interface | Developer B | In Progress | 20 |
| US012-S1 | As an IT admin, I want to monitor system performance and receive alerts for issues | Implement performance monitoring and alerts | Developer C | Not Started | 25 |
| US013-S1 | As a finance manager, I want integrated invoicing and billing to streamline financial processes | Create integrated invoicing and billing system | Developer D | In Progress | 20 |
| US014-S1 | As a customer, I want a self-service portal to manage my orders and inquiries | Develop self-service customer portal | QA Tester 2 | Not Started | 30 |
| US015-S1 | As an IT admin, I want to ensure data backup and recovery to prevent data loss | Implement data backup and recovery solutions | QA Tester 3 | In Progress | 20 |

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

Product BurnDown Chart





**Document 6: Sprint meetings**

**Sprint Planning Meeting**

|  |  |
| --- | --- |
| Date | 23/05/2024 |
| Time | 09:30 AM |
| Location | A12 Rogue, HQ |
| Prepared By | Manoj |
| Attendees | Business Analyst, Technical Team, Project Manager, Architect |

**Agenda Topics**

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Time Allotted |
| Login Page | Manoj | 1:00 Hr |
| Login Auth | Manoj | 1:00 Hr |

**Other Information**

|  |  |
| --- | --- |
| Observers | Project Manager, Solution Architect |
| Resources | Internet |
| Special Notes | NA |

**Sprint review meeting**

|  |  |
| --- | --- |
| Date | 23/05/2024 |
| Time | 09:30 AM |
| Location | A12 Rogue, HQ |
| Prepared By | Manoj |
| Attendees | Business Analyst, Technical Team, Project Manager, Architect |

|  |  |  |  |
| --- | --- | --- | --- |
| Sprint Status | Things to Demo | Quick Updates | Whats Next |
| In Progress | Login Auth | Auth 2.0 version released | Modifications for Auth 2.0 Page |

**Sprint Retrospective meeting**

|  |  |
| --- | --- |
| Date | 23/05/2024 |
| Time | 09:30 AM |
| Location | A12 Rogue, HQ |
| Prepared By | Manoj |
| Attendees | Business Analyst, Technical Team, Project Manager, Architect |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda | What went well | What dint go well | Questions | Reference |
| Login Page | All Stories | NA | NA | NA |
| Login Auth | NA | Auth 1.0 | Already discussed | Modifications required |

**Daily Standup Meeting**

Question: **What did you do yesterday?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name/Role | Monday | Tuesday | Wednesday | Thursday | Friday |
| Developer 1 |  Worked on implementing UI Changes for admin dashboard | Tested the new communication functionality for teachers | Attended backlog grooming meeting | Fixed bugs reported by QA | Reviewed pull requests |
| Developer 2 | Implemented role management system | Conducted code review for feature X | Discussed architecture changes with team | Updated documentation | Collaborated with designer on UI improvements. |
| Developer 3 | Worked on backend API integration. | Fixed database connection issues | Investigated performance bottlenecks | Implement unit tests. | Refactored legacy code |
| Developer 4 | Developed notification system for clients | Tested integration with third party services | Resoled issue with the messaging feature | Improved database query performance. | Optimized front-end performance |
| Developer 5 | Worked on generating reports | Collaborated with QA to define test cases. | Fixed UI issues in the portal. | Updated security settings | Enhanced the performance of the gradebook module. |

Question: **What will you do today ?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name/Role | Monday | Tuesday | Wednesday | Thursday | Friday |
| Developer 1 | Continue working on UI enhancements. | Implement pagination for notifications. | Collaborate with QA on testing new features. | Attend sprint planning meeting | Start work on teacher communication feature. |
| Developer 2 | Address feedback from code review. | Start working on performance tracking. | Participate in sprint review meeting. | Assist with production deployment | Attend design critique session. |
| Developer 3 | Fix API endpoint issues reported by frontend team. | Update API documentation. | Review pull requests from teammates | Conduct performance testing. | Attend team sync-up meeting. |
| Developer 4 | Develop notification system for upcoming events | Integrate third-party services for analytics. | Resolve issues with messaging feature | Optimize database queries | Enhance front-end performance for client portal |
| Developer 5 | Generate progress report | Collaborate with QA to define test cases | Fix UI issues in client communication module. | Update security settings. | Enhance gradebook performance. |

Question: **What (if any) is blocking your progress?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name/Role | Monday | Tuesday | Wednesday | Thursday | Friday |
| Developer 1 | Waiting for assets from design team | None | None | None | None |
| Developer 2 | None | None | None | Waiting for approval from PO | None |
| Developer 3 | Database server is down for maintenance | None | None | None | None |
| Developer 4 | Integration Issues with the third-party service. | None | None | None | None |
| Developer 5 | Delayed response from QA on test cases | None | None | None | None |