**Project Name: CTS Support**

**Document 1: Definition of done**

The definition of done is an agile concept that establishes a shared vision between the development team and the customer or product owner. The definition of done in agile is an agreement across product teams on the set of requirements that must be met in order to deem backlog items genuinely done. Product teams utilize a definition of done to ensure that the activities they conduct for each backlog item are consistent. The Definition of Done is typically created when a new team is formed during the initial stages of a project. It evolves over time as every member of the team gains experience with the project for future references.

* It provides clear information to all team members in the project about what is "done".
* The definition of done maintains quality standards and meets the requirements of the client by reducing defects and incomplete work.
* It establishes a common understanding among the team members who are working on the project about the completion criteria.
* It provides customer satisfaction by completing the work on time.

The product manager can create a checklist in collaboration with the architects, stakeholders, marketing team, design team, testing team, etc. However, the product manager is responsible for ensuring that all the items in the Definition of Done are executed, and the product manager has the responsibility for shipping the work to end users.

**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**

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| **Scrum Project Name** | CTS Support |
| **Venue**  | Pune |
| **Date** | 11.01.2025 |
| **Start Time** | 9:00 a.m. |
| **End Time** | 12:00 p.m. |
| **Duration** | 3 Hours |
| **Client** | IDFC First Bank |
| **Stakeholder List** | Ms. Priyanka – Project HeadMr. Rajesh – SMEMs. Harshita & Ms. Devika – End User  |
| **Scrum Team** |
| **Scrum Master** | Mr. Hanumant |
| **Product Owner** | Mr. Rohit |
| **Scrum Developer 1** | Mr. Gajanan |
| **Scrum Developer 2** | Mr. Kishor |
| **Scrum Developer 3** | Mr. Yogesh |
| **Scrum Developer 4** | Ms Madhuri |
| **Scrum Developer 5** | Ms Anshika |
| **Scrum Developer 6** | Ms Chandani |
| **Scrum Developer 7** | Ms Sneha |
| **Scrum Developer 8** | Mr Amit |

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| **Vision** | To create an application for CTS clearing cheque reporting and eradicate the existing process of reporting being done basis email  |
| **Target Group** | CTS Clearing Team and IDFC First Bank Branch Staff  |
| **Needs** | Tedious task of email tracking by CTS Clearing Team eradicatedDaily Collation of cheque collection data Easy reconciliation of daily cheque collection dataConsolidated data available across the clearing Grids |
| **Product** | CTS Support application was identified as a solution which would require all branches to update client account number, cheque number and cheque amount CTS Support application. Post which cheque lodgment data would be created in an excel format. This data from each individual branches can be accessed by Central clearing processing team. This product facilitates easy reconciliation and storage of cheque collection data. After doing a feasibility study it is confirmed that such application can developed in the banks system  |
| **Value** | The business goal of the bank pertaining to CTS clearing is smooth processing collection of cheques.The business model is that cheque collection at branched to be reported flawlessly and the same to be processed be vendor and CTS clearing team within RBI stipulated timelinesThe benefit of the application will help bank in faster processing of CTS clearing cheques leading to increase in cheque collection value and assist to build the banks profitability. |