AGILE DOCUMENTS

Document 1: Definition of Done (DoD):

Definition of Done represents a set of criteria that must be met before considering any backlog item, user story, sprint, or release as "done." It ensures that our team delivers high-quality and valuable outcomes aligned with the project objectives of optimizing performance management within the organization.

Checklist for Definition of Done (DoD):

1. **Performance Metrics Implementation:**

- Developed and implemented code for all presumed functionalities related to performance metrics tracking and analysis.
- Ensured that all assumptions of the user stories related to performance metrics are met, considering stakeholder requirements and expectations.

2. **Project Quality and Stability:**
- Successfully built the project without any errors or critical issues, ensuring stability and reliability.
- Unit tests are written for all performance management functionalities and are passing satisfactorily, validating the accuracy and functionality of the implemented features.

3. **Environment Deployment and Testing:**
- Deployed the project on the test environment, ensuring it is identical to the production platform to simulate real-world scenarios accurately.
- Conducted comprehensive testing on various devices and browsers listed in the project assumptions, ensuring compatibility and responsiveness.

4. **User Experience (UX) Approval:**
- Obtained approval from the UX designer, confirming that the user interface and experience meet design standards and usability requirements.

5. **Quality Assurance (QA) and Issue Resolution:**
- Performed thorough QA testing and resolved any identified issues or bugs promptly to ensure the reliability and functionality of the performance management framework.

6. **Acceptance Criteria Testing:**
- Tested all features and functionalities against acceptance criteria defined by stakeholders, ensuring they meet specified requirements and expectations.

7. **Product Owner Approval:**
- Obtained approval from the Product Owner, indicating satisfaction with the implemented features and confirming alignment with project objectives.

8. **Code Refactoring and Documentation:**
- Completed any necessary code refactoring to optimize performance and maintainability.
- Documented all configuration or build changes made during the project implementation phase for future reference and troubleshooting.

9. **Documentation Updates:**

- Ensured that all project documentation, including user manuals, technical guides, and release notes, are updated to reflect the latest changes and enhancements.

10. **Peer Code Review:**
- Conducted peer code reviews to ensure code quality, adherence to coding standards, and knowledge sharing among team members.

Document 2- Product Vision

Scrum Project Name	AgileTech CRM Implementation
Venue	AgileTech Office
Date	Dec 28, 2024
Start Time	9:00 AM
End Time	11:00 AM
Duration	2 hours
Client	ABC Corporation
Stakeholder List	Anshu Pal (Product Owner)
	Emily Johnson (Scrum Master)
	David Brown (Development Lead)
	Lisa Miller (Quality Assurance Lead)

Scrum Master	Emily Johnson
Product Owner	John Smith
Scrum Developer 1	David Brown
Scrum Developer 2	Lisa Miller
Scrum Developer 3	Michael Wilson
Scrum Developer 4	Sarah Jones
Scrum Developer 5	Kevin Lee

Vision	Our vision is to enhance organizational efficiency and employee productivity through the implementation of a Performance Management Framework.
Target group	The target market segment for this product includes medium to large organizations across various industries, particularly those with complex performance evaluation needs.
Target users and customers	The primary users of the Performance Management Framework are HR managers, department heads, team leaders, and employees involved in performance evaluation processes.
Needs	The product aims to address the need for a structured approach to performance measurement, goal setting, feedback mechanisms, and employee development.
Problem solved	The product solves the challenge of inconsistent performance evaluation practices, lack of transparency in performance metrics, and ineffective performance improvement strategies.
Benefits provided	The Performance Management Framework facilitates objective performance assessment, fosters a culture of continuous feedback and improvement, and enables data-driven decision-making for talent management.

Product	The product is a comprehensive software solution that integrates performance appraisal tools, goal-setting features, feedback mechanisms, and reporting capabilities.
Desirability and uniqueness	Its user-friendly interface, customizable features, and integration with existing HR systems make it a desirable and unique solution for organizations seeking to enhance their performance management processes.
Feasibility	The development of the Performance Management Framework is feasible given the availability of advanced technology, experienced development teams, and supportive stakeholders.
Benefits to the company	Implementing the Performance Management Framework will result in improved employee engagement, higher productivity levels, better alignment of individual goals with organizational objectives, and ultimately, enhanced business performance.
Business goals	The key business goals include optimizing workforce performance, identifying and addressing skill gaps, fostering a culture of accountability and transparency, and driving organizational growth.
Business model	The business model involves offering the Performance Management Framework as a subscription-based software service, with tiered pricing plans based on the scale and features required by the organization.

Document 3: User stories

User story No: US001	**Tasks:** Define project objectives and scope	**Priority:** High
Value statement: As a department head I want to set clear objectives for my team members. So that I can understand their priorities and contribute effectively to organizational goals.		
BV: 500	**CP: 8**	
Acceptance criteria: Objectives are SMART (Specific, Measurable, Achievable, Relevant, Time-bound)		

User story No: US002	**Tasks:** Identify key performance indicators (KPIs)	**Priority:** High
Value statement: As an HR manager I want to define relevant KPIs for each role So that I can measure and assess employee performance accurately		

BV: 100	CP: 5

Acceptance criteria:

KPIs align with organizational goals and objectives

User story No: US003	**Tasks:** Document high-level business requirements	**Priority:** High

As a project sponsor
I want to document business requirements for the framework
So that the development team understands the project scope and objectives

BV: 500	CP: 5

Acceptance criteria:

Requirements are documented in a clear and understandable manner

User story No: US004	**Tasks:** Conduct stakeholder interviews	**Priority:** High	
Value statement: As a business analyst I want to conduct interviews with department heads, team leaders, and other relevant stakeholders			• As a user...: As a business analyst • I want to...: conduct interviews with department heads, team leaders, and other relevant stakeholders
BV: 50	CP: 8		

Acceptance criteria:

Interview notes are comprehensive and accurately reflect stakeholder input

User story No: US005	**Tasks:** Analyze gathered requirements	**Priority:** High
Value statement: As a business analyst I want to analyze and prioritize requirements gathered from stakeholder interviews So that I can identify key features and functionalities for the performance management framework		
BV: 500	**CP: 8**	
Acceptance criteria: Requirements are categorized and prioritized based on business impact and feasibility		

User story No: US006	**Tasks:** Define user roles and permissions	**Priority:** High
Value statement: As a system administrator I want to define user roles (e.g., admin, manager, employee) and assign appropriate permissions		
BV: 500	**CP: 8**	
Acceptance criteria: User roles and permissions are clearly defined and documented		

User story No: US007	**Tasks:** Develop performance dashboards	**Priority:** High
Value statement: As a department head I want to access performance dashboards that display relevant KPIs and metrics So that I can monitor progress towards departmental goals and make data-driven decisions		

BV: 50	**CP:** 8

Acceptance criteria:

Dashboards are interactive, visually appealing, and easy to navigate

User story No: US008	**Tasks:** Implement feedback mechanisms	**Priority:** High

Value statement:
As an employee
I want to provide feedback on my performance and suggest areas for improvement
So that I can contribute to my professional development and the overall success of the organization

BV: 500	**CP:** 8

Acceptance criteria:

Feedback mechanisms are user-friendly and accessible to all employees

User story No: US009	**Tasks:** Conduct performance reviews	**Priority:** High

Value statement:
As a HR
I want to set clear objectives for my team members.
So that employees can track with regular feedback on their performance and progress towards goals

BV: 100	**CP:** 8

Acceptance criteria:

Feedback must be transparent based on work

User story No: US010	**Tasks:** Implement goal-setting functionality	**Priority:** High

Value statement:
As an employee
I want to set SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound)
So that I can track my progress and contribute effectively to the organization's success

BV: 500	**CP: 8**

Acceptance criteria:

Goal-setting feature allows users to create, update, and monitor goals easily

User story No: US011	**Tasks:** Generate performance reports	**Priority:** High

Value statement:
As a manager
I want to generate reports on team and individual performance
So that I can evaluate performance, identify strengths and areas for improvement, and make informed decisions

BV: 50	**CP: 8**

Acceptance criteria:

Reports are customizable, accurate, and available on-demand

User story No: US012	**Tasks:** Implement employee recognition program	**Priority:** High

Value statement:
As a manager
I want to nominate employees for recognition based on their performance
So that I can boost morale, motivation, and engagement within the team
organizational goals.

BV: 500	**CP: 8**

Acceptance criteria:

Recognition program allows for peer-to-peer and manager-led recognition

User story No: US013	**Tasks:** Conduct training and development assessments	**Priority:** High

Value statement:
As a training manager
I want to assess employee skills and competencies

So that I can plan and deliver targeted training programs to address skill gaps	
BV: 100	**CP: 7**
Acceptance criteria: Assessment tool provides insights into individual and team training needs	

User story No: US014	**Tasks:** Implement continuous feedback mechanism	**Priority:** High
Value statement: As an employee I want to provide and receive feedback on an ongoing basis So that I can improve performance, address issues promptly, and foster professional growth		
BV: 50	**CP: 6**	
Acceptance criteria: Feedback mechanism supports real-time feedback exchange and documentation		

User story No: US015	**Tasks:** Establish performance improvement plans	**Priority:** High
Value statement: As a manager I want to create performance improvement plans for employees who are struggling to meet goals So that I can provide targeted support, resources, and interventions to help them succeed		
BV: 50	**CP: 8**	
Acceptance criteria: Improvement plans are documented, actionable, and monitored regularly		

User story No: US016	**Tasks:** Conduct employee engagement surveys	**Priority:** High
Value statement: As an HR manager I want to administer regular employee engagement surveys		

So that I can identify drivers of engagement, measure progress over time, and implement initiatives to enhance employee satisfaction

BV: 50	CP: 8

Acceptance criteria:

Survey tool collects anonymous feedback and provides actionable insights

User story No: US017	**Tasks:** Monitor and track employee progress	**Priority:** High

Value statement:
As an executive
I want to access real-time performance data and metrics
So that I can make data-driven decisions, allocate resources effectively, and drive organizational success

BV: 500	CP: 8

Acceptance criteria:

Performance tracking system provides accurate and up-to-date information

User story No: US018	**Tasks:** Conduct performance calibration sessions	**Priority:** High

Value statement:
 As a senior leader
I want to facilitate calibration sessions to review and discuss performance ratings
So that I can ensure alignment with organizational goals, identify high performers, and address performance discrepancies

BV: 50	CP: 8

Acceptance criteria:

Calibration sessions are conducted regularly and documented appropriately

User story No: US019	**Tasks:** Implement goal alignment feature	**Priority:** High

Value statement:

As a team leader

I want to cascade organizational goals to team members and align individual goals accordingly

So that I can ensure that everyone is working towards common objectives and driving collective success

BV: 100	CP: 5

Acceptance criteria:

Goal alignment feature allows for clear visibility and tracking of goal cascading process

User story No: US020	**Tasks:** Develop performance dashboard	**Priority:** High

Value statement:

As an executive

I want to access a comprehensive performance dashboard that displays key metrics and KPIs

So that I can quickly assess organizational performance, identify trends, and make informed decisions

BV: 50	CP: 8

Acceptance criteria:

Performance dashboard is intuitive, customizable, and provides real-time data visualization

Document 4: Agile PO Experience

The Product Owner (PO) plays a pivotal role in driving the success of a project by envisioning the product based on domain/industry experience and market needs. The responsibilities of a PO in a project encompass various crucial tasks:

Market Analysis:

- Analyzing market needs and demands
- Assessing the availability of similar products in the market

Enterprise Analysis:

- Conducting due diligence on the market opportunity

Product Vision and Roadmap:

- Crafting a product vision aligned with the needs analysis
- Developing a product roadmap outlining high-level features and timeline

Managing Product Features:

- Addressing stakeholder expectations and prioritizing needs
- Prioritizing epics, stories, and features based on criticality and ROI considerations

Managing Product Backlog:

- Prioritizing user stories
- Reprioritizing based on stakeholder feedback
- Planning epics

Managing Overall Iteration Progress:

- Reviewing sprint progress
- Adjusting sprint and epic priorities as necessary
- Conducting sprint retrospectives with Business Analysts

Through my experience in this project, I have gained valuable insights into facilitating various sprint meetings, including:

- Sprint planning meetings
- Daily scrum meetings
- Sprint review meetings
- Sprint retrospective meetings
- Backlog refinement meetings

Additionally, I have learned the intricacies of crafting user stories, which include:

- Assigning a unique story number
- Defining specific tasks
- Establishing priority levels
- Outlining acceptance criteria
- Identifying business value (BV) and complexity points (CP)
- In Scrum, a product owner serves as the liaison between multiple areas of an organization. This person communicates with business stakeholders and collaborates closely with Scrum teams to keep all areas of the business informed on a project's development.
- The product owner develops a vision of a product's function and operation, which in turn allows this Scrum team member to define product features and break those features into product backlog items.

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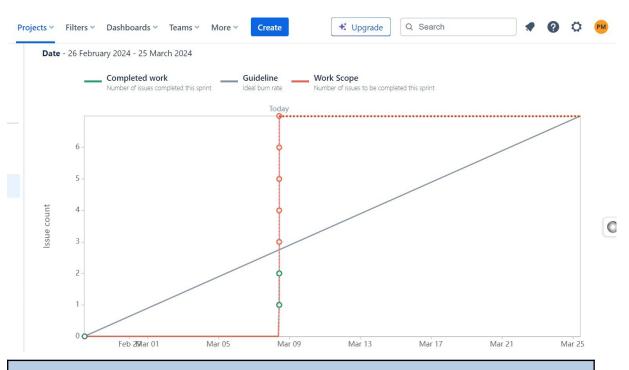
Product backlog:

User Story ID	User Story	Tasks	Priority	BV	CP	Sprint

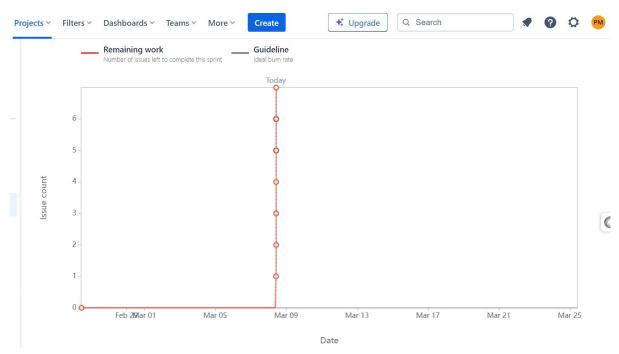|						
US001	As a user, I want to create an account	Design UI, Implement backend logic	High	8	5	Sprint 1
US002	As a user, I want to log in to my account	Design UI, Implement authentication	High	7	4	Sprint 1
US003	As a user, I want to view my profile	Design UI, Fetch user data	Medium	5	3	Sprint 2
US004	As a user, I want to update my profile	Design UI, Update user data	Medium	6	3	Sprint 2
US005	As a user, I want to search for products	Design UI, Implement search feature	High	8	5	Sprint 3
US006	As a user, I want to add products to my cart	Design UI, Update cart functionality	High	7	4	Sprint 3
US007	As a user, I want to view my cart	Design UI, Fetch cart data	Medium	5	3	Sprint 4
US008	As a user, I want to proceed to checkout	Design UI, Implement checkout process	High	8	5	Sprint 4
US009	As a user, I want to make payment	Design UI, Integrate payment gateway	High	9	5	Sprint 5
US010	As a user, I want to receive order confirmation	Design UI, Send confirmation email	Medium	6	3	Sprint 5

Sprint backlog:

User Story ID	User Story	Tasks	Owner	Status	Estimated Effort
US001	As a user, I want to create an account	Design UI, Implement backend	John	Pending	5
US002	As a user, I want to log in to my account	Design UI, Implement auth	Sarah	In Progress	6
US003	As a user, I want to view my profile	Design UI, Fetch user data	Alex	Completed	3
US004	As a user, I want to update my profile	Design UI, Update user data	John	In Progress	4
US005	As a user, I want to search for products	Design UI, Implement search	Sarah	Pending	5
US006	As a user, I want to add products to my cart	Design UI, Update cart	Alex	In Progress	6
US007	As a user, I want to view my cart	Design UI, Fetch cart data	John	Completed	3
US008	As a user, I want to proceed to checkout	Design UI, Implement checkout	Sarah	Pending	5
US009	As a user, I want to make payment	Design UI, Integrate payment	Alex	In Progress	7
US010	As a user, I want to receive order confirmation	Design UI, Send confirmation	John	Pending	4

Sprint Burndown Chart

Backlog ID	User Stories	Initial Estimate	10-Mar	11-Mar	12-Mar	13-Mar	16-Mar	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar
		Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
223	Feature 1	6			1			1				
224	Feature 2	4	2		2		5	1		-3		
225	Feature 3	8			1				4		3	
226	Feature 4	3				2						2
227	Feature 5	9			3			1				
Remaining Effort		30	28	28	22	19	14	11	7	10	7	5
Ideal Trend		30	27	24	21	18	15	12	9	6	3	0

Projects ⌄ Filters ⌄ Dashboards ⌄ Teams ⌄ More ⌄   Create   ✦ Upgrade   Q Search

Date - 26 February 2024 - 25 March 2024

Completed work Number of issues completed this sprint   **Guideline** Ideal burn rate   **Work Scope** Number of issues to be completed this sprint

Product Burndown Chart

Backlog ID	User Stories	Initial Estimate	20-Aug	21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug	28-Aug	29-Aug

		Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
111	Feature 1	2						1				
112	Feature 2	4	1				2	1		-1		
113	Feature 3	1				1			4		1	
114	Feature 4	3				1					1	1
115	Feature 5	6			2			1				
Remaining Effort		16	15	15	13	11	9	6	2	3	1	0
Ideal Trend		16	14.4	12.8	11.2	9.6	8	6.4	4.8	3.2	1.6	0

Topic	Presenter	Time allotted
Sprint Review	John	30 minutes
Backlog Refinement	Sarah	20 minutes
Sprint Planning	Alice	40 minutes

Other Information

Observers	Resources	Special Notes
Marketing Team	Projector	N/A
HR Department	Whiteboard	Ensure all HR-related decisions are documented.

Quality Assurance	Flip charts	Record all identified defects and their resolutions.
Operations Team	Laptop	Ensure operational processes are clearly outlined.
Finance Department	Printer	Keep track of budget allocations and expenditures.

Sprint review meeting

Date	2024-04-20
Time	10:00AM
Location	Conference Room A
Prepared By	Anshu Pal
Attendees	Development Team, Product Owner, Stakeholders

Sprint status	Things to demo	Quick updates	What's next
Completed all user stories.	New dashboard feature, Updated UI components	Completed backend integration, Resolved bugs	Plan next sprint, Review feedback from stakeholders

Sprint retrospective meeting

Date	2024-04-23
Time	10:00AM
Location	Conference Room A
Prepared By	Anshu Pal
Attendees	Scrum Master, Development Team

Agenda	What went well	What didn't go well	Questions	Reference
Review backlog	Completed all user stories	Delay in QA testing	When can QA start testing?	Sprint 3
Demo new features	Positive feedback from stakeholders	Issues with integration	How can we improve integration?	Sprint 3
Discuss next sprint goals	Clear understanding of next steps	Scope creep observed	How can we manage scope better?	Sprint 3

Daily Stand-up meeting

Question	Name/Role	Week
What did you do yesterday?	Developer 1 (Parimal)	Monday: Worked on implementing user authentication feature.
	Developer 2 (Jane Smith)	Monday: Fixed a bug related to database connectivity.
	Developer 3 (Michael Lee)	Monday: Reviewed pull requests and provided feedback.
What will you do today?	Developer 1 (Parimal)	Tuesday: Continue working on user authentication.
	Developer 2 (Jane Smith)	Tuesday: Start working on frontend UI enhancements.
	Developer 3 (Michael Lee)	Tuesday: Conduct code refactoring for performance optimization.
What (if any) is blocking your progress?	Developer 1 (Parimal)	Wednesday: Waiting for approval on design changes.
	Developer 2 (Jane Smith)	Wednesday: Need clarification on UI/UX requirements.
	Developer 3 (Michael Lee)	Wednesday: Facing technical issues with third-party library integration.