Question 1 – write Agile Manifesto?

Answer -

The Agile Manifesto is a guiding framework for agile software development. It consists of four core values and twelve principles.

Four Core Values of Agile Manifesto:

1. Individuals and interactions over processes and tools
   1. Emphasis is placed on people and how they collaborate to solve problems rather than relying solely on tools or rigid processes.
2. Working software over comprehensive documentation
   1. Deliver functional, high-quality software that meets customer needs instead of over-focusing on extensive documentation.
3. Customer collaboration over contract negotiation
   1. Foster a strong partnership with customers to ensure their feedback shapes the product, rather than relying solely on predefined contracts.
4. Responding to change over following a plan
   1. Be flexible and adaptable to evolving requirements rather than sticking to a rigid plan.

Twelve Principles of Agile Manifesto:

1. Customer satisfaction through early and continuous delivery of valuable software.
   1. Deliver working features frequently to satisfy client needs.
2. Welcome changing requirements, even late in development.
   1. Adapt to changes to maintain competitive advantages.
3. Deliver working software frequently, with a preference for a shorter timescale.
   1. Frequent iterations keep feedback cycles short.
4. Business people and developers must work together daily throughout the project.
   1. Encourage collaboration between all stakeholders.
5. Build projects around motivated individuals. Give them the environment and support they need and trust them to get the job done.
   1. Trust the team to deliver value effectively.
6. The most efficient and effective method of conveying information is face-to-face conversation.
   1. Direct communication ensures clear understanding.
7. Working software is the primary measure of progress.
   1. Focus on delivering functional software rather than other metrics.
8. Agile processes promote sustainable development. The sponsors, developers, and users should be able to maintain a constant pace indefinitely.
   1. Avoid burnout and ensure long-term productivity.
9. Continuous attention to technical excellence and good design enhances agility.
   1. Deliver quality solutions that are maintainable and scalable.
10. Simplicity—the art of maximizing the amount of work not done—is essential.
    1. Focus on what truly matters and avoid unnecessary work.
11. The best architectures, requirements, and designs emerge from self-organizing teams.
    1. Empower teams to take ownership of the project.
12. At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behavior accordingly (Inspect and Adapt).
    1. Continuous improvement through retrospectives.

Question 2 – User Stories- Acceptance Criteria-BV-CP .

Write minimum 40 User stories and their Acceptance Criteria along with their BV and CP

Answer -

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| --- | --- | --- |
| User Story No: 01 | Tasks: 02 | Priority: High |
| AS ADMIN I WANT TO MANAGE REGIONAL ADMIN ACCOUNTS, SO THAT I CAN EFFICIENTLY HANDLE OPERATIONS. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  Add, update, or delete regional admins.  View all regional admin details.  Notify regional admins upon changes. | | |

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| User Story No: 02 | Tasks: 03 | Priority: High |
| AS ADMIN  I WANT TO APPROVE OR REJECT RESTAURANT REGISTRATION REQUESTS,  SO THAT ONLY VERIFIED RESTAURANTS CAN JOIN. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  View pending registration requests.  Approve or reject requests with reasoning.  Notify restaurants of the decision. | | |

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| User Story No: 03 | Tasks: 02 | Priority: Medium |
| AS ADMIN  I WANT TO VIEW CUSTOMER FEEDBACK REPORTS,  SO THAT I CAN IMPROVE USER EXPERIENCE. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  Generate feedback summary reports by category.  View individual feedback records.  Export feedback data in Excel or PDF. | | |

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| User Story No: 04 | Tasks: 02 | Priority: Medium |
| AS ADMIN  I WANT TO RESOLVE ESCALATED ISSUES,  SO THAT CRITICAL PROBLEMS ARE ADDRESSED PROMPTLY. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  View a prioritized list of escalated issues.  Assign issues to regional admins or resolve them.  Update issue status once resolved. | | |

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| User Story No: 05 | Tasks: 02 | Priority: Medium |
| AS ADMIN  I WANT TO MANAGE PLATFORM NOTIFICATIONS,  SO THAT USERS ARE INFORMED OF UPDATES. | | |
| BV: 50 | | CP: 02 |
| Acceptance Criteria :  Create and schedule notifications.  Notify specific user groups (e.g., customers, delivery personnel).  Monitor notification delivery status. | | |

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| User Story No: 06 | Tasks: 02 | Priority: High |
| AS REGIONAL ADMIN  I WANT TO ASSIGN DELIVERY BOYS TO ORDERS,  SO THAT ORDERS CAN BE DELIVERED PROMPTLY. | | |
| BV: 20 | | CP: 03 |
| Acceptance Criteria :  View list of available delivery personnel.  Assign delivery personnel to pending orders.  Notify assigned personnel of new tasks. | | |

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| User Story No: 07 | Tasks: 02 | Priority: High |
| AS REGIONAL ADMIN  I WANT TO MONITOR DELIVERY PERFORMANCE,  SO THAT I CAN IDENTIFY AND IMPROVE ISSUES. | | |
| BV: 50 | | CP: 03 |
| Acceptance Criteria :  View performance metrics for delivery personnel.  Identify delivery delays or customer complaints.  Export performance data for analysis. | | |

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| User Story No: 08 | Tasks: 02 | Priority: Medium |
| AS REGIONAL ADMIN  I WANT TO VIEW RESTAURANT REVENUE REPORTS,  SO THAT I CAN ANALYZE BUSINESS PERFORMANCE. | | |
| BV: 50 | | CP: 03 |
| Acceptance Criteria :  Generate revenue reports for each restaurant.  Compare performance across multiple restaurants.  Export reports in Excel or PDF format. | | |

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| User Story No: 09 | Tasks: 02 | Priority: Medium |
| AS REGIONAL ADMIN  I WANT TO RESOLVE LOCAL ISSUES RAISED BY CUSTOMERS,  SO THAT CUSTOMER SATISFACTION CAN BE MAINTAINED. | | |
| BV: 50 | | CP: 03 |
| Acceptance Criteria :  View and categorize customer issues.  Communicate resolution steps to customers.  Mark issues as resolved once completed. | | |

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| User Story No: 10 | Tasks: 02 | Priority: Medium |
| AS REGIONAL ADMIN  I WANT TO MANAGE REGIONAL PROMOTIONS,  SO THAT CUSTOMER ENGAGEMENT CAN BE INCREASED. | | |
| BV: 20 | | CP: 02 |
| Acceptance Criteria :  Create region-specific promotional campaigns.  Notify customers of active promotions.  Track the success of campaigns. | | |

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| User Story No: 11 | Tasks: 02 | Priority: High |
| AS CUSTOMER  I WANT TO SEARCH FOR RESTAURANTS,  SO THAT I CAN ORDER FOOD OF MY CHOICE. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria : Search restaurants by name, cuisine, or location.  View restaurant menus and ratings.  Add items to the cart. | | |

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| User Story No: 12 | Tasks: 02 | Priority: High |
| AS CUSTOMER  I WANT TO TRACK MY ORDER IN REAL-TIME,  SO THAT I CAN KNOW ITS STATUS. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  View real-time order location on a map.  Receive notifications for order status updates.  Provide feedback after delivery. | | |

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| User Story No: 13 | Tasks: 02 | Priority: Medium |
| AS CUSTOMER  I WANT TO PROVIDE FEEDBACK FOR MY ORDER,  SO THAT I CAN SHARE MY EXPERIENCE. | | |
| BV: 50 | | CP: 02 |
| Acceptance Criteria :  Rate the delivery experience on a scale of 1-5.  Write comments about the food or delivery.  Submit feedback and view it in the order history. | | |

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| User Story No: 14 | Tasks: 02 | Priority: Medium |
| AS CUSTOMER  I WANT TO CANCEL MY ORDER BEFORE IT IS DISPATCHED,  SO THAT I CAN AVOID UNNECESSARY CHARGES. | | |
| BV: 50 | | CP: 03 |
| Acceptance Criteria :  View cancellation option for active orders.  Confirm cancellation request.  Receive a refund notification if applicable. | | |

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| User Story No: 15 | Tasks: 02 | Priority: Low |
| AS CUSTOMER  I WANT TO SAVE MY FAVORITE RESTAURANTS,  SO THAT I CAN QUICKLY PLACE FUTURE ORDERS. | | |
| BV: 20 | | CP: 02 |
| Acceptance Criteria :  Mark restaurants as favorites.  View a list of favorite restaurants.  Remove restaurants from the favorites list. | | |

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| User Story No: 16 | Tasks: 02 | Priority: High |
| AS RESTAURANT  I WANT TO MANAGE MY MENU,  SO THAT CUSTOMERS CAN ORDER FOOD ACCURATELY. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  Add, update, or delete menu items.  Specify prices, descriptions, and availability.  Notify customers of menu changes. | | |

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| User Story No: 17 | Tasks: 02 | Priority: High |
| AS RESTAURANT  I WANT TO TRACK MY ORDERS,  SO THAT I CAN PREPARE AND DISPATCH THEM ON TIME. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  View a list of pending and completed orders.  Update order preparation status.  Notify delivery personnel when orders are ready. | | |

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| User Story No: 18 | Tasks: 02 | Priority: Medium |
| AS RESTAURANT  I WANT TO VIEW CUSTOMER FEEDBACK,  SO THAT I CAN IMPROVE SERVICE QUALITY. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  Access feedback for individual orders.  Generate a summary of feedback trends.  Export feedback data for analysis. | | |

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| User Story No: 19 | Tasks: 02 | Priority: Medium |
| AS RESTAURANT  I WANT TO RESOLVE CUSTOMER ISSUES,  SO THAT I CAN MAINTAIN A GOOD REPUTATION. | | |
| BV: 20 | | CP: 02 |
| Acceptance Criteria :  View a list of customer complaints.  Communicate directly with affected customers.  Mark complaints as resolved once addressed. | | |

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| User Story No: 20 | Tasks: 02 | Priority: Medium |
| AS RESTAURANT  I WANT TO VIEW MY SALES REPORTS,  SO THAT I CAN ANALYZE MY BUSINESS PERFORMANCE. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  Generate daily, weekly, and monthly sales reports.  Compare sales trends over time.  Export reports in Excel or PDF format. | | |

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| User Story No: 21 | Tasks: 02 | Priority: High |
| AS DELIVERY BOY  I WANT TO VIEW ASSIGNED ORDERS,  SO THAT I CAN DELIVER THEM ON TIME. | | |
| BV: 500 | | CP: 03 |
| Acceptance Criteria :  View a list of active and completed deliveries.  Access customer details and order location.  Update delivery status upon completion. | | |

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| User Story No: 22 | Tasks: 02 | Priority: Medium |
| AS DELIVERY BOY  I WANT TO RAISE ISSUES REGARDING DELIVERIES,  SO THAT I CAN RESOLVE THEM QUICKLY. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  Report issues such as incorrect addresses or payment discrepancies.  Communicate with regional admins for resolution.  Mark issues as resolved once addressed. | | |

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| User Story No: 23 | Tasks: 02 | Priority: Medium |
| AS DELIVERY BOY  I WANT TO VIEW MY PAYMENT HISTORY,  SO THAT I CAN TRACK MY EARNINGS. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  Access a summary of completed deliveries.  View payment details for each delivery.  Export payment history for record-keeping. | | |

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| User Story No: 24 | Tasks: 02 | Priority: Low |
| AS DELIVERY BOY  I WANT TO VIEW CUSTOMER RATINGS,  SO THAT I CAN IMPROVE MY SERVICE. | | |
| BV: 13 | | CP: 02 |
| Acceptance Criteria :  Access ratings and comments for completed deliveries.  Identify areas for improvement.  Communicate feedback to regional admins if necessary. | | |

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| User Story No: 25 | Tasks: 02 | Priority: Low |
| AS DELIVERY BOY  I WANT TO RECEIVE DELIVERY ROUTE OPTIMIZATIONS,  SO THAT I CAN COMPLETE DELIVERIES QUICKLY. | | |
| BV: 50 | | CP: 02 |
| Acceptance Criteria :  Receive optimized routes for each delivery.  Access real-time navigation assistance.  Update delivery status upon reaching the destination. | | |

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| User Story No: 26 | Tasks: 02 | Priority: High |
| AS BUSINESS OWNER  I WANT TO VIEW OVERALL PLATFORM PERFORMANCE,  SO THAT I CAN MAKE STRATEGIC DECISIONS. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  Access consolidated performance metrics.  Compare performance across regions.  Export data for strategic planning. | | |

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| User Story No: 27 | Tasks: 02 | Priority: High |
| AS BUSINESS OWNER  I WANT TO MONITOR PAYMENT TRANSACTIONS,  SO THAT I CAN ENSURE FINANCIAL TRANSPARENCY. | | |
| BV: 500 | | CP: 03 |
| Acceptance Criteria :  View payment summaries for all stakeholders.  Access details of individual transactions.  Export payment data for auditing purposes. | | |

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| User Story No: 28 | Tasks: 02 | Priority: Medium |
| AS BUSINESS OWNER  I WANT TO VIEW CUSTOMER ENGAGEMENT METRICS,  SO THAT I CAN IDENTIFY GROWTH OPPORTUNITIES. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  Track metrics such as active users, order frequency, and retention rates.  Generate reports for customer engagement trends.  Export data for further analysis. | | |

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| User Story No: 29 | Tasks: 02 | Priority: Medium |
| AS BUSINESS OWNER  I WANT TO IDENTIFY TOP-PERFORMING REGIONS,  SO THAT I CAN INVEST IN GROWTH OPPORTUNITIES. | | |
| BV: 20 | | CP: 03 |
| Acceptance Criteria :  Generate performance reports by region.  Compare metrics such as revenue, customer satisfaction, and delivery efficiency.  Export regional performance data for review. | | |

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| User Story No: 30 | Tasks: 02 | Priority: Medium |
| AS BUSINESS OWNER  I WANT TO RECEIVE ALERTS FOR CRITICAL ISSUES,  SO THAT I CAN ADDRESS THEM IMMEDIATELY. | | |
| BV: 10 | | CP: 01 |
| Acceptance Criteria :  Receive alerts for issues such as platform outages or high-priority complaints.  Access a summary of ongoing issues.  Assign tasks to relevant stakeholders for resolution. | | |

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| User Story No: 31 | Tasks: 02 | Priority: High |
| AS A PLATFORM USER  I WANT TO LOGIN SECURELY,  SO THAT MY ACCOUNT REMAINS SAFE. | | |
| BV: 100 | | CP: 05 |
| Acceptance Criteria :  Implement multi-factor authentication.  Provide password reset functionality.  Notify users of suspicious login attempts. | | |

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| User Story No: 32 | Tasks: 02 | Priority: High |
| AS A PLATFORM USER  I WANT TO UPDATE MY PROFILE DETAILS,  SO THAT MY INFORMATION REMAINS ACCURATE. | | |
| BV: 50 | | CP: 08 |
| Acceptance Criteria :  Edit personal details such as name, email, and address.  Save changes with confirmation notifications.  Access profile update history if needed. | | |

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| User Story No: 33 | Tasks: 02 | Priority: Medium |
| AS A PLATFORM USER  I WANT TO REPORT TECHNICAL ISSUES,  SO THAT THEY CAN BE FIXED PROMPTLY. | | |
| BV: 50 | | CP: 05 |
| Acceptance Criteria :  Submit technical issues with descriptions and screenshots.  Receive confirmation of issue submission.  Track issue resolution status. | | |

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| User Story No: 34 | Tasks: 02 | Priority: Medium |
| AS A PLATFORM USER  I WANT TO RECEIVE PLATFORM UPDATES,  SO THAT I AM INFORMED OF NEW FEATURES. | | |
| BV: 20 | | CP: 08 |
| Acceptance Criteria :  Receive notifications for updates via email or in-app messages.  Access a summary of new features or changes.  Provide feedback on updates if necessary. | | |

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| User Story No: 35 | Tasks: 02 | Priority: Medium |
| AS A PLATFORM USER  I WANT TO ACCESS A HELP CENTER,  SO THAT I CAN RESOLVE COMMON ISSUES. | | |
| BV: 500 | | CP: 20 |
| Acceptance Criteria :  Browse a knowledge base with categorized articles.  Search for specific topics or issues.  Contact support if further assistance is needed. | | |

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| User Story No: 36 | Tasks: 03 | Priority: High |
| AS ADMIN  I WANT TO AUTOMATE DAILY BACKUPS,  SO THAT DATA LOSS CAN BE MINIMIZED. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  Schedule daily backups of all databases.  Notify admins of successful or failed backups.  Restore backup data easily in case of an issue. | | |

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| User Story No: 37 | Tasks: 02 | Priority: Medium |
| AS REGIONAL ADMIN  I WANT TO ACCESS DELIVERY PERSON AVAILABILITY DATA,  SO THAT I CAN PLAN RESOURCE ALLOCATION EFFECTIVELY. | | |
| BV: 20 | | CP: 40 |
| Acceptance Criteria :  View available and unavailable delivery personnel.  Update personnel availability manually if needed.  Receive alerts when resources are below threshold. | | |

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| User Story No: 38 | Tasks: 02 | Priority: Medium |
| AS RESTAURANT I WANT TO SET HOLIDAY HOURS, SO THAT CUSTOMERS KNOW WHEN MY SERVICE IS AVAILABLE. | | |
| BV: 20 | | CP: 02 |
| Acceptance Criteria :  Specify holiday hours or temporary closures.  Notify customers of availability changes.  Automatically update restaurant listings. | | |

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| User Story No: 39 | Tasks: 02 | Priority: Medium |
| AS DELIVERY BOY I WANT TO RECEIVE EMERGENCY SUPPORT CONTACTS, SO THAT I CAN HANDLE UNEXPECTED SITUATIONS EFFECTIVELY. | | |
| BV: 50 | | CP: 03 |
| Acceptance Criteria :  Access emergency support numbers directly in the app.  Submit reports for incidents requiring assistance.  Receive immediate confirmation of support requests. | | |

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| User Story No: 40 | Tasks: 02 | Priority: High |
| AS BUSINESS OWNER I WANT TO INTEGRATE THIRD-PARTY PAYMENT GATEWAYS, SO THAT CUSTOMERS HAVE FLEXIBLE PAYMENT OPTIONS. | | |
| BV: 100 | | CP: 03 |
| Acceptance Criteria :  Add and manage multiple payment gateways.  Monitor transaction success rates for each gateway.  Notify customers of failed transactions with retry options. | | |

Question 3– What is epic? Write 2 epics

Marks Business Value and Complexity Points.

Answer -

An Epic is a large body of work in Agile methodology that can be broken down into multiple user stories. It represents a high-level objective or functionality that provides value to the business and stakeholders. Epics are used to organize related user stories and align them with the product vision and goals.

"Business Value and Complexity Points" refers to a method used in project management to assess and prioritize initiatives based on their potential positive impact on a business "Business Value" alongside the level of difficulty or technical challenges involved in implementing them "Complexity Points"

Epic 1: Seamless Customer Ordering Experience

Description:  
As a customer, I want a hassle-free experience for searching, ordering, paying, and tracking my food orders to ensure convenience and satisfaction.

User Stories Included:

1. Customer registration and login functionality.
2. Search and view restaurants based on location, cuisine, or ratings.
3. View detailed restaurant menus with pricing and customization options.
4. Place orders and make payments through multiple payment gateways.
5. Real-time tracking of food delivery status.
6. Provide feedback and ratings for restaurants and delivery services.

Business Value (BV): 100  
Complexity Points (CP): 15

Epic 2: Efficient Delivery Management

Description:  
As a delivery boy, I want an intuitive system for managing orders and updating delivery statuses to ensure timely and efficient food delivery services.

User Stories Included:

1. Delivery boy registration and verification by the regional admin.
2. View assigned orders and accept/reject them based on availability.
3. Update the status of orders (e.g., picked up, out for delivery, delivered).
4. Raise issues related to delivery challenges or customer problems.
5. View delivery reports and revenue generated.
6. Receive customer feedback and manage payments (COD or online).

Business Value (BV): 85  
Complexity Points (CP): 12

Question 4 –What is the difference between BV and CP

Product Backlog ,Your User stories will go into Product Back log

Answer -

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| Aspect | Business Value (BV) | Complexity Points (CP) |
| Definition | BV represents how important a feature (user story) is to the business or client. | CP (or Story Points) represent the effort, complexity, and time required to develop a feature. |
| Who Estimates? | Stakeholders or Clients | Scrum Developers |
| Purpose | To prioritize user stories based on their value to the business. | To understand the development effort needed for a user story. |
| Scale/Unit | Estimated using Scrum currency notes (e.g., Rs 1000, Rs 500). | Estimated using Poker cards (e.g., 1, 2, 3, 5, 8, 13, etc.). |
| Considerations | Considers customer needs, market demand, and business impact. | Considers technical challenges, dependencies, and time required for coding. |
| Impact on Prioritization | Features with higher BV are given higher priority in the product backlog. | CP helps allocate development effort and sprint planning. |

The Product Backlog is a prioritized list of user stories, features, or tasks that need to be developed to meet the product vision. It evolves throughout the project lifecycle and is managed by the Product Owner. user stories are prioritized in the Product Backlog based on their BV and refined further during Sprint Planning.

Question 5 –Explain about Sprint.

Answer -

A **Sprint** is a time-boxed period (usually 1-4 weeks) within which a specific set of tasks or features is completed and made ready for review. It is the fundamental building block of the **Scrum framework**, allowing teams to deliver incremental progress towards the product goal. Each Sprint ensures continuous delivery of value and enables regular feedback from stakeholders.

**Key Characteristics of a Sprint:**

1. **Time-Boxed**:
   1. A Sprint has a fixed duration, typically between **1 to 4 weeks**. Once defined, the duration remains constant throughout the project.
2. **Sprint Goal**:
   1. Each Sprint has a clear **goal** that defines what needs to be achieved by the end of the Sprint. It aligns with the product vision and stakeholder priorities.
3. **Increment**:
   1. At the end of the Sprint, the team delivers a **working increment** of the product that adds value and meets the "Definition of Done" (DoD).
4. **No Changes Allowed During the Sprint**:
   1. Once the Sprint begins, the scope is locked. If new changes are required, they are added to the Product Backlog and addressed in a future Sprint.
5. **Inspect and Adapt**:
   1. The Sprint provides an opportunity to inspect the progress and adapt based on feedback during the **Sprint Review** and **Sprint Retrospective**.

**Sprint Workflow:**

1. **Sprint Planning**:
   1. The team collaboratively selects **Product Backlog Items (PBIs)** to work on during the Sprint.
   2. The Sprint Goal is defined.
   3. Tasks are broken down, and estimates (e.g., CP/Story Points) are assigned.
2. **Daily Scrum (Standup)**:
   1. A short daily meeting (15 minutes) where team members discuss:
      1. What they did yesterday.
      2. What they plan to do today.
      3. Any roadblocks they’re facing.
3. **Sprint Execution**:
   1. The development team works on the selected tasks, ensuring they meet the **DoD**.
4. **Sprint Review**:
   1. At the end of the Sprint, the team presents the **completed increment** to stakeholders for feedback.
5. **Sprint Retrospective**:
   1. The team reflects on what went well, what didn’t, and how to improve in the next Sprint.

Question 6 – Explain Product backlog and sprint back log

Answer -

Product Backlog -

The product backlog is a list that compiles all the tasks and user stories that must be done to complete the whole project. But it’s not just a simple task list.An effective product backlog breaks down each of the backlog items into a series of steps that help the development team.The product backlog is very important forproduct management, the implementation of agile and it’s also one of the seven scrum artifacts, which shape the scrum methodology.But even if it’s been planned out, the product backlog is not set in stone. Like most aspects of agile project management, there are going to change. Flexibility is crucial.The product backlog shows project tasks anduser stories, as well as their deadline, who’s assigned to complete them, their priority level and percent complete. Managers caneasily drag and drop these tasks to refine the product backlog. In addition, Project Manager also allows team members to interact in real time.

Sprint backlog :

The sprint backlog is a subset of the product backlog. The sprint backlog comes from the product backlog, but it contains only the product backlog items that can be completedduring each agile sprint. Think of it as the marching orders for the team as they go off on their short sprint.The complexity of the project will determine the sprint backlog, but overall the idea is to dedicate the team only to those tasks that can be completed during the sprint. Ofcourse, if it is a complex project the sprint backlog can also grow in complexity and length.Unlike the product backlog, though, the sprint backlog is unchanged during the period of the sprint. It can be changed, but only during thesprint planning meeting. Onceagreed upon, the items and steps to complete them are frozen for the length of the sprint.

Question 7 – What is impediments log? write 2 impediments.

Answer -

In terms of Scrum, they are “blockers” that prevent the Scrum Team from completing work, which in return impacts velocity of completing the tasks on given deadline. Anything that prohibits the team from doing work is considered an impediment. Impediments are hurdles or obstacles and these are recorded in Impediment Logs. They are “blockers” preventing the Scrum Team from completing work and should be included within impediment logs. All challenges faced by the team will be logged in the impediments log.

Below are few examples of the Impediments -

1. A sick team member
2. Lack of system knowledge
3. lack of management support

Question 8 – Explain Velocity of the Team.

Answer -

According to Scrum, Inc., team velocity is a “measure of the amount of work a team can tackle during a single sprint and is the key metric in Scrum”. When you complete sprint, you'll total the points for all fully completed user stories and over time find the average number of points you complete per sprint. Velocity – How many Complexity Points is covered in this sprint.

**Velocity** is a key metric in Scrum that measures the **amount of work** a team completes in a Sprint. It is calculated by adding up the total **Complexity Points (CP)** (also called **Story Points**) of all the user stories completed in a Sprint.

For example, if the team completes the following user stories in a Sprint:

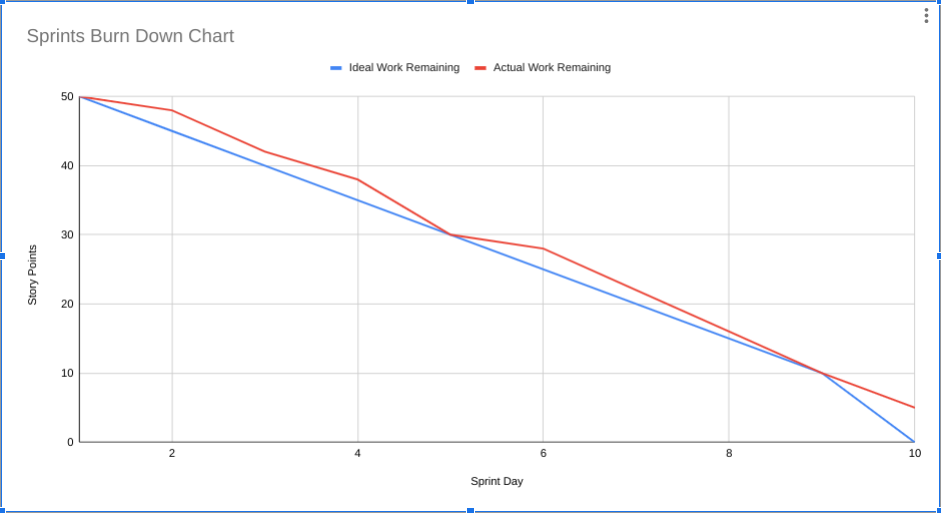
* **User Story 1:** 5 CP
* **User Story 2:** 8 CP
* **User Story 3:** 3 CP
* **User Story 4:** 2 CP

Then, the **Sprint Velocity** = **5 + 8 + 3 + 2 = 18 CP**

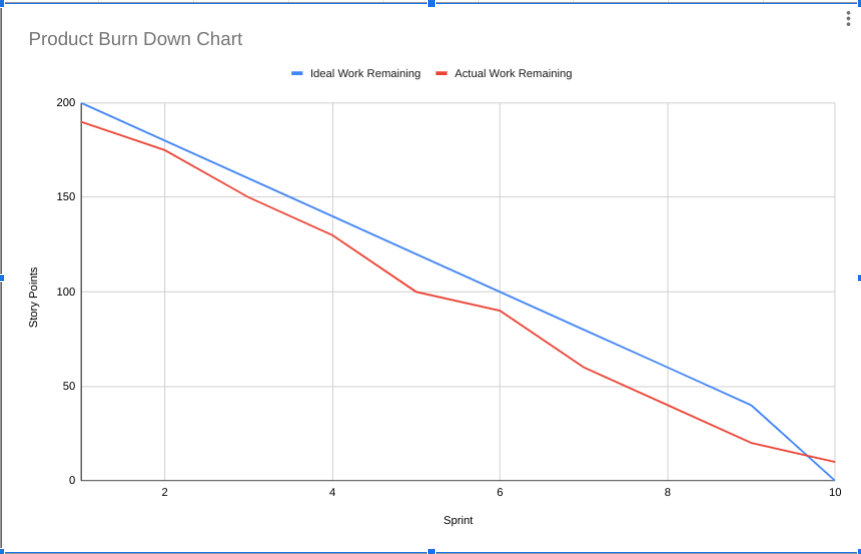
Question 9 – Draw Sprint Burn Charts and Product Burn Down Charts

Answer -

Sprint Burn Chart



Product Burn Down Chart



Question 10 – Explain about Product Grooming

Answer -

Product Grooming, also known as Backlog Refinement, is a continuous process in Agile Scrum where the Product Owner and the Scrum Team refine the Product Backlog to ensure the highest-priority items are ready for development in the upcoming sprints.

Purpose of Product Grooming -

1. Prioritization: Ensures that the most valuable and high-impact features are developed first.
2. Clarity: Helps the development team understand the requirements and expectations.
3. Breaking Down User Stories: Large user stories (Epics) are broken into smaller, manageable tasks.
4. Estimation: Assigns effort estimates (Story Points) for better sprint planning.
5. Dependency Identification: Identifies and resolves potential blockers before sprint planning.

Question 11 – Explain the roles of Scrum Master and Product Owner

Answer -

**Scrum Master**

The **Scrum Master** is responsible for ensuring that the Scrum team follows Agile principles and facilitates the Scrum process. They act as a **servant leader** and remove impediments to the team’s progress.

**Key Responsibilities:**

* **Facilitator:** Organizes and moderates Scrum ceremonies (Sprint Planning, Daily Stand-ups, Sprint Review, and Sprint Retrospective).
* **Coach & Mentor:** Guides the team on Agile best practices and Scrum principles.
* **Impediment Remover:** Identifies and eliminates obstacles that slow down development.
* **Process Enforcer:** Ensures the team follows Scrum rules and helps improve productivity.
* **Shield for the Team:** Protects the team from external distractions and interruptions.
* **Collaboration Promoter:** Encourages communication between the development team, Product Owner, and stakeholders.

### **Product Owner**

The **Product Owner (PO)** represents the **business and stakeholders**, ensuring the development team works on features that provide maximum value to customers.

**Key Responsibilities:**

* **Backlog Management:** Defines and prioritizes the **Product Backlog** based on business value.
* **Stakeholder Communication:** Acts as a bridge between business stakeholders and the Scrum team.
* **User Story Creation:** Defines and refines user stories with acceptance criteria.
* **Prioritization:** Ensures the most valuable features are developed first.
* **Decision-Making:** Makes final decisions on what features should be included in a sprint.
* **Customer Focus:** Ensures that the product meets customer needs and expectations.

Question 12 – Explain all Meetings Conducted in Scrum Project

Answer -

Scrum follows an Agile framework, and Scrum Meetings (Ceremonies) are crucial for collaboration, progress tracking, and continuous improvement. There are five key meetings conducted in a Scrum project:

1. Sprint Planning Meeting -

🔹 Purpose: Plan the work for the upcoming sprint.  
🔹 Participants: Product Owner, Scrum Master, Development Team.  
🔹 Key Activities:

* Product Owner presents the Product Backlog and prioritizes user stories.
* Team discusses and selects stories based on capacity.
* Developers estimate story points and commit to completing them.
* Define the Sprint Goal and create a Sprint Backlog.  
  🔹 Timebox: Up to 8 hours for a 4-week sprint (Shorter for shorter sprints).

🔹 Example in Scrum Foods:

Choosing features like real-time order tracking and payment integration for the sprint.

2. Daily Scrum (Stand-up Meeting) -

🔹 Purpose: Sync up on daily progress and identify blockers.  
🔹 Participants: Development Team (Scrum Master facilitates).  
🔹 Key Activities:

* Each member answers three questions:
* What did I do yesterday?
* What will I do today?
* Any blockers?
* Identify dependencies and impediments early.  
  🔹 Timebox: 15 minutes (strictly time-bound).

🔹 Example in Scrum Foods:

A developer reports an issue with the restaurant menu API, and the team resolves it quickly.

3. Sprint Review -

🔹 Purpose: Showcase completed work to stakeholders and gather feedback.  
🔹 Participants: Product Owner, Scrum Master, Development Team, Stakeholders.  
🔹 Key Activities:

* Developers demonstrate completed features.
* Stakeholders provide feedback and suggest improvements.
* Product Owner updates the Product Backlog based on feedback.  
  🔹 Timebox: Up to 4 hours for a 4-week sprint.

🔹 Example in Scrum Foods:

Demonstrating the food order placement and tracking feature to stakeholders.

4. Sprint Retrospective

🔹 Purpose: Identify what went well and areas for improvement.  
🔹 Participants: Scrum Master, Development Team.  
🔹 Key Activities:

* Discuss:
* What went well in the sprint?
* What didn’t go well?
* What can we improve?
* Define actionable improvement steps for the next sprint.  
  🔹 Timebox: Up to 3 hours for a 4-week sprint.

🔹 Example in Scrum Foods:

The team identifies that testing took too long, so they decide to start testing earlier in the next sprint.

5. Backlog Refinement (Grooming Session) -

🔹 Purpose: Ensure the Product Backlog is updated, refined, and prioritized for upcoming sprints.  
🔹 Participants: Product Owner, Scrum Master, Development Team.  
🔹 Key Activities:

* Product Owner clarifies user stories.
* Developers estimate story points and discuss technical feasibility.
* Remove outdated or unnecessary backlog items.  
  🔹 Timebox: Ongoing process, typically 1-2 hours per sprint.

🔹 Example in Scrum Foods:

The Product Owner refines user stories for restaurant order cancellation and refund processing.

Question 13 – Explain Sprint Size and Scrum Size

Answer -

**1. Sprint Size**

Sprint size refers to the total amount of work that the development team commits to completing within a single sprint. It is measured in **Story Points (CP - Complexity Points)** and depends on the team's velocity and capacity.

🔹 **Factors Affecting Sprint Size:**

* **Team Capacity:** Availability of developers, testers, and other resources.
* **Velocity:** Average number of story points completed in previous sprints.
* **Sprint Duration:** Typically **1-4 weeks** (Standard is **2 weeks**).
* **Complexity of User Stories:** Some features may take longer to implement than others.
* If the Scrum team’s average velocity is **40 story points per sprint**, they will plan work worth **around 40 points** for the next sprint.

2. Scrum Size

Scrum size refers to the **overall project size** in terms of the total **effort required** to complete the entire product backlog. It is measured by summing up all the estimated story points in the project.

🔹 **How Scrum Size is Estimated:**

* **Total story points in the backlog** (e.g., 500 story points).
* **Estimated duration to complete the project** (based on velocity per sprint).
* **Number of Sprints Needed:**
  + If the team completes **40 points per sprint** and the total project size is **200 story points**, then divide story points with completed points we will get how much sprint completed.

Question 14 – Explain DOR and DOD

Answer -

**Definition of Ready (DoR) -**

The **Definition of Ready (DoR)** ensures that a **User Story or Product Backlog Item (PBI)** is fully prepared before the team starts working on it in a Sprint. It defines the minimum criteria a story must meet before being pulled into a sprint.

**Definition of Done (DoD) -**

The **Definition of Done (DoD)** is a **set of criteria** that must be met before a User Story or feature is considered **"Done"** and can be released. It ensures quality and completeness.

Question 15 – Explain Prioritization Techniques and MVP

Answer -

**Prioritization** techniques are used to rank and order the backlog items (user stories) in an Agile project, such as Scrum Foods. Here are some common techniques:

* **MoSCoW (Must-Have, Should-Have, Could-Have, Won't-Have):** This technique categorizes backlog items based on their importance. Must-Have items are essential for the product's core functionality, Should-Have items are important but not essential, Could-Have items are desirable but not critical, and Won't-Have items are deferred or out of scope for the current release.
* **Value vs. Complexity Matrix:** This technique plots backlog items on a graph with axes for business value and development complexity. Items with high value and low complexity are prioritized for development first.
* **Kano Model:** This technique categorizes features based on customer satisfaction. Must-Be features are basic expectations, Satisfiers increase satisfaction, and Delighters exceed expectations and create a positive emotional response.

**Minimum Viable Product (MVP)** is a core version of a product with just enough features to be usable by early customers and provide valuable feedback. The MVP is used to validate core product ideas and assumptions before investing significant time and resources in further development.

Question 16 – Difference between Business Analyst n Product Owner

Answer -

|  |  |  |
| --- | --- | --- |
| Feature | Business Analyst | Product Owner |
| **Focus** | Understanding and documenting business needs and requirements | Defining and maximizing the value of the product |
| **Primary Responsibility** | Eliciting, analyzing, and documenting requirements | Defining product vision, managing backlog, and making product decisions |
| **Decision-Making** | Provides recommendations | Makes final decisions about the product |
| **Scope** | Typically focuses on a specific project or initiative | Responsible for the entire product lifecycle |
| **Key Skills** | Requirements elicitation, analysis, documentation, communication, process improvement | Product strategy, vision, market analysis, customer understanding, prioritization, communication |

Question 17 – Prepare a sample Resume of 3yrs exp Product Owner

Answer -

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[linkedin.com/in/ankur-ganvir](https://www.linkedin.com/in/ankur-ganvir-147ba0161/)

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| **Work Experience** |

|  |  |
| --- | --- |
| **Senior Product Owner**  **Cognizant | Hyderabad** | **Nov 2021 - Present** |

* Defining the Product Vision & Strategy
* Managing the Product Backlog
* Prioritization & Stakeholder Communication
* Collaborating with the Development Team
* Sprint Planning & Execution
* Ensuring Customer-Centric Development
* Release Planning & Go-to-Market Readiness
* Continuous Improvement & Adaptation

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| **Project** |

|  |  |
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| **Google Maps India**  **Cognizant | Hyderabad** | **Nov 2021 - Present** |

* Clearly articulates the product vision and aligns it with business objectives.
* Works with stakeholders to define the long-term product roadmap.
* Creates, prioritizes, and maintains the product backlog.
* Ensures backlog items are well-defined, estimated, and refined.
* Prioritizes backlog items based on business value, market needs, and technical feasibility.
* Gather input from stakeholders (customers, business teams, executives, etc.).
* Communicates roadmap, priorities, and trade-offs effectively.
* Provides clear acceptance criteria and user stories.
* Answers team queries and provides clarifications during development.
* Ensures that the team understands customer needs and business objectives.
* Participates in sprint planning to define sprint goals.
* Reviews completed work during sprint reviews and provides feedback.
* Ensures deliverables meet the "Definition of Done" and are ready for release.
* Represents the voice of the customer throughout development.
* Conducts market research, gathers user feedback, and adapts the product accordingly.
* Works with marketing, sales, and customer support teams for smooth releases.
* Ensures proper documentation and training for internal teams.
* Adjusts backlog priorities based on changing business goals or customer feedback.
* Monitors key performance metrics and refines the product strategy accordingly

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| **Certification** |

* Career Essential in Business Analysis(Microsoft)
* Business Analyst Foundation(Linkedin)
* AWS cloud fundamentals(udemy)
* AWS Essentials(udemy)
* Linux for Devops(udemy)
* AWS Cloud Practitioner Certification(udemy)
* GITHUB Essentials(Udemy)
* ITSM certification (Cognizant Internal)

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| **Education** |

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| --- | --- |
| **HSC** - **Maharashtra State Board, Nagpur(Science)** | 2015 - 2016 |
| **Bachelor of Engineering(Computer Science and Engineering)**  - RTMNU Nagpur | 2016 - 2020 |
| **Masters of Business Administration(Business Analytics)**  - DY Patil University Pune | 2023 - Present |

|  |
| --- |
| **Skill** |

* GIT
* SQL
* AWS
* Linux
* MS Office
* Agile-Scrum
* Waterfall Methodologies
* Python Scripting