**Vidyalekha Application (School Management software)**

**Agile scrum**

**DOCUMENT – 1 - DOD: -**

|  |  |  |
| --- | --- | --- |
| **Story** | **Sprint** | **Release** |
| Assumptions of User Story met | Assumptions of the sprint met | Product release pre conditions met |
| Project builds without errors | Satisfied DOD for each user story in the sprint | Satisfied DOD for each sprint in the release |
| Unit tests written and passing | Configuration changes are documented | Project deployed on the test environment identical to production platform |
| Tests on devices/browsers listed in the project assumptions passed | Training video is uploaded | Training video is localised |
| Feature is tested against acceptance criteria | Security testing is complete | Release communications are sent |
| Feature ok-ed by Product Owner | Feature ok-ed by UX designer | All stakeholders signed off for the release |
| Peer Code Review performed | Legal review is complete | Documentation updated |

**DOCUMENT – 2 Product Vision**

|  |  |  |  |
| --- | --- | --- | --- |
| **Scrum Project**  |  |  |  |
| **Name: Vidyalekha** |  |  |  |
| **Venue: Pune** |  |  |  |
| **Date: 15.02.2025** | **Start time:11.00 am** | **End time:01.00 pm** | **Duration: 3 hours** |
| **Client: Ideal Public School** |  |  |  |
| **Stakeholder list:** |  |  |  |
| Mr. Cheke ( Principal) |  |  |  |
| Mrs. Kaveri (Vice Principal) |  |  |  |
| Mrs. Prachi( Administrator) |  |  |  |
| Mr. Datta ( Accountant) |  |  |  |
| Mr. Bobade ( Parent) |  |  |  |
| **Scrum Team** |
| **Scrum Master:** | Mr. Mosim |  |  |
| **Product owner:** | Mrs. Swapnali  |  |  |
| **Scrum Developer 1:** | Mrs. Kranti |  |  |
| **Scrum Developer 2:** | Mrs. Pratiksha |  |  |
| **Scrum Developer 3:** | Mr. Amit |  |  |
| **Scrum Developer 4:** | Mr. Sumit |  |  |
| **Scrum Developer 5:** | Mr. harsh |  |  |
|  |  |  |  |
| **Vision: To create a comprehensive, user-friendly platform that empowers the staff to streamline the administrative tasks, personalise learning experiences ultimately enabling more efficient learning environment to all.** |
| **Target group** | **Needs** | **Product** | **Value** |
| **This software targets the educational institutions.** **The main users of the product include School administrators, teachers, parents, students and support staff** | **The key need of the software includes attendance management, communication channels, teachers schedule management, financial management, reporting and analytics all aimed at optimising school operations and improving overall student learning experience.** | **The product is a comprehensive school management system that allows features like student management, teachers management and school management, essentially streamlining essentially streamlining all the administrative task within the school on a single platform and this makes it desirable and special. It is feasible to develop this product as it is going to give the school financial benefit and also operational benefit.** | **The product would benefit for the school as it will enhance the attendance management, communication channels, teachers schedule management, financial management, reporting and analytics. The business goals include improvising the operational efficiency, streamlining the administrative tasks, centralising the data ensuring cost effectiveness. This product is a service product so revenue can be generated from the subscriptions sold to the number of students, customisation of services, training and integration with another educational tool.** |

**DOCUMENT – 3 – User Stories.**

|  |  |  |
| --- | --- | --- |
| User Story No :1 | Tasks: A01 | Priority: High |
| AS AN ADMINISTRATORI WANT TO BE ABLE TO ADD SCHOOL NOTICESSO THAT I CAN SHARE NOTICES |
| BV: 500 | CP: 02 |
| Acceptance Criteria:Text boxes for adding school notices.Tab for selecting the target audience.Tab for sending the notice. |

|  |  |  |
| --- | --- | --- |
| User Story No :2 | Tasks: A02 | Priority: High |
| AS AN ACCOUNTANTI WANT TO ADD PAYMENTS AND FEESSO THAT I CAN MAKE FEES REPORT |
| BV: 200 | CP: 04 |
| Acceptance CriteriaHome pageText box for adding paymentsText box for adding feesTab for report generation |

|  |  |  |
| --- | --- | --- |
| User Story No :3 | Tasks: A03 | Priority: High |
| AS A PRINCIPALI WANT TO ADD ANNOUNCEMENTSSO THAT I CAN PUBLISH ANNOUNCEMENTS |
| BV: 500 | CP: 04 |
| Acceptance CriteriaText box for typing announcementsTab for publish the announcements |

|  |  |  |
| --- | --- | --- |
| User Story No :4 | Tasks: A04 | Priority: High |
| AS A PARENTI WANT TO REGISTER IN VIDYALEKHA APPSO THAT I CAN GET SCHOOL UPDATES |
| BV: 500 | CP: 05 |
| Acceptance CriteriaRegistration screen Text boxes for user name, password, nation id, mobile no, email address, phone numberClick on register buttonSend successful notification to user |

|  |  |  |
| --- | --- | --- |
| User Story No :5 | Tasks: A05 | Priority: High |
| AS A SCHOOL OWNERI WANT TO CHECK THE FEES COLLECTEDSO THAT I CAN VIEW THE SCHOOLS EARNINGS |
| BV: 500 | CP: 02 |
| Acceptance CriteriaSelect ReportsSelect Fees collected ReportsSelect to and from dateSelect Class (can select all)Generate ReportDownload Report in EXCEL |

**DOCUMENT – 04 – Agile PO Experience:**

As a product owner I started with collaboration with the Business Analyst and the stake holders. The vision of the product was to create a user-friendly, comprehensive platform that streamlines administrative tasks, enhances communication between parents, teacher and students. This would ultimately provide a seamless, data-driven experience to improve the overall learning environment and student outcomes, all while being adaptable to evolving school needs and readily accessible across devices.

**❖ Following are the responsibilities of PO in a project**

**➢ Market Analysis ▫ I** analysed the market needs and concluded that the parents are probably interested in the automation of the school work so that there can be more efficient work. I also checked for similar products in the market and analysed those with reverse engineering so that I can develop a better product.

**➢ Enterprise Analysis ▫** I further underwent enterprises analysis of the school so that I can understand about the assets and liabilities of the school and calculate its commercial potential.

**➢ Product Vision and Roadmap ▫** I wanted to make a product that would help to create a user-friendly, comprehensive platform that streamlines administrative tasks, enhances communication between parents, teacher and students. This would ultimately provide a seamless, data-driven experience to improve the overall learning environment and student outcomes, all while being adaptable to evolving school needs and readily accessible across devices. My roadmap to success involved clearly defining the product vision, proper management of product backlog, actively participating in scrum by attending sprint planning, sprint review and sprint retrospective meetings. I also did proper collaboration and stakeholder management, focused on value delivery and did continuous improvements and practised adaptability.

**➢ Managing Product Features ▫** There were many requirements received from the stakeholders which were converted to user stories. Many features were to be prioritised as per their importance in the product. I conducted a meeting with the stakeholders where they added the Business value to the features so that development team could work on the most important feature. Then further, the development team was also asked to assign the complexity points to the product based on their criticality.

**➢ Managing Product Backlog ▫** After the prioritisation of the user stories, these user stories were moved to the product backlog. Here, with the collaboration of the development team and the stakeholder reprioritisation was done after the sprint was started. The product backlog was moved to the sprint backlog. The sprints were further divided into smaller tasks and each task was taken up by a development member.

**➢ Managing Overall Iteration Progress ▫** At the beginning of each sprint I did sprint planning to select user stories for the upcoming sprint and define the sprint goals. As sprints progressed, I conducted a sprint review meeting at the end of each sprint involving the stakeholders to present before them the completed work and getting feedback from the stakeholders. With Business Analyst I conducted the sprint retrospective meeting after a sprint is completed to understand what went well and where the development team had problems and identified the areas of improvement.

**From this project I have learned how to handle sprint meetings such as :**

**➢ Sprint planning meeting:** In this meeting I was responsible for presenting the highest priority items from the product backlog, clarifying the objectives and acceptance criteria for the selected user stories and ensuring the development team understands the sprint goal and overall product vision.

**➢ Daily scrum meeting:**  In daily scrum meetings my primary role was to observe, support and provide clarification on product backlog items as needed, ensuring the development team is aligned with the product vision and priorities, while primarily allowing the team to drive the discussion and report their progress.

**➢ Sprint review meeting:** In these meetings my main role was to act like a facilitator, responsible for guiding the demonstration of the completed work, collecting feedback from the stakeholders and updating the product backlog depending upon the feedback received.

**➢ Sprint retrospective meeting:** In these meetings I was responsible for giving constructive feedback on the value the team delivered in the previous sprint by guiding them to see the areas they need to improve on while celebrating their wins.

**➢ Backlog refinement meeting:** In these meetings I prepared the meeting agenda, prioritising items, and communicating the product vision.

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In Scrum, I served as the liaison between multiple areas of an organization. I communicated with business stakeholders and collaborated closely with Scrum teams to keep all areas of the business informed on a project's development. I developed 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 CHART:**

**Product Backlog:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User story ID** | **User story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| USID01 | As an administratorI want to be able to add school noticesSo that I can share notices | Create widget in the application for typing notices. Assign who will be able to write. Add publish button. | Must | 500 | 2 | 1 |
| USID02 | As an accountantI want to add payments and feesSo that I can make fees report | Create widget in the application for adding payments done. Create widget in the application for fees received. Create widget in the application for generating reports. | Must | 200 | 4 | 1 |
| USID03 | As a principalI want to add announcementsSo that I can publish announcements | Create widget in the application for typing announcements. Assign who will be able to write. Add publish button. | Should | 500 | 4 | 1 |
| USID04 | As a parentI want to register in Vidyalekha appSo that I can get school updates | Create widget in the application on the home page for School Login and Parent login. Add tab for sign in and sign up. Create tab to enter valid ID and password. | Must | 500 | 5 | 1 |
| USID05 | As a school ownerI want to check the fees collectedSo that I can view the schools’ earnings | Create widget in the application for Admin. Create widget on this page for reports. Add tab for filters of fees collected. | Could | 500 | 2 | 1 |

**Sprint backlog:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User story ID** | **User story** | **Tasks** | **Owner** | **Status** | **Estimated Effort** |
| USID01 | As an administratorI want to be able to add school noticesSo that I can share notices | Create widget in the application for typing notices. Assign who will be able to write. Add publish button. | Mrs. Kranti | Done | 16 |
| USID02 | As an accountantI want to add payments and feesSo that I can make fees report | Create widget in the application for adding payments done. Create widget in the application for fees received. Create widget in the application for generating reports. | Mrs. Pratiksha | Done | 21 |
| USID03 | As a principalI want to add announcementsSo that I can publish announcements | Create widget in the application for typing announcements. Assign who will be able to write. Add publish button. | Mr. Amit | Done | 17 |
| USID04 | As a parentI want to register in Vidyalekha appSo that I can get school updates | Create widget in the application on the home page for School Login and Parent login. Add tab for sign in and sign up. Create tab to enter valid ID and password. | Mr. Sumit | Done | 11 |
| USID05 | As a school ownerI want to check the fees collectedSo that I can view the schools’ earnings | Create widget in the application for Admin. Create widget on this page for reports. Add tab for filters of fees collected. | Mr Sumit | Done | 14 |

**Sprint burndown chart:**

|  |  |  |
| --- | --- | --- |
| **Backlog ID** | **Initial Estimate** | **Days** |
| **Day 1** | **Day 2** | **Day 3** | **Day 4** |
| 1 | 10 | 2 |  2 |  4 | 2 |
| 2 | 20 | 5 | 5 | 5 | 5 |
| 3 | 50 | 15 | 15 | 15 | 5 |
| 4 | 100 | 25 | 25 | 25 | 25 |
|  **Actual hours** | 47 | 47 | 49 | 37 |
| **Remaining Effort (of 180)** | 133 | 86 | 37 | 0 |
| **Ideal Trend** | 80 | 60 | 40 | 00 |



**Product Burndown chart:**

|  |
| --- |
| **Product Burn Down Chart** |
|  |
| **Backlog ID** | **Date** | **Work Planned** | **Actual work done** |
| **1** | **17-02-2025** | **9** | **9** |
| **2** | **18-02-2025** | **11** | **11** |
| **3** | **19-02-2025** | **9** | **8** |
| **4** | **20-02-2025** | **14** | **14** |
| **5** | **21-02-2025** | **11** | **11** |
| **6** | **22-02-2025** | **17** | **16** |
| **7** | **23-02-2025** | **17** | **15** |

**DOCUMENT 6: SPRINT MEETINGS:**

**Meeting Type 1: Sprint Planning meeting**

|  |  |
| --- | --- |
| **Date** | 17.02.2025 |
| **Time** | 12.30 pm to 01.30 pm |
| **Location** | Head Office meeting room |
| **Prepared By** | Mrs. Swapnali |
| **Attendees** | 10 |

**Agenda Topics**

|  |  |  |
| --- | --- | --- |
| **Topic**  | **Presenter** | **Time allotted** |
| Product backlog | Mrs. Mosim | 20 mins |
| Ask clarifying questions to product owner | Mrs. Swapnali | 15 mins |
| Discussion on sprint goal | Mrs. Swapnali | 25 Mins |

**Other Information**

|  |  |
| --- | --- |
| **Observers** | 2 |
| **Resources** | School’s data, learning material, past project results if any, Product backlog, sprint goal, white board, marker, notepads, pens,  |
| **Special Notes** | Student learning needs, teachers’ roles, challenges to school, challenges to teachers, challenges to students, challenges to parents. |

**Meeting Type 2: Sprint review meeting**

|  |  |  |
| --- | --- | --- |
| **Date** | 18.02.2025 |  |
| **Time** | 12.30 pm to 01.45 pm |  |
| **Location** | Head Office meeting room |  |
| **Prepared By** | Mrs. Swapnali |  |
| **Attendees** | 8 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sprint status** |  **Things to demo**  | **Quick updates**  |  **What’s next** |
| Search registration button | Demonstrate search registration button | Did development team add the registration button to the home page. | Check if the reports are generated with various filters |
| Search login button | Demonstrate Search login button | Did development team add the Login button to the home page | Check if the teachers and Principal can add Notice in the application |

**Meeting Type 3: Sprint retrospective meeting**

|  |  |
| --- | --- |
| **Date** | 21.02.2025 |
| **Time** | 12.30 pm to 01.30 pm |
| **Location** | Head Office meeting room |
| **Prepared By** | Mrs. Swapnali |
| **Attendees** | 9 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda** | **What went well** | **What didn’t go well** | **Questions** | **Reference** |
| Registration button | The users could use the registration button | The users could not enter special character while registering | What are further requirements of the client | User stories |
| Login button | The users could use the login button | The login wait time was more than 10 seconds | Could user stories be divided further | User stories |

**Meeting Type 4: Daily Stand-up meeting:**

|  |  |  |
| --- | --- | --- |
| **Question** | **Name/Role** | **Week 2 (17.02.2025 to 23.02.2025)** |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| What did you do yesterday? | Developer 1 |  Division of task |  Worked on registration |  Checked registration with name |  Added teachers’ and student registration tabs |  Checking if the registration tab works |  Addition of the **add student** tab |
| Developer 2 |  Division of task |  Worked on login |   Checked login with name |  Added teachers’ and student registration tabs |  Checking if the login tab works |  Addition of **add teacher** tab |
| Developer 3 |  Division of task |  Worked on Notice |  Prepared tab for notices |  Added Principal approval tab |  Checking if the notice tab works |  Addition of **add payment** tab |
| What will you do today? | Developer 1 |  Worked on registration |  Checked registration with name |  Added teachers’ and student registration tabs |  Checking if the registration tab works |  Addition of the **add student** tab |  Check the **add student** tab |
| Developer 2 |  Worked on login |   Checked login with name |  Added teachers’ and student registration tabs |  Checking if the login tab works |  Addition of **add teacher** tab |  Check the **add teacher** tab |
| Developer 3 |  Worked on Notice |  Prepared tab for notices |  Added Principal approval tab |  Checking if the notice tab works |  Addition of **add payment** tab |  Check the **add payment** tab |
| What (if any) is blocking your progress? | Developer 1 |  Delay in communication from the design team |  PC hang issue |  Team leads change |  Lengthy update |  No clarity of requirements |  Poor connectivity |
| Developer 2 |  Design team unresponsiveness |  Team leads change |  Approval from the senior delayed |  Meetings extended |  No clarity of requirements |  Meeting extended |
| Developer 3 |  PC hang issue |  Team leads change |  Lengthy update |  Meetings extended |  Dependency on accountant |  Unresolved conflicts with team lead. |

 **\*END\***