**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:**

* Each single User Story is included in the Sprint
* Codes have been produced for presumed functionalities
* Code is written
* Code is documented
* Code is reviewed
* Code is deployed in a testing environment
* Code passes the test
* User Story assumptions are being met
* Acceptance criteria for each user story is met
* Non-functional requirements are met
* Project was being built without errors
* Unit tests were written and passed
* Project deployed on the test environment was identical to production platform
* Tests on devices/browsers listed in the project assumptions passed
* Feature were certified by UX designer
* QA performed & issues were resolved
* Feature was tested against acceptance criteria
* Feature were certified by Product Owner
* Refactoring were completed
* Any configuration or build changes were documented
* Documentation were updated periodically
* The performance tests passed
* All bugs fixed
* Sprint marked as ready for the production deployment by the Product Owner

**Document 2: Product Vision**

|  |  |
| --- | --- |
| **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. |

**Document 3: User Stories**

**SPRINT - 1**

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| --- | --- | --- |
| **User Story No 1** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO LOGIN INTO CTS SUPPORT APPLICATIONSO THAT I CAN UPDATE CHEQUE COLLECTION DATA |
| **Business Value : 500** | **CP : 5** |
| **Acceptance Criteria**Login with Employee Id and Domain PasswordClick on submit buttonSuccessful Login Screen Page Pop Up |

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| **User Story No 2** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO SELECT BRANCH CODE AND CHEQUE CATEGORYSO THAT I CAN UPDATE BRANCH CODE AND CHEQUE CATEGORY |
| **Business Value : 500** | **CP : 5** |
| **Acceptance Criteria**Select Branch CodeSelect Cheque CategoryClick on submit buttonBrand Code and Cheque category updated successfullyBranch MICR Code updated successfullyBusiness Rules : Branch Code is 5 digits Only Cheque category has drop down option |

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| --- | --- | --- |
| **User Story No 3** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO UPDATE ACCOUNT NUMBER, CHEQUE NUMBER AND AMOUNTSO THAT I CAN UPDATE CHEQUE COLLECTION AT BRANCH |
| **Business Value : 500** | **CP : 5** |
| **Acceptance Criteria**Fill Account Number DetailsFill Cheque Number DetailsFill Cheque Amount DetailsClick on submit buttonCheque Data Updated successfullyBusiness Rules : Account Number is 11 digits Only Cheque number is 6 digits Only |

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| --- | --- | --- |
| **User Story No 4** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT NEED TO VIEW CHEQUE SUMMARY AND CHEQUE DETAILS REPORTSO THAT I CAN PRINT CHEQUE SUMMARY AND CHEQUE DETAILS REPORT |
| **Business Value : 500** | **CP : 5** |
| **Acceptance Criteria**Select ReportPrint ReportBusiness Rules : Cheque summary report is in pdf format only  Cheque details report is in excel format only |

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| --- | --- | --- |
| **User Story No 5** | Task 1 | Priority - Medium |
| AS A BRANCH USERI WANT NEED TO UPDATE NIL CHEQUE REPORTINGSO THAT I CAN REPORT NIL CHEQUES COLLECTION |
| **Business Value : 100** | **CP : 2** |
| **Acceptance Criteria**Select NIL cheque collectionClick on submit button |

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| **User Story No 6** | Task 1 | Priority - Medium |
| AS A BRANCH USERI WANT NEED TO UPLOAD CHEQUE COLLECTION FILESO THAT I CAN UPDATE CHEQUE COLLECTION AT BRANCH |
| **Business Value : 100** | **CP : 2** |
| **Acceptance Criteria**Select Branch CodeSelect Cheque CategorySelect Cheque Upload ButtonClick On Submit ButtonBusiness Rules : Minimum Number for cheques for Cheque Upload option should be  100 Uploaded Excel file should be in standard format  |

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| --- | --- | --- |
| **User Story No 7** | Task 1 | Priority - Highest |
| AS A CLEARING TEAM MEMBER I WANT NEED TO VIEW CHEQUE SUMMARY AND CHEQUE DETAILS REPORT FOR A PARTICULAR BRANCHSO THAT I CAN RECONCILE CHEQUE COLLECTION DATA |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Branch Code Select ReportGenerate and View ReportBusiness Rules : Cheque details report is in excel format only |

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| --- | --- | --- |
| **User Story No 8** | Task 1 | Priority - Highest |
| AS A CLEARING TEAM MEMBER I WANT NEED TO VIEW ENTIRE CHEQUE SUMMARY REPORT FOR WEST GRIDSO THAT I CAN RECONCILE CHEQUE COLLECTION DATA FOR WEST GRID |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Grid Type Select ReportGenerate and View ReportBusiness Rules : Cheque details report is in excel format only |

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| **User Story No 9** | Task 1 | Priority - Highest |
| AS A CLEARING TEAM MEMBER I WANT NEED TO VIEW ENTIRE CHEQUE COLLECTION REPORT FOR WEST GRIDSO THAT I CAN RECONCILE CHEQUE COLLECTION DATA FOR WEST GRID |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Grid Type Select ReportGenerate and View ReportBusiness Rules : Cheque details report is in excel format only |

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| **User Story No 10** | Task 1 | Priority - Highest |
| AS A CLEARING TEAM MEMBER I WANT NEED TO VIEW CHEQUE COLLECTION REPORT FOR A PARTICULAR DATESO THAT I CAN RESOLVE QUERIES |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Branch Code Select From and To DateSelect ReportGenerate and View ReportBusiness Rules : Cheque details report is in excel format only |

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| --- | --- | --- |
| **User Story No 11** | Task 1 | Priority - Highest |
| AS AN ADMIN I WANT NEED TO INTIATE AUTOMATED CHEQUE DEPOSTION REMINDER EMAILSO THAT EACH BRANCH RECEIVES REMINDER MAIL WHO HAVE NOT UPDATE CHEQUE DEPOSITION  |
| **Business Value : 500** | **CP : 5** |
| **Acceptance Criteria**Application to initiated automate mail to branches pending for cheque collection reporting Business Rules: Clearing Cut Off 15:00 Hrs. Number of Reminder Mails - 3 GAP between Reminder Mails – 1 Hour  |

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| **User Story No 12** | Task 1 | Priority - Highest |
| AS AN ADMIN I WANT NEED TO INTIATE AUTOMATED CHEQUE DEPOSTION EMAIL FOR RESPECTIVE BRANCESO THAT EACH BRANCH RECEIVES CHEUQE DEPOSTION MAIL FOR ITS RESPECTIVE BRANCH |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Application to initiated automate mail to branches for cheque collection reporting Business Rules: Clearing Lodgment Activity is confirmed as completed.  |

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| **User Story No 13** | Task 1 | Priority - Highest |
| AS AN ADMIN I WANT NEED TO VIEW CHEQUE LODGEMENT REPORT LOCATION WISESO THAT LOCATION WISE CHEQUE DATA IS AVAILABLE FOR REPORTING |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Location NameSelect Generate and View Report Business Rules : Cheque details report is in excel format only  |

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| **User Story No 14** | Task 1 | Priority - Highest |
| AS AN ADMIN I WANT NEED TO VIEW CHEQUE LODGEMENT REPORT GRID WISESO THAT GIRD WISE CHEQUE DATA IS AVAILABLE FOR REPORTING |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Grid NameSelect Generate and View Report Business Rules : Report is in excel format only  |

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| --- | --- | --- |
| **User Story No 15** | Task 1 | Priority - Highest |
| AS AN ADMIN I WANT NEED TO VIEW NUMBER OF BRANCHES GRID WISESO THAT I HAVE BRANCHES DATA GRID WISE |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Grid NameSelect View BranchesSelect Generate and View Report Business Rules : Report is in excel format only  |

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| --- | --- | --- |
| **User Story No 16** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT NEED TO PRINT THE CHEQUE SUMMARY REPORTSO THAT I CAN HAVE PHYSICAL PRINT OUT FOR VENDOR ACKNOWLDEGEMMENT |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Branch Code Select ReportGenerate and View ReportPrint Report  |

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| **User Story No 17** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT NEED TO PRINT THE CHEQUE COLLECTION REPORTSO THAT I CAN HAVE PHYSICAL PRINT OUT FOR VENDOR ACKNOWLDEGEMMENT |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Branch CodeSelect ReportGenerate and View ReportPrint Report  |

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| **User Story No 18** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT NEED VIEW PREVIOUS REPORTSO THAT I CAN RESOLVE QUERIES |
| **Business Value : 200** | **CP : 2** |
| **Acceptance Criteria**Select Branch CodeSelect ReportGenerate and View ReportBusiness Rules : Report is in excel format only  |

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| **User Story No 19** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO MODIFY MY PASSWORDSO THAT I CAN CHANGE MY PASSWORD |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Login with Employee Id and Domain PasswordSelect Change PasswordUpdate New PasswordSelect Update Button Business Rules : Password Should be Alphanumeric containing special character |

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| **User Story No 20** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO REVOKE REPORTINGSO THAT I CAN MODIFY MY CHEQUE REPORTING |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Branch CodeSelect Revoke OptionClick On Submit Button  |

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| **User Story No 21** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO MAIN SCREEN TO DISPLAY BRANCH CODE, MICR CODE, DATE AND STATE SO THAT I CAN VIEW DETAILS FOR MY BRANCH ON DISPLAY SCREEN |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Branch CodeSelect View Option |

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| **User Story No 22** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO MAIN SCREEN TO DISPLAY BRANCH CODE, MICR CODE, DATE AND STATE SO THAT I CAN VIEW DETAILS FOR MY BRANCH ON DISPLAY SCREEN |
| **Business Value : 100** | **CP : 1** |
| **Acceptance Criteria**Select Branch CodeSelect View Option |

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| **User Story No 23** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO MAIN SCREEN TO DISPLAY BRANCH CODE SO THAT I CAN VIEW BRANCH CODE FOR MY BRANCH ON DISPLAY SCREEN |
| **Business Value : 100** | **CP : 1** |
| **Acceptance Criteria**Select Branch CodeSelect View Option |

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| **User Story No 24** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO MAIN SCREEN TO DISPLAY MICR CODESO THAT I CAN VIEW MICR CODE FOR MY BRANCH ON DISPLAY SCREEN |
| **Business Value : 100** | **CP : 1** |
| **Acceptance Criteria**Select Branch CodeSelect View Option |

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| **User Story No 25** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO MAIN SCREEN TO DISPLAY STATESO THAT I CAN VIEW STATE FOR MY BRANCH ON DISPLAY SCREEN |
| **Business Value : 100** | **CP : 1** |
| **Acceptance Criteria**Select Branch CodeSelect View Option |

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| **User Story No 26** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO MAIN SCREEN TO DISPLAY GRID NAMESO THAT I CAN VIEW GRID NAME FOR MY BRANCH ON DISPLAY SCREEN |
| **Business Value : 100** | **CP : 1** |
| **Acceptance Criteria**Select Branch CodeSelect View Option |

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| --- | --- | --- |
| **User Story No 27** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO MAIN SCREEN TO DISPLAY DATESO THAT I CAN VIEW CURRENT DATE DISPLAY SCREEN |
| **Business Value : 100** | **CP : 1** |
| **Acceptance Criteria**Select Branch CodeSelect View Option |

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| **User Story No 28** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO LOG OUTSO THAT I CAN DISCONTINUE MY LOGIN |
| **Business Value : 100** | **CP : 1** |
| **Acceptance Criteria**Log OutSubmit Button |
| **User Story No 29** | Task 1 | Priority - Highest |
| AS A BRANCH USERI WANT TO LOG OUTSO THAT I CAN DISCONTINUE MY LOGIN |
| **Business Value : 100** | **CP : 1** |
| **Acceptance Criteria**Log OutSubmit Button |

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| --- | --- | --- |
| **User Story No 30** | Task 1 | Priority - Highest |
| AS A CLEARING TEAM MEMBER I WANT TO VIEW BRANCHES CITY WISESO THAT I CAN RECONCILE CHEQUE COLLECTION DATA CITY WISE |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select City Name Select ReportGenerate and View Report |

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| --- | --- | --- |
| **User Story No 31** | Task 1 | Priority - Highest |
| AS A CLEARING TEAM MEMBER I WANT TO VIEW BRANCHES STATE WISESO THAT I CAN RECONCILE CHEQUE COLLECTION DATA CITY WISE |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select State Name Select ReportGenerate and View Report |

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| --- | --- | --- |
| **User Story No 32** | Task 1 | Priority - Highest |
| AS A CLEARING TEAM MEMBER I WANT TO VIEW CHEQUES VOLUMES REPORTSO THAT I CAN VIEW TOTAL CHEQUE COLLECTION FOR A PARTICULAR DATE |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Grid NameSelect Generate and View Report Business Rules : Report is in excel format only  |

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| --- | --- | --- |
| **User Story No 33** | Task 1 | Priority - Highest |
| AS A CLEARING TEAM MEMBER I WANT TO VIEW CHEQUES VOLUMES REPORTSO THAT I CAN CHEQUE VOLUMES DATA REPORT |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Grid NameSelect Generate and View Report Business Rules : Report is in excel format only  |

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| --- | --- | --- |
| **User Story No 34** | Task 1 | Priority - Highest |
| AS A CLEARING TEAM MEMBER I WANT TO VIEW REVOKE REPORTSO THAT I CAN VIEW WHICH BRANCHES HAVE MODFIFIED THEIR REPORTING |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Grid NameSelect Revoke Report and View Report Business Rules : Report is in excel format only  |

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| --- | --- | --- |
| **User Story No 35** | Task 1 | Priority - Highest |
| AS A CLEARING TEAM MEMBER I WANT TO VIEW NIL CHEQUE REPORTING REPORTSO THAT I CAN VIEW WHICH BRANCHES HAVE NIL CHEQUE COLLECTION |
| **Business Value : 200** | **CP : 3** |
| **Acceptance Criteria**Select Grid NameSelect NIL cheque Report and View Report Business Rules : Report is in excel format only  |

|  |  |  |
| --- | --- | --- |
| **User Story No 36** | Task 1 | Priority - Highest |
| AS A CLEARING TEAM MEMBER I WANT TO LOG OUTSO THAT I CAN DISCONTINUE MY LOGIN |
| **Business Value : 100** | **CP : 1** |
| **Acceptance Criteria**Log OutSubmit Button |

|  |  |  |
| --- | --- | --- |
| **User Story No 37** | Task 1 | Priority - Highest |
| AS AN ADMIN I WANT TO VIEW ERROR LOG REPORTSO THAT I CAN FIX ERRORS AND BUGS |
| **Business Value : 500** | **CP : 5** |
| **Acceptance Criteria**ReportsError Log reports |
| **User Story No 38** | Task 1 | Priority - Highest |
| AS AN ADMIN I WANT TO VIEW LOGIN REPORTSO THAT I CAN VIEW USERS LOGIN AND LOG OUT DETAILS |
| **Business Value : 500** | **CP : 5** |
| **Acceptance Criteria**ReportsLogin reports |

|  |  |  |
| --- | --- | --- |
| **User Story No 39** | Task 1 | Priority - Highest |
| AS AN ADMIN I WANT TO VIEW PASSWORD RESET HISTORYSO THAT I CAN PASSWORD RESET DUE FOR USERS |
| **Business Value : 500** | **CP : 5** |
| **Acceptance Criteria**ReportsPassword Reset Report |

|  |  |  |
| --- | --- | --- |
| **User Story No 40** | Task 1 | Priority - Highest |
| AS AN ADMIN I WANT TO VIEW ACTIVITY REPORTSO THAT I CAN TRACK USER ACTIVITIES |
| **Business Value : 500** | **CP : 5** |
| **Acceptance Criteria**ReportsUser Activity Report |

**Document 4: Agile Product Owner Experience**

The Product Owner has a vision of the product keeping the domain/industry experience and the market need.

Following are the responsibilities of PO in a project

* **Market Analysis** - Market Analysis was done to understand whether any similar types of application were available in the market pertaining to CTS Support Application pertaining to reporting. Also it was identified that there was similar need/demand amongst peer banks for similar type of application
* **Enterprise Analysis** - Enterprise analysis was conducted by focusing and understanding the needs of the business as a whole, its strategic direction, and identifying initiatives that will allow a business to meet those strategic goals. By conducting Enterprise analysis also involved a thorough examination of not only the business problem (need) and its proposed business solution (if one already exists), but also an in-depth look into whether the proposed solution is truly the best solution, a detailed analysis of what the solution entails, its risks, and its feasibility in the existing organizational climate. Due diligence was carried out by evaluating the business opportunity to ensure you have a complete understanding of its financial health, legal standing, operational efficiency, and market position. It involved examining various aspects of the business to identify any potential issues that could impact
* **Product Vision and Roadmap**, Product vision was prepared keeping the need analysis in mind - It was observed by Central clearing processing team that daily monitoring of branches cheque reporting emails and collating of cheque lodgment data had become a tedious task. Also it was a challenge while maintaining the track records / data basis mail communications To overcome these challenges CTS Support application was identified as a solution – To Simply CTS Cheque Reporting Process.

A product roadmap, which is a visual aid technique, was shared and discussed what is upcoming for the product at a high-level. IT consisted of the potential Product Goals that can include Product Backlog items that are related to those goals. This information feeds into the Product Backlog. A product roadmap captured the high-level direction of a product. It minimally consisted of customer-driven outcomes and potential experiments to achieve those outcomes. There should be an indication of chronological order, but it does not need to have specific dates or timeframes.

* **Managing Product Features**, This was done by managing stakeholder expectations and prioritizing needs. Prioritization of the epics, stories, and features based on criticality and ROI involved
* **Managing Product Backlog** - Prioritization of user stories, Reprioritization based on stakeholders' needs. Using Techniques like MoSCoW, MVP (High – BV / Low –CP)
* **Managing Overall Iteration Progress** – Manage the Sprint progress review, Reprioritization of sprints and epics if needed, Sprint retrospectives conducted with the developer team

From this project, I have learned how to handle various sprint meetings such as

* Sprint planning meeting
* Daily scrum meeting
* Sprint review meeting
* Sprint retrospective meeting
* Backlog refinement meeting

User stories creation and what things will be included in user stories such as

* Story Number
* Tasks
* Priority
* Acceptance criteria
* BV & CP value

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, Product and Sprint Burn down Charts**

* **Product Backlog** is the stage when a user stories have an acceptance criteria, business value and complexity points. The product backlog is a high-level repository of all the user stories, features, enhancement and fixes that could be a part of the product. Characteristics of product back log are as below :

**Long-term perspective:** The product backlog represents in terms of long-term perspective representing all potential work for the entire project lifecycle.

**Prioritization:** Items in the product backlog are prioritized based on their business value, complexity points, market demand using techniques like **MoSCoW** and **MVP – Minimal Viable Product.**

**Constant evolution:** Product backlog continuously changes as new requirements emerge.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| User Story ID | User Story | Tasks  | Priority | BV | CP | Sprint |
| SCRUM-1 | AS A BRANCH USERI WANT TO LOGIN INTO CTS SUPPORT APPLICATIONSO THAT I CAN UPDATE CHEQUE COLLECTION DATA | User to Login with Employee Id and Domain Password | High | 500 | 5 | 1 |
| SCRUM-2 | AS A BRANCH USERI WANT TO SELECT BRANCH CODE AND CHEQUE CATEGORYSO THAT I CAN UPDATE BRANCH CODE AND CHEQUE CATEGORY | User to Select Branch Code and Cheque Category | High | 500 | 5 | 1 |
| SCRUM-3 | AS A BRANCH USERI WANT TO UPDATE ACCOUNT NUMBER, CHEQUE NUMBER AND AMOUNTSO THAT I CAN UPDATE CHEQUE COLLECTION AT BRANCH | User to Fill Account Number Details, Cheque Number, Cheque Amount Details | High | 500 | 5 | 1 |
| SCRUM-4 | AS A BRANCH USERI WANT NEED TO VIEW CHEQUE SUMMARY AND CHEQUE DETAILS REPORTSO THAT I CAN PRINT CHEQUE SUMMARY AND CHEQUE DETAILS REPORT | User to select and print the report | High | 500 | 5 | 1 |
| SCRUM-5 | AS A BRANCH USERI WANT NEED TO UPDATE NIL CHEQUE REPORTINGSO THAT I CAN REPORT NIL CHEQUES COLLECTION | User to select and print the report | Low | 100 | 2 | 1 |
| SCRUM-6 | AS A BRANCH USERI WANT NEED TO UPLOAD CHEQUE COLLECTION FILESO THAT I CAN UPDATE CHEQUE COLLECTION AT BRANCH | User to Select Branch Code, Cheque Category,and submit Cheque Upload Button | Low | 100 | 2 | 1 |
| SCRUM-7 | AS A CLEARING TEAM MEMBER I WANT NEED TO VIEW ENTIRE CHEQUE SUMMARY REPORT FOR WEST GRIDSO THAT I CAN RECONCILE CHEQUE COLLECTION DATA FOR WEST GRID | User to Select Branch Code, Select ReportGenerate and View Report | Medium | 100 | 3 | 1 |
| SCRUM-8 | AS A CLEARING TEAM MEMBER I WANT NEED TO VIEW ENTIRE CHEQUE SUMMARY REPORT FOR WEST GRIDSO THAT I CAN RECONCILE CHEQUE COLLECTION DATA FOR WEST GRID | User to Select Grid Type, Select ReportGenerate and View Report | Medium | 200 | 3 | 1 |
| SCRUM-9 | AS A CLEARING TEAM MEMBER I WANT NEED TO VIEW ENTIRE CHEQUE COLLECTION REPORT FOR WEST GRIDSO THAT I CAN RECONCILE CHEQUE COLLECTION DATA FOR WEST GRID | User to Select Grid Type, Select ReportGenerate and View Report | Medium | 200 | 3 | 1 |
| SCRUM-10 | AS A CLEARING TEAM MEMBER I WANT NEED TO VIEW CHEQUE COLLECTION REPORT FOR A PARTICULAR DATESO THAT I CAN RESOLVE QUERIES | User to select Branch Code, From and To DateGenerate and View Report | Medium | 200 | 3 | 1 |

* **Sprint Backlog** is a sub set of product backlog. It consist of a sprint, which ideally lasts for 2 to 4 weeks.

Sprint backlog has four phases

* Product backlog
* Tasks – Unit of work done in 1 scrum day
* Work In progress
* Done

Characteristics of product backlog are as below

* **Short Term focus** - The Sprint Backlog is concerned with the work to be completed during a single sprint (2 to 4 weeks). It is a snapshot of the Product Backlog items selected for the current sprint.
* **Fixed Focus** - Once the sprint begins, the contents of the Sprint Backlog are generally fixed, and new items are not added unless necessary. Changes to the sprint scope are minimized to maintain focus and predictability.

**Concrete Tasks:** The items in the Sprint Backlog are broken down into more detailed tasks that can be completed within the sprint. These tasks are often technical and specific, outlining the work required to deliver the associated Product Backlog items.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| User Story ID | User Story | Owner  | Status | Estimated Effort |
| SCRUM-1 | AS A BRANCH USERI WANT TO LOGIN INTO CTS SUPPORT APPLICATIONSO THAT I CAN UPDATE CHEQUE COLLECTION DATA | Rohit | Done | 2 Hrs |
| SCRUM-2 | AS A BRANCH USERI WANT TO SELECT BRANCH CODE AND CHEQUE CATEGORYSO THAT I CAN UPDATE BRANCH CODE AND CHEQUE CATEGORY | Rohit | Done | 2 Hrs |
| SCRUM-3 | AS A BRANCH USERI WANT TO UPDATE ACCOUNT NUMBER, CHEQUE NUMBER AND AMOUNTSO THAT I CAN UPDATE CHEQUE COLLECTION AT BRANCH | Rohit | Done | 2 Hrs |
| SCRUM-4 | AS A BRANCH USERI WANT NEED TO VIEW CHEQUE SUMMARY AND CHEQUE DETAILS REPORTSO THAT I CAN PRINT CHEQUE SUMMARY AND CHEQUE DETAILS REPORT | Rohit | Done | 2 Hrs |
| SCRUM-5 | AS A BRANCH USERI WANT NEED TO UPDATE NIL CHEQUE REPORTINGSO THAT I CAN REPORT NIL CHEQUES COLLECTION | Rohit | Done | 2 Hrs |
| SCRUM-6 | AS A BRANCH USERI WANT NEED TO UPLOAD CHEQUE COLLECTION FILESO THAT I CAN UPDATE CHEQUE COLLECTION AT BRANCH | Rohit | Work In Progress | 3 Hrs |
| SCRUM-7 | AS A CLEARING TEAM MEMBER I WANT NEED TO VIEW ENTIRE CHEQUE SUMMARY REPORT FOR WEST GRIDSO THAT I CAN RECONCILE CHEQUE COLLECTION DATA FOR WEST GRID | Rohit | Work In Progress | 3 Hrs |
| SCRUM-8 | AS A CLEARING TEAM MEMBER I WANT NEED TO VIEW ENTIRE CHEQUE SUMMARY REPORT FOR WEST GRIDSO THAT I CAN RECONCILE CHEQUE COLLECTION DATA FOR WEST GRID | Rohit | Work In Progress | 3 Hrs |
| SCRUM-9 | AS A CLEARING TEAM MEMBER I WANT NEED TO VIEW ENTIRE CHEQUE COLLECTION REPORT FOR WEST GRIDSO THAT I CAN RECONCILE CHEQUE COLLECTION DATA FOR WEST GRID | Rohit | Work In Progress | 3 Hrs |
| SCRUM-10 | AS A CLEARING TEAM MEMBER I WANT NEED TO VIEW CHEQUE COLLECTION REPORT FOR A PARTICULAR DATESO THAT I CAN RESOLVE QUERIES | Rohit | Work In Progress | 3 Hrs |

* **Sprint Burn Up Report –** This report shows the amount of work completed in a sprint

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* **Sprint Burn Down Report -** This report shows the amount of work remaining in a sprint

****

* **Product Burn Down Chart** - A burn down chart shows the amount of work that has been completed in an epic or sprint, and the total work remaining.



**Document 6: Sprint Meetings**

**Meeting Type 1 - Sprint Planning Meeting**

* **Sprint Planning Meeting –** In this meeting, the product owner explains the product vision. The team members decide the amount of work that can be completed in a sprint. During this meeting user stories are shortlisted to be moved from product backlog to sprint backlog

|  |  |
| --- | --- |
| **Date** | 01.01.2025 |
| **Time** | 10:00 a.m. |
| **Location** | Pune |
| **Prepared By** | Rohit |
| **Attendees** | Hanumant, Gajanan,Yogesh, Madhuri, Priyanka, Chandani, Akshay and Pravin  |

**Agenda Topics**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Presenter** | **Time Allotted** |
| Clearing Process | Rohit | 30 mins |
| CTS Application | Pravin | 30 mins |
| User Stories | Chandani | 60 mins |

**Other Information**

|  |  |
| --- | --- |
| **Observers** | Yogesh |
| **Resources**  | Bank SOP, RBI circulars, Existing IT database  |
| **Special Notes** | Email Reporting Process Removal |

**Meeting Type 2 – Sprint Review Meeting**

* **Sprint Review Meeting –** It is attended by the client, 3rd party stakeholders, scrum team, SME. Here they discuss how many user stories were taken, completed and pending, what are the challenges. In this meeting, we draw sprint burn down charts and product burn down charts.

|  |  |
| --- | --- |
| **Date** | 15.01.2025 |
| **Time** | 10:00 a.m. |
| **Location** | Pune |
| **Prepared By** | Rohit |
| **Attendees** | Hanumant, Gajanan,Yogesh, Madhuri, Priyanka, Chandani, Akshay, Pravin, Sachin and Mahesh |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sprint Status** | **Things to Demo** | **Quick Updates** | **What’s Next** |
| Number Of Sprints Completed - 1 | Branch Reporting, Report Generation | Branch Cheque Updations successfulReport Generation is in Progress | Report View for clearing TeamReporting data for clearing Team |

**Meeting Type 3 – Sprint Retrospective Meeting**

* **Sprint Retrospective Meeting –** This meeting is attended by the developers only, the agenda of this meeting is lessons learnt, accordingly improvisations are implemented in the next sprint planning meeting. The topics covered here are what went well, what didn’t meet the expectation and what needs to be improvised.

|  |  |
| --- | --- |
| **Date** | 16.01.2025 |
| **Time** | 10:00 a.m. |
| **Location** | Pune |
| **Prepared By** | Rohit |
| **Attendees** | Hanumant, Gajanan,Yogesh, Madhuri |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda** | **What Went Well** | **What Didn’t Go Well** | **Questions** | **Reference** |
| CTS Application | Branch Cheque Updation and Reporting | Report generation time was too long | Is the Application compatibleIs the network connectivity supportable | IT reports |

**Meeting Type 4 – Daily Stand Up Meeting**

* **Scrum Meeting –** This is a short meeting to discuss on issues, challenges faced, progress, updates on their tasks. Also known as **Daily Stand Up Meeting –** It is conducted at the end of day during a sprint to answer following questions – What did you do today, what will you work on tomorrow and any challenges faced or when will you complete the user story.

**Week X – Date from 01.01.2025 to 06.01.2025**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Question** | **Name / Role** | **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** | **Sat** |
| **What Did You Do Yesterday** | Developer 1Developer 2Developer 3 | Sprint 1 – Product Backlog Refinement | Sprint 1 – User Story Workshop | Sprint 1 – Working On User Stories | Sprint 1 – BV and CP for User Stories | Sprint 1 – Prioritization Stories | Sprint 1 – Sprint Planning Meeting |
| **What Will You Do Today** | Developer 1Developer 2Developer 3 | Sprint 1 – User Story Workshop | Sprint 1 – Working On User Stories | Sprint 1 – BV and CP for User Stories | Sprint 1 – Prioritization Stories | Sprint 1 – Sprint Planning Meeting | Sprint 1 – Execute Sprint |
| **What will you do Tomorrow, What is Blocking Your Progress, If Any** | Developer 1Developer 2Developer 3 | Sprint 1 – Working On User Stories | Sprint 1 – BV and CP for User Stories | Sprint 1 – Prioritization Stories | Sprint 1 – Sprint Planning Meeting | Sprint 1 – Execute Sprint | Sprint 1 – Sprint Review and Retrospective meeting |