**Project Name- Agile Driven HRMS (Human Resource Management System) Application**

**Document 1: Definition of Done**

The definition of Done ensure that a task is completely finished and meets quality standards, it includes completed coding, through testing, meeting acceptance criteria, updated documentation and approvals. By following the DOD, the team ensures the work is ready for release or delivery.

Definition of Done we have be defined for different levels of project work. In Agile / Scrum framework these levels of work user story, sprint, and release.

That is the team has to create a well-defined, unambiguous, measurable, agreed-upon, and shared Definition of Done between all team members.

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| --- | --- | --- | --- | --- |
| **Feature / User Story** | **Definition of Done (DoD) Checklist** | **Acceptance Criteria (Customer Requirements)** | **Quality Criteria (Product Quality Requirements)** | **Status** |
| Employee Onboarding | - Work is complete and reviewed - Feature is tested - Works on mobile and desktop | - Employee can upload documents - HR gets notification - Welcome email is sent | - No major errors - Data is secure - Loads in 2 seconds or less | Completed |
| Leave Management | - Leave system is connected to calendar - Tests are passed - Access is role-based | - Employee can apply and cancel leave - Manager can approve - Leave balance updates | - All features work - Handles 100 users at once - Looks good on all devices | Completed |
| Payroll Processing | - Salary logic is working - Tax and deductions are checked - Payslip download tested | - System shows correct salary - Payslip is downloadable - Tax is calculated | - Accurate numbers - Data is secure - Follows finance rules | Completed |
| Self-Service Portal | - Employees can edit profile - Required fields are checked - Interface is clean | - Employee can change their info - System checks required fields - Changes save | - Works on phone and laptop - Fast and error-free - Validations working | Completed |
| Attendance Tracking | - Attendance rules tested - Biometric and manual time synced - Monthly reports tested | - Employees can see their time - Managers track team status - Reports are ready | - Correct time data - Connects with biometric devices - Quick report loading | Completed |
| Performance Reviews | - Review forms set up - Ratings and comments tested - Review summary ready | - Employee writes review - Manager and HR give feedback - Summary is shared | - No data loss - Only allowed roles can access - Review saved properly | Completed |
| Recruitment Module | - Job posting form works - Resume reading tool tested - Email alerts are working | - Recruiter posts job - Candidate applies online - HR gets resume alerts | - Resume files safe - Details not missing - Resume reading 95% accurate | Completed |
| Training & Development | - Course list added - Enroll and complete options working - Notifications tested | - Employee can join a course - Progress is saved - Completion certificate is available | - Course content loads quickly - Progress tracking is accurate - Works on mobile and desktop | Completed |
| Employee Exit Process | - Resignation form tested - Exit workflow created - Clearance process working | - Employee can submit resignation - Managers and HR can review and approve - Exit status is updated | - No data loss in exit process - All steps tracked with date/time - Notification alerts working | Completed |
| HR Dashboard | - Dashboard UI ready - Charts and reports working - Data loads from all modules | - HR can view employee stats - Reports are downloadable - Real-time updates shown | - Fast loading (under 3 seconds) - Correct data shown - Secure access for HR only | Completed |
| Internal Job Posting (IJP) | - IJP module set up - Application form tested - Notifications connected | - Employees can apply for internal jobs - Recruiter gets application - Interview process starts | - Application data is saved - Process is smooth and user-friendly - Role-based access applied | Completed |
| Employee Grievance Handling | - Complaint form working - Workflow set up for response and resolution - Status tracking added | - Employee can submit complaints - HR can respond and resolve - Employee gets updates | - Complaint data kept private - Resolution timelines tracked - Issue status shown clearly | Completed |

**Definition of Ready.**It's a set of criteria that must be met before a user story, task, or feature is considered ready for development and can be added to a sprint backlog. Essentially, DOR ensures that all necessary information and preparation are done before work begins, promoting efficiency and avoiding unnecessary rework.

**Document 2- Product Vision**

To build a smart, flexible, and user-friendly HR management system that simplifies HR processes, improves employee experience, and supports real-time decision-making for HR teams and business leaders**.**

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| --- | --- | --- | --- |
| **Scrum Project Name** | **Agile Driver HRMS (Human Resource Management)** | | |
| Venue | Pune Office |  |  |
| Date: 01-11-2024 | Start time: 11.00 am | End Time :5.00 pm | Duration: 6 Hrs |
| Client | XYZ Pvt. Ltd | | |
| Stakeholder List | **Internal Stakeholder** | **Internal Stakeholder** |  |
| Scrum Team | XYZ Pvt. Ltd | |
| SME's | HR Team and Employee | |

|  |  |
| --- | --- |
| **Scrum Team** | |
| Scrum Master | Ms. Anayta Nikam |
| Product Owner | Mr. Amit Veram |
| Scrum Developer 1 | Mr. Shivam Goswami |
| Scrum Developer 2 | Mr. Rohan Desai |
| Scrum Developer 3 | Ms. Sneha Iyer |
| Scrum Developer 4 | Ms. Shrinidhi Prabhu |
| Scrum Developer 5 | Ms. Kalyani Nair |
| Q A Engineer | Mr. Ravi Kapoor |

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| --- | --- | --- | --- |
| **Target Group** | **Needs** | **Products** | **Value** |
| **Which market segment does the product address?**  Online HRMS application service provider is our **target segment** | **What problems does the product solve?** This Scrum HRMS application provide online services | **What product is it?** This HRMS application will be on mobile, tablets and desktop application | **How is the product going to benefit the company?** These opportunities can lead to more streamlined HR operations, better employee engagement, and a stronger alignment between HR practices and business goals. |
| **Who are the target users and customers?** People who are using HRMS application at any location (Employees and HR Admin) | **Which benefits does it provide?**  Employee can manager own profile, can apply for leaves, can raise grievance and compliances concerns. HR Admin can do employee payroll, recruitment, training and development through online application | **What makes it desirable and special?**  Users can access this application at any location 24/7 **Is feasible to develop the product?**  Product feasibility can be complex and require attention in every aspect | **What are the business goals?**  The purpose Statements of the HRMS application to provide and develop a smart, flexible, and efficient Human Resource Management System using Agile methodology. This system will continuously improve HR processes, ensuring better employee experiences, streamlined operations, and faster adaptability to business needs. **What is the business model?** This application is development and delivery as well as value delivery to customers through HR digital transformation. |

**Document 3: User stories**

story in Agile describes a feature from the Users perspective, focusing o their needs and perspective, focusing on their needs and benefits. Its typically written “As a User, I want (Feature) so that (benefits). Below are 40 user stories for online Agile driven HRMS application.

|  |  |  |
| --- | --- | --- |
| User Story : 1 | Task: 2 | Priority : HIGHEST |
| AS AN EMPLOYEE | | |
| I WANTO LOG IN HRMS APPLICATION |  |  |
| SO THAT I CAN SEE MY PROFILE DETAIL |  |  |
| BV : 500 | | CP: 02 |
| Acceptance Criteria: | | |
| HRMS application Screen | | |
| Text Boxes for Employee ID, Password | | |
| Click on OK Button | | |
|  |  |  |
| User Story : 2 | Task: 2 | Priority : HIGHEST |
| AS AN HR EMPLOYEE | | |
| I WANT TO LOG IN, IN BSUINESS ACCOUNT |  |  |
| SO THAT I CAN VIEW EMPLYEES LEAVES REQUEST |  |  |
| BV : 500 | | CP: 02 |
| Acceptance Criteria: | | |
| Employee can select leave type, dates, and reason. | | |
| System checks for sufficient leave balance. | | |
| Leave request goes to reporting manager for approval. | | |
| Both employee and manager receive status notifications. | | |
|  |  |  |
| User Story : 3 | Task: 2 | Priority : HIGHEST |
| AS AN EMPLOYEE | | |
| I WANT TO UPDATE MY NEW HOME ADDRESS IN HRMS PORTAL |  |  |
| SO THAT I CAN SEE UPDATED DETAIL IN HRMS PORTAL |  |  |
| BV : 500 | | CP: 02 |
| Acceptance Criteria: | | |
| Click on Personal details | | |
| Can see updated home address details | | |
|  |  |  |
| User Story : 4 | Task: 2 | Priority : HIGHEST |
| AS AN EMPLOYEE | | |
| I WANT TO APPLY FOR MATERNITY LEAVES |  |  |
| SO THAT I CAN INFORM MY HOD AND HR TEAM AND GET APPROVAL |  |  |
| BV : 500 | | CP: 03 |
| Acceptance Criteria: | | |
| Click on leaves | | |
| Select types of leave and upload medical documents | | |
| Click on apply | | |
| Departmental head and HR Admin will get notification | | |
|  |  |  |
| User Story : 5 | Task: 2 | Priority : HIGHEST |
| AS AN HR ADMIN | | |
| I WANT TO VIEW MONTHLY LEARNING & DEVELOPMENT (L&D) DASHBORAD | | |
| SO THAT I CAN PRESENT IN MONTHLY REVIEW MEETINGS | | |
| BV : 500 | | CP: 03 |
| Acceptance Criteria: | | |
| Click on report, click on L & D reports, select year and month, Click on view dashboard | | |
|  |  |  |
| User Story : 6 | Task: 2 | Priority : LOW |
| AS AN HR ADMIN | | |
| I WANT TO LIST OF NEW JOINING EMPLOYEE WITH THEIR EMPLOYEE ID, NAME, DEPARTMENT, CONTACT,DOJ | | |
| SO THAT I CAN GET THIS MONTH NEW EMPLOYEE LIST |  |  |
| BV : 50 | | CP: 01 |
| Acceptance Criteria: | | |
| Click on Reports, employee reports, select month, click on excel sheet download. | | |
| Downloaded excel sheet will display employees Name, employee id, dog, contact number | | |
|  |  |  |
| User Story : 7 | Task: 2 | Pririty : LOW |
| AS AN HR ADMIN | | |
| WANT TO UPLOAD NEW EMPLOYEE REMAINING DOCUMENTS TO THE HRMS PORTAL | | |
| SO THAT I CAN COMPLETE REMAING JOINING PROCESS SMOOTHLY | | |
| BV : 500 | | CP: 02 |
| Acceptance Criteria: | | |
| Display documents list | | |
| Click on upload document and upload | | |
| Display remaining documents added successfully | | |
|  |  |  |
| User Story : 8 | Task: 2 | Priority : MEDIUM |
| AS AN HEAD OF THE DEPARTMENT | | |
| I WANT TO APPROVE EMPLOYEE LEAVES | | |
| SO THAT EMPLOYEE WILL GET NOTIFICATION OF LEAVES APPROVED | | |
| BV : 100 | | CP: 01 |
| Acceptance Criteria: | | |
| Log in business account | | |
| Click on Notification and view details | | |
| Click on approve | | |
| Employee will get notification, leaves has been approved from HOD | | |
|  |  |  |
| User Story : 9 | Task: 2 | Priority : HIGH |
| AS A DEPARTMENTAL HOD | | |
| I WANT TO GIVE YEARLY APPRAISAL RATING TO THE EMPLOYEE | | |
| SO THAT HR ADMING CAN VIEW DEPRATMENTAL EMPLOYEE YEARLY APPRAISAL RATING | | |
| BV : 200 | | CP: 03 |
| Acceptance Criteria: | | |
| Click on appraisal | | |
| Select Revenue Reports | | |
| Select Employee | | |
| Give feedback and rate their yearly performance | | |
| and confirm | | |
|  |  |  |
| User Story : 10 | Task: 3 | Priority : HIGH |
| AS AN EMPLOYEE (JUNIOR STAFF) | | |
| I WANT TO RATE MY MANAGER |  |  |
| SO THAT HR ADMIN CAN SEE MY MANAGER REVIEW GIVEN BY ME |  |  |
| BV : 200 | | CP: 03 |
| Acceptance Criteria: | | |
| Click on appraisal | | |
| Give rating to the manager | | |
| Give feedback and confirm | | |
| Feedback will display in HRMS portal | | |
|  |  |  |
| User Story : 11 | Task: 2 | Priority : HEDIUM |
| AS AN HR ADMIN | | |
| I WANT TO CHECK YEARLY ATTRITION RATE AS COMPARE TO LAST YEAR | | |
| SO THAT I CAN VIEW ATTRITION REPORTS AND GRAPH AS COMPARE TO LAST YEAR | | |
| BV : 100 | | CP: 03 |
| Acceptance Criteria: | | |
| Select reports | | |
| View list of left employee April 2023- March 2024 & April 2024- March 2025 | | |
| Click on types of map (Pia Chart) and get reports in map format | | |
| Download in PDF | | |
|  |  |  |
| User Story : 12 | Task: 2 | Priority : HIGH |
| AS AN EMPLOYEE I WAS TO RAISE COMPLAIN REGARING PAYMENT DEDUCTION ON PRESENT DAY | | |
| I WAS TO RAISE COMPLAIN REGARING PAYMENT DEDUCTION ON PRESENT DAY | | |
| SO THAT I CAN REQUEST FOR PAYMENT OF PRESENT DAY | | |
| BV : 200 | | CP: 02 |
| Acceptance Criteria: | | |
| Click on Leaves and select missed punch | | |
| HOD and HR Adming will get notification of missed punch | | |
|  |  |  |
| User Story : 13 | Task: 2 | Priority : HIGH |
| AS AN DEPARTMENTAL HOD | | |
| I WANT TO GIVE APPROVAL OF THE EMPLOYEE OF MISSED PUNCH ON PRESENT DAY | | |
| SO THAT HR ADMIN CAN GET NOTIFICATION FOR THE APPROVAL | | |
| BV : 200 | | CP: 02 |
| Acceptance Criteria: | | |
| Click on business account, got to notification | | |
| View details and give approval if applicable | | |
| HR Admin will get notification for final approval |  |  |
|  |  |  |
| User Story : 15 | Task: 1 | Priority : HIGH |
| AS AN EMPLOYEE | | |
| I WANT TO DOWNLOD LAST 3 MONTHS SALARY SLIPS | | |
| SO THAT I CAN GET LAST 3 MONTHS SALARY SLIPS | | |
| BV : 200 | | CP: 02 |
| Acceptance Criteria: | | |
| Click on salary slips | | |
| Selects month and download | | |
|  |  |  |
| User Story : 16 | Task: 1 | Priority : HIGH |
| AS AN EMPLOYEE | | |
| I WANT TO DOWNLOAD FORM 16 | | |
| SO THAT I GET FORM 16 | | |
| BV : 200 | | CP: 02 |
| Acceptance Criteria: | | |
| Click on reports, click on Form 16 |  |  |
| Click on download | | |
|  |  |  |
| User Story : 17 | Task: 2 | Priority : HIGH |
| AS AN HR ADMIN | | |
| I WANT TO UPDATE INTERNAL JOB POSTING ON HRMS APPLICATION | | |
| SO THAN INTERNAL EMPLOYEE CAN SEE ORGANISATION VACANT POSITION | | |
| BV : 200 | | CP: 02 |
| Acceptance Criteria: | | |
| Update available position with designation, dept, number of position | | |
| Internal employee can see internal postion on HRMS application | | |
| Applications are routed to recruitment automatically. | | |
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|  |  |  |
| User Story : 18 | Task: 1 | Priority : HIGH |
| AS AN HR ADMIN | | |
| I WANT TO PROCESS EMPLOYEES MONTHLY SALARY | | |
| SO THAT MONTHLY SALARY WILL BE CREDITED TO THE EMPLOYEE BANK ACCOUNT | | |
| BV : 200 | | CP: 02 |
| Acceptance Criteria: | | |
| Click on Payroll process |  |  |
| General each and every employee present and absent day and create final report | | |
| Reports will be sent to Finance department for salary approval | | |
| Employees monthly salary will be credited | | |
|  |  |  |
| User Story : 19 | Task: 1 | Priority : HIGH |
| AS AN HR ADMIN | | |
| I WANT TO COMPLETE ONBOARDING PROCESS THROUGH HRMS APPLICATION | | |
| SO THAT I CAN SAVE MY TIME & CAN ONBOARD CANDIDATES SMOOTHLY | | |
| BV : 200 | | CP: 02 |
| Acceptance Criteria: | | |
| Click of Talent Acquisition | | |
| Update interview feedback, upload before joining documents such as experience certificate, salary slips of current organisation, qualification documents, Adhar Crad, PAN Card details | | |
| Get salary approval from higher authority | | |
| Process candidate offer and confirm | | |
|  |  |  |
| User Story : 20 | Task: 3 | Priority : HIGH |
| As AN EMPLOYEE | | |
| I WANT TO ATTEND COMMUNICATION TRAINING ON HRMS PORTAL (RECORDED SESSION) | | |
| SO THAT I COMPLETE SESSION FROM ANY PLACE | | |
| BV : 200 | | CP: 02 |
| Acceptance Criteria: | | |
| Employee can access HRMS application from any location | | |
| Click on training, select Communication etiquette | | |
| Assessment completion | | |
| System will display training is completed successfully | | |
|  |  |  |
| User Story : 21 | Task: 1 | Priority : HIGH |
| AS AN HR ADMIN | | |
| I WANT TO CONDUCT ONLINE HAPPINES SURVEY | | |
| SO THAT I CAN GET REPORTS OF EXIST EMPLOYEE SATISFACTION RATION AND CAN UNDERSTAND THEIR CONCERN | | |
| BV : 200 | | CP: 02 |
| Acceptance Criteria: | | |
| Create a link for employee happiness survey through HRMS Application | | |
| All employee will get notification |  |  |
| HR Admin can generate reports and submit to the HR Head for evaluation | | |
|  |  |  |
| User Story : 22 | Task: 1 | Priority : MEDIUM |
| AS AN HR ADMIN | | |
| I WANT TO GENERATE EXPERIENCE CERTIFICATE OF LEFT EMPLOYEE | | |
| SO THAT I CAN PROVIDE AN EXPERIENCE CERTIFICATE TO THE LEFT EMPLOYEE | | |
| BV : 200 | | CP: 02 |
| Acceptance Criteria: | | |
| Get an approval from HOD and HR Head through HRMS | | |
| Generate an Experience certificate and emailed to the left employee. | | |
|  |  |  |
| User Story : 23 | Task:2 | Priority : HIGH |
| AS AN HR ADMIN | | |
| I WANT TO GIVE ANNOUNCEMENT FOR ANNUL DAY INVITATION | | |
| SO THAT EMPLOYEES WILL GET AN INVITATION FOR ORGANISATION ANNUL DAY FUNCTION | | |
| BV : 200 | | CP: 02 |
| Acceptance Criteria: | | |
| HR can create, edit, and delete announcements. | | |
| Notifications are sent to employees on publish. | | |
| Annual day invitation will display on dashboard | | |
|  |  |  |
| User Story : 24 | Task: 1 | Priority : MEDIUM |
| AS AN HR ADMIN | | |
| I WANT TO FEED EXIST EMPLOYEE DATA IN HRMS APPLICATION | | |
| SO THAT I CAN SEE THE ALL EMPLOYEE DETAILS | | |
| BV : 100 | | CP: 04 |
| Click on application and update data of exist employee and confirm | | |
| HR admin can view exist employee data on the HRMS system. | | |
|  |  |  |
| User Story : 25 | Task: 7 | Priority : HIGH |
| AS A MANAGER | | |
| I WANT TO CONDUCT PERFORMANCE REVIEW OF MY TEAM | | |
| SO THAT I CAN PROVIDE FEEDBACK AND PLAN DEVELOPMENT | | |
| BV : 200 | | CP: 04 |
| Acceptance Criteria: | | |
| Managers can initiate performance review cycles. | | |
| Employees can fill in self-assessments. | | |
| System allows goal setting and rating. | | |
| HR can generate performance summary reports | | |
|  |  |  |
| User Story : 26 | Task: 5 | Priority : HIGH |
| AS AN HR ADMIN (RECRUITER) | | |
| I WANT TO MANAGE RECRUITMENT PIPELINE | | |
| SO THAT I CAN TRACK CANDIDATES PROGRESS EFFICIENTLY | | |
| BV : 200 | | CP: 04 |
| Acceptance Criteria: | | |
| System supports job posting and application tracking. | | |
| Recruiters can move candidates through stages (e.g., Screening → Interview → Offer). | | |
| Interview feedback can be submitted and viewed | | |
| Candidates receive status updates via email. | | |
|  |  |  |
| User Story : 27 | Task: 5 | Priority : MEDIUM |
| AS AN HR MANAGER | | |
| I WANT TO TASK TO THE EMPLOYEE AND MONITOR TO COMPLETEION | | |
| SO THAT I CAN ASSURE THAT PROCESS IS ADHERENCE | | |
| BV : 200 | | CP: 04 |
| Acceptance Criteria: | | |
| Tasks can be assigned by role or individual. | | |
| Due dates and priority levels are configurable. | | |
| Employees receive notifications for assigned tasks. | | |
| HR can view task status dashboards. | | |
|  |  |  |
| User Story : 28 | Task: 5 | Priority : MEDIUM |
| AS AN HR ADMIN | | |
| I WANT TO TRACK & REPORT DAILY ATTENDANCE OF EMPLOYEE | | |
| SO THAT PAYROLL AND COMPLAINCE CAN ACCURATE | | |
| BV : 200 | | CP: 04 |
| Acceptance Criteria: | | |
| Employees can check in/out via the system or biometric integration. | | |
| System calculates total working hours and flags anomalies. | | |
| Monthly attendance reports are exportable and managers can approve attendance correction. | | |
|  |  |  |
| User Story : 29 | Task: 5 | Priority : MEDIUM |
| AS A DELIVERY BOY | | |
| I WANT TO VIEW FEEDBACK | | |
| SO THAT I CAN KNOW THE CUSTOMER FEEDBACK | | |
| BV : 200 | | CP: 04 |
| Acceptance Criteria: | | |
| Access to feedback system | | |
| Feedback visibility | | |
| Feedback sorting and filtering | | |
| Response mechanism | | |
| User support | | |
|  |  |  |
| User Story : 30 | Task: 3 | Priority : HIGH |
| AS AN EMPLOYEE | | |
| I WAN TO RAISE TICKET HR RELATED QUARIES OR ISSUES | | |
| SO THAT I CAN GET TIMELY SUPPORT | | |
| BV : 100 | | CP: 03 |
| Acceptance Criteria: | | |
| Employees can create and submit tickets via the helpdesk. | | |
| Tickets can be categorized (e.g., payroll, leave, policy). | | |
| HR can assign, update, and close tickets, Employees are notified of updates and resolutions. | | |
|  |  |  |
| User Story : 31 | Task: 3 | Priority : HIGH |
| AS AN USER | | |
| I WAN TO SEE THE ORGANISATIONAL STRUCTURE | | |
| SO I CAN UNDERSTAND REPORING LINES AND TEAM HIRARCHY | | |
| BV : 200 | | CP: 04 |
| Acceptance Criteria: | | |
| Org chart displays in tree view by department/team. | | |
| Clicking on a person shows role, contact, and manager. | | |
| HR can update hierarchy via admin panel and Org chart can be downloaded as a PDF or image | | |
|  |  |  |
| User Story : 32 | Task: 6 | Priority : MEDIUM |
| AS A TRAINING MANAGER | | |
| I WANT TO ASSIGN AND TRACK TRAINING PROGRAMS | | |
| DSO THAT EMPLOYEE CAN UPSKILL EFFECTIVELY | | |
| BV : 200 | | CP: 04 |
| Acceptance Criteria: | | |
| HR can assign training modules to employees or departments. | | |
| Completion status and assessment scores are recorded. | | |
| Employees can give feedback after training | | |
| Reports show participation and completion rates. | | |
|  |  |  |
| User Story : 33 | Task: 2 | Priority : MEDIUM |
| AS A RESTAURANT OWNER | | |
| I WANT TO KNOW THE DELIVERY BOY | | |
| SO THAT I CAN VERIFY THE DELIVERY BOY | | |
| BV : 200 | | CP: 04 |
| Acceptance Criteria: | | |
| ID Proof | | |
| Punctuality and reliability | | |
|  |  |  |
| User Story : 34 | Task: 2 | Priority : LOW |
| AS AN HR ADMIN | | |
| I WANT EMPLOYEE TO ACKNOWLEDE COMPANY POLICIES | | |
| SO THAT COMPLAINCES CAN BE DOCUMENTED | | |
| BV : 50 | | CP: 01 |
| Acceptance criteria: | | |
| Employees receive notification of new/updated policies. | | |
| System tracks who has read and acknowledged each policy. | | |
| Unacknowledged policies are highlighted on the dashboard. | | |
| HR can view and export acknowledgment reports. | | |
|  |  |  |
| User Story : 35 | Task: 2 | Priority : MEDIUM |
| AS AN EMPLOYEE | | |
| I WANT REQUEST FOR REMOTE WORK | | |
| SO THAT I CAN WORK FROM HOME WHEN NEEDED | | |
| BV : 100 | | CP: 02 |
| Acceptance criteria: | | |
| Employees can request WFH for specific dates. | | |
| Requests go through approval workflow. | | |
| Approved WFH shows in attendance tracking. | | |
| HR can monitor usage patterns. | | |
|  |  |  |
| User Story : 36 | Task: 4 | Priority : MEDIUM |
| AS AN HR ADMIN | | |
| I WANT MANAGE AN EXIST PROCESS OF RESIGNING EMPLOYEE | | |
| SO I CAN GET TIMELY SUPPORT | | |
| BV : 100 | | CP: 03 |
| Acceptance criteria: | | |
| Employees can submit resignations online. | | |
| Resignation triggers workflow to managers and HR. | | |
| Exit interviews and clearance tasks are assigned. | | |
| Full and final settlement is initiated automatically. | | |
|  |  |  |
| User Story : 37 | Task: 4 | Priority : HIGH |
| AS A SYSTEM ADMINISTRATOR | | |
| I WAN TO TRACK USERS ACTIVITY LOG | | |
| SO THAT I CAN ENSURE DATA INTIGRITY AND COMPLAINCE WITH AUDIT REQUIREMENTS | | |
| BV : 100 | | CP: 03 |
| Acceptance criteria: | | |
| All user actions (create/edit/delete/login) are logged. | | |
| Logs are searchable by date, user, and module. | | |
| Only users with admin rights can access logs and Export option for audits (PDF/CSV). | | |
|  |  |  |
| User Story : 38 | Task: 6 | Priority : HIGH |
| AS AN EMPLOYEE | | |
| I WANT TO ACCESS HRMS APPLICATION THROUGH MOBILE APP | | |
| SO THAT I CAN PERFORM TASK ON THE GO | | |
| BV : 500 | | CP: 03 |
| Acceptance criteria: | | |
| Mobile app allows login with employee credentials. | | |
| Key features available: profile view, leave request, attendance, announcements. | | |
| Push notifications are enabled for tasks and approvals. | | |
| Data syncs in real-time with the web application. | | |
|  |  |  |
| User Story : 39 | Task: 6 | Priority : LOW |
| AS AN HR ADMIN | | |
| I WANT TO TRACK USER PROBATION PERIOD | | |
| SO THAT TIMELY EVALUATIONS ARE DONE | | |
| BV : 50 | | CP: 05 |
| Acceptance criteria: | | |
| HR sets probation period at time of onboarding. | | |
| System reminds managers before probation end. | | |
| Managers submit confirmation or extension notes. | | |
| Status updates reflect in employee profile. | | |
|  |  |  |
| User Story : 40 | Task: 8 | Priority : MEDIUM |
| AS AN HR ANALYST | | |
| I WAN TO TRACK DIVERSITY MATRICS (AGE, GENDER) | | |
| SO THAT I CAN REPORT ORGANISATION INCLUSIVENESS | | |
| BV : 50 | | CP: 05 |
| Acceptance criteria: | | |
| Dashboard shows diversity distribution (gender, age, ethnicity if applicable). | | |
| Breakdown by level, function, and location. | | |
| Trends available quarterly/yearly. | | |
| Data complies with privacy policies. | | |

**Document 4: Agile PO Experience Document**

Role of the Product Owner in the Agile Driven HRMS Application, the Product Owner (PO) is responsible for shaping and guiding the development of the Agile Driven HRMS application. With their knowledge of the HR domain and understanding of market needs, the PO ensures the product delivers real value.

**1. Market Analysis-**

Market Analysis of market need/demand ▫ Availability of similar products in the market

* Studied current HR market needs and trends.
* Identified what HRMS solutions already exist in the market.
* Understand and studied what makes this product different or better.

**2. Enterprise Analysis**

Enterprise Analysis means due diligence on the market opportunity

* Assessed whether there is a real business opportunity.
* Evaluated the potential value the product can bring to the organization.

**3. Product Vision and Roadmap**

* Created a clear vision for the Agile Driven HRMS, based on the needs of users and the organization.
* Built a high-level roadmap that outlines major features and delivery timelines

**4. Managing Product Features**

* Worked with stakeholders to understand what they need.
* Prioritized features, epics, and stories based on importance, urgency, and expected business value.
* Balanced what's critical now with what will benefit the product long-term.

**5. Managing the Product Backlog**

* Maintained and regularly updates the product backlog.
* Prioritized user stories based on feedback, business goals, and technical feasibility.
* Braked large tasks (epics) into smaller, manageable stories for the development team.

**6. Tracking Sprint and Iteration Progress**

* Reviewed progress at the end of each sprint.
* Adjusted priorities for upcoming sprints or epics if needed.
* Joint retrospectives with the Business Analyst to improve team collaboration and delivery.

❖ From this project I have learned how to handle sprint meetings such as ➢ Sprint planning meeting Nurturing Process –

Through this project, I learned how to effectively take part in different sprint meetings that are essential in Agile project management:

1. **Sprint Planning Meeting**: How to plan the work for the upcoming sprint by selecting the most important tasks from the backlog.
2. **Daily Scrum Meeting**: How to share daily updates, track progress, and discuss any blockers with the team in short stand-up meetings.
3. **Sprint Review Meeting**: How to present the completed work at the end of the sprint and gather feedback from stakeholders.
4. **Sprint Retrospective Meeting**: How to reflect on what went well, what didn’t, and how the team can improve in the next sprint.
5. **Backlog Refinement Meeting**: How to review, update, and prioritize the product backlog so that the team is always ready for upcoming sprints.

❖ During the Agile Driven HRMS application project, I also learned how to **create and manage user stories**, which are short descriptions of a feature or function from the user's point of view.

Each user story includes the following key elements:

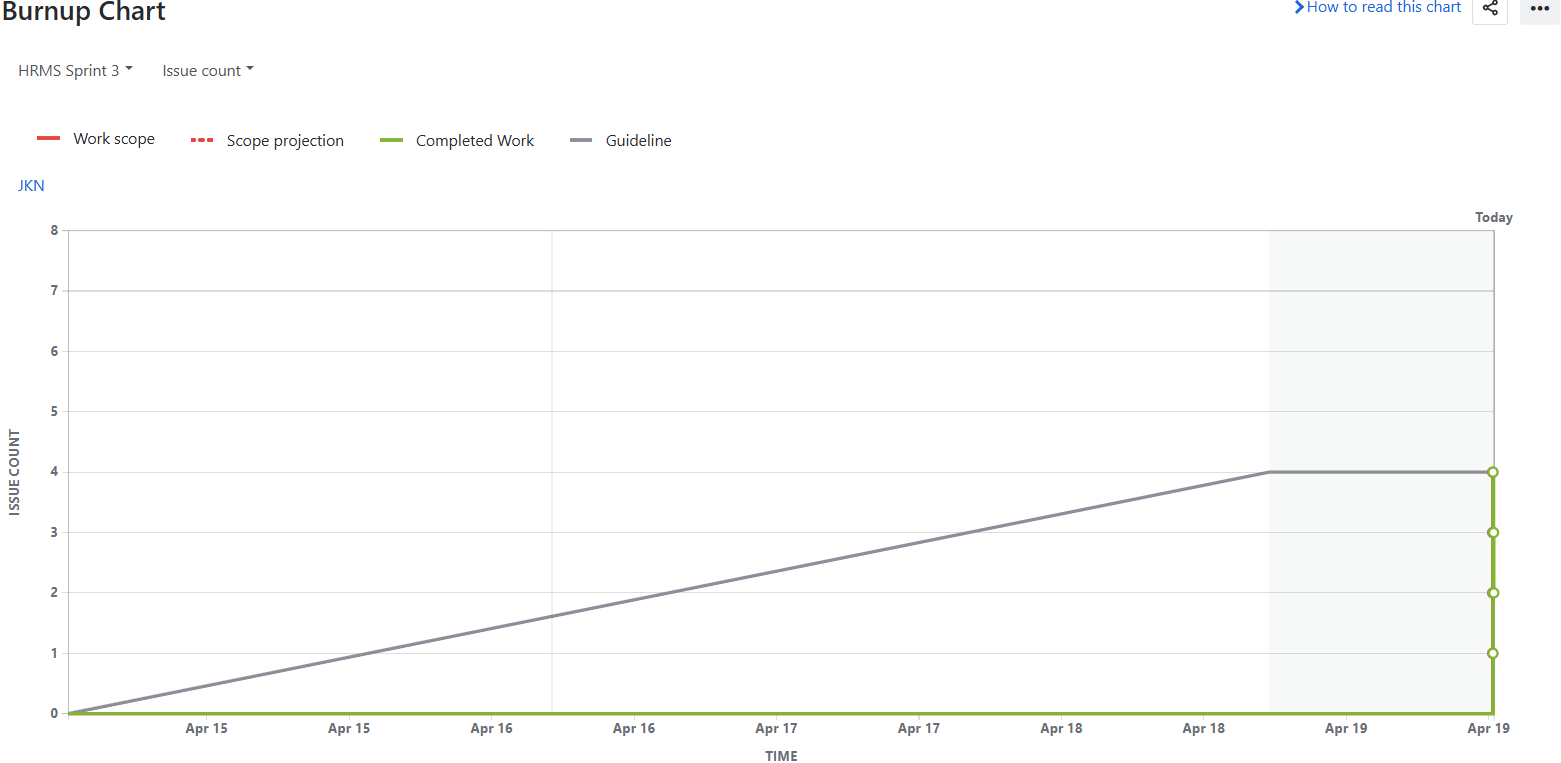
1. **Story Number**: A unique ID or number to keep track of the user story.
2. **Tasks**: The specific activities or steps needed to complete the story.
3. **Priority**: The importance level of the story (e.g., High, Medium, Low) based on business needs.
4. **Acceptance Criteria**: The conditions that must be met for the story to be considered complete and acceptable.
5. **BV (Business Value)**: The estimated value or benefit that the story will bring to the business.
6. **CP (Complexity Point)**: The estimated level of effort or complexity involved in delivering the story, usually measured in story points.

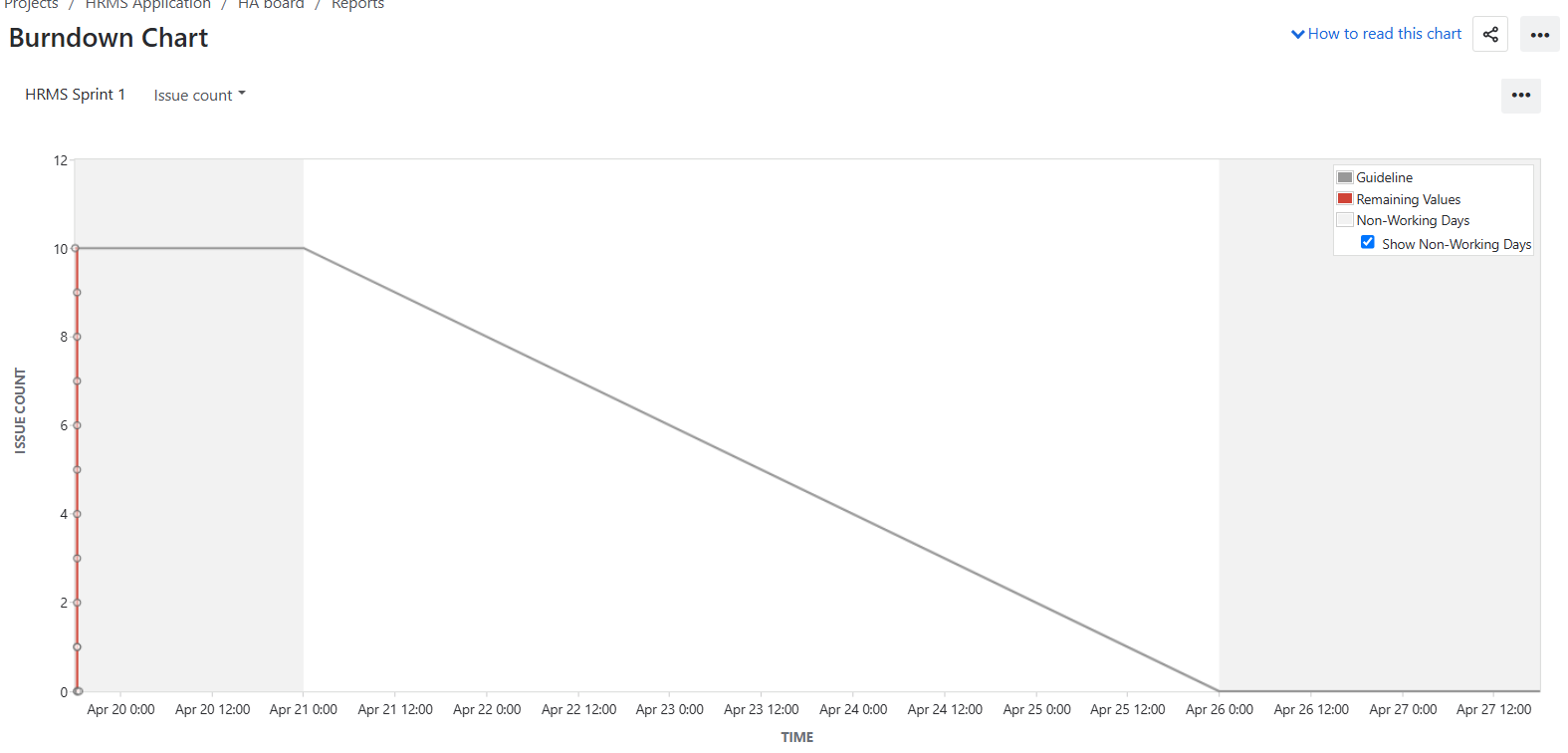
This process helped ensure that every feature we built was clear, trackable, and valuable for both users and stakeholders.

❖ In Scrum, a product owner serves as the liaison between multiple areas of an organization. This person communicates with business stakeholders and collaborates closely with Scrum teams to keep all areas of the business informed on a project's development.

❖ The product owner develops a vision of a product's function and operation, which in turn allows this Scrum team member to define product features and break those features into product backlog items.

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

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In the Agile Driven HRMS application project, I learned the difference between a **Product Backlog** and a **Sprint Backlog**. The **Product Backlog** is a complete list of all the features, enhancements, bug fixes, and requirements that need to be developed for the HRMS system. It is maintained by the Product Owner and includes detailed user stories, epics, and tasks. The items in the product backlog are regularly reviewed, updated, and prioritized based on business needs, user feedback, and changing requirements. This backlog helps the team understand what needs to be built in the long run to deliver a successful product.

On the other hand, the **Sprint Backlog** is a smaller, focused list that is created from the product backlog. It includes only those items that the development team commits to work on during the current sprint, which is usually a 1–4 week period. The sprint backlog is discussed and finalized during the sprint planning meeting. It includes selected user stories, specific development tasks, and goals for that sprint. This helps the team stay focused on short-term deliverables while moving closer to the larger product goals.

**Sprint burn down chart** means what is completed to be measure in Sprint burn down chart.

Sprint burn down chart shows the simple progress of work during sprint, tracking how much sprint is completed. It helps team to see if there are on track to complete the sprint goals.

What is need to be completed measure in **Product burn down Chart**, showing how much work is left in entire product backlog. It shows how much work left to complete all planned feature, helping stakeholder to track overall process

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| --- | --- | --- | --- | --- | --- | --- |
| **Product backlog** |  |  |  |  |  |  |
| **User story ID** | **User Story** | **Task** | **Priority** | **BV** | **CP** | **Sprint** |
| US001 | AS AN EMPLOYEE I WANT TO LOG IN HRMS APPLICATION SO THAT I CAN SEE MY PROFILE DETAIL | Design login screen, integrate user authentication, create profile view page | Highest | 500 | 2 | Sprint 1 |
| US002 | AS AN HR EMPLOYEE I WANT TO LOG IN, IN BUSINESS ACCOUNT SO THAT I CAN VIEW EMPLOYEES LEAVES REQUEST | Design HR login interface, create leave request dashboard, implement data filters | Highest | 500 | 2 | Sprint 1 |
| US003 | AS AN EMPLOYEE I WANT TO UPDATE MY NEW HOME ADDRESS IN HRMS PORTAL SO THAT I CAN SEE UPDATED DETAIL IN HRMS PORTAL | Design address update form, enable update API, test updated record sync | Low | 500 | 2 | Sprint 1 |
| US004 | AS AN EMPLOYEE I WANT TO APPLY FOR MATERNITY LEAVES SO THAT I CAN INFORM MY HOD AND HR TEAM AND GET APPROVAL | Design maternity leave form, integrate with HR approval workflow, send notification alerts | Mid | 500 | 3 | Sprint 1 |
| US005 | AS AN HR ADMIN I WANT TO VIEW MONTHLY LEARNING & DEVELOPMENT (L&D) DASHBOARD SO THAT I CAN PRESENT IN MONTHLY REVIEW MEETINGS | Design L&D dashboard, integrate analytics charts, create export-to-PPT/Excel option | High | 500 | 3 | Sprint 1 |
| US006 | AS AN HR ADMIN I WANT TO LIST OF NEW JOINING EMPLOYEE WITH THEIR EMPLOYEE ID, NAME, DEPARTMENT, CONTACT, DOJ SO THAT I CAN GET THIS MONTH NEW EMPLOYEE LIST | Create new joiner listing page, fetch records by DOJ, add filter/search option | High | 50 | 1 | Sprint 1 |
| US007 | AS AN HR ADMIN WANT TO UPLOAD NEW EMPLOYEE REMAINING DOCUMENTS TO THE HRMS PORTAL SO THAT I CAN COMPLETE REMAINING JOINING PROCESS SMOOTHLY | Create document upload feature, validate file types, link uploads to employee ID | Low | 500 | 2 | Sprint 1 |
| US008 | AS AN HEAD OF THE DEPARTMENT I WANT TO APPROVE EMPLOYEE LEAVES SO THAT EMPLOYEE WILL GET NOTIFICATION OF LEAVES APPROVED | Design leave approval interface, enable approval action, send confirmation email | Highest | 50 | 1 | Sprint 1 |
| US009 | AS A DEPARTMENTAL HOD I WANT TO GIVE YEARLY APPRAISAL RATING TO THE EMPLOYEE SO THAT HR ADMIN CAN VIEW DEPARTMENTAL EMPLOYEE YEARLY APPRAISAL RATING | Design appraisal rating form, connect to employee profile, show summary report | Low | 200 | 3 | Sprint 1 |
| US010 | AS AN EMPLOYEE (SUPPORTIVE HR STAFF) I WANT TO RATE MY MANAGER SO THAT HR ADMIN CAN SEE MY MANAGER REVIEW GIVEN BY ME | Create anonymous rating form, set review parameters, share result with HR only | Highest | 200 | 3 | Sprint 1 |

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| --- | --- | --- | --- | --- | --- |
| **Sprint Backlog** | |  |  |  |  |
| **User story ID** | **User Story** | **Tasks** | **Owner** | **Status** | **Estimated Efforts** |
| US001 | AS AN HR ADMIN I WANT TO CHECK YEARLY ATTRITION RATE AS COMPARE TO LAST YEAR SO THAT I CAN VIEW ATTRITION REPORTS AND GRAPH AS COMPARE TO LAST YEAR | Generate yearly attrition data, design graph comparison dashboard, enable year filter | Mr. Shivam Goswami | Completed | 8 hours |
| US002 | AS AN EMPLOYEE I WANT TO RAISE COMPLAIN REGARDING PAYMENT DEDUCTION ON PRESENT DAY SO THAT I CAN REQUEST FOR PAYMENT OF PRESENT DAY | Create complaint form, enable payment correction workflow, trigger HR alert | Mr. Rohan Desai | Completed | 6 hours |
| US003 | AS A DEPARTMENTAL HOD I WANT TO GIVE APPROVAL OF THE EMPLOYEE OF MISSED PUNCH ON PRESENT DAY SO THAT HR ADMIN CAN GET NOTIFICATION FOR THE APPROVAL | Design approval interface, connect with attendance logs, notify HR | Ms. Sneha Iyer | Completed | 5 hours |
| US004 | AS AN EMPLOYEE I WANT TO DOWNLOAD LAST 3 MONTHS SALARY SLIPS SO THAT I CAN GET LAST 3 MONTHS SALARY SLIPS | Enable payslip generation, implement download feature for last 3 months | Ms. Shrinidhi Prabhu | Completed | 4 hours |
| US005 | AS AN EMPLOYEE I WANT TO DOWNLOAD FORM 16 SO THAT I GET FORM 16 | Fetch Form 16 from payroll, add secure download link, enable email option | Ms. Kalyani NAIR | Completed | 3 hours |
| US006 | AS AN HR ADMIN I WANT TO UPDATE INTERNAL JOB POSTING ON HRMS APPLICATION SO THAT INTERNAL EMPLOYEE CAN SEE ORGANISATION VACANT POSITION | Create job posting form, enable visibility to internal users, add job expiry date | Mr. Ravi Kapoor | Completed | 5 hours |
| US007 | AS AN HR ADMIN I WANT TO UPDATE INTERNAL JOB POSTING ON HRMS APPLICATION SO THAT INTERNAL EMPLOYEE CAN SEE ORGANISATION VACANT POSITION | Duplicate check for job postings, version control of updates, notify employees | Mr. Shivam Goswami | Completed | 4 hours |
| US008 | AS AN HR ADMIN I WANT TO PROCESS EMPLOYEES MONTHLY SALARY SO THAT MONTHLY SALARY WILL BE CREDITED TO THE EMPLOYEE BANK ACCOUNT | Calculate payroll, integrate with bank API, generate payslip summary | Mr. Rohan Desai | Completed | 7 hours |
| US009 | AS AN HR ADMIN I WANT TO COMPLETE ONBOARDING PROCESS THROUGH HRMS APPLICATION SO THAT I CAN SAVE MY TIME & CAN ONBOARD CANDIDATES SMOOTHLY | Design onboarding checklist, automate document collection, assign buddy | Ms. Sneha Iyer | Completed | 6 hours |
| US010 | AS AN EMPLOYEE I WANT TO ATTEND COMMUNICATION TRAINING ON HRMS PORTAL (RECORDED SESSION) SO THAT I COMPLETE SESSION FROM ANY PLACE | Upload training video, add session access on demand, capture completion certificate | Ms. Shrinidhi Prabhu | Completed | 3 hours |

**Documents 6: Sprint meetings.**

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| **Meeting Type 1: Sprint Planning meeting** | |
| **Date** |  |
| **Time** | 10:00 AM – 11:30 AM |
| **Location** | Zoom (Meeting ID: 123-456-789) |
| **Prepared by**: | Ms. Anayta Nikam (Scrum Master) |
| **Attendance**: | Ms. Anayta Nikam - Scrum Master |
| Mr. Amit Verma - Product Owner |
| Mr. Shivam Goswami - Scrum Developer |
| Mr. Rohan Desai - Scrum Developer |
| Ms. Sneha Iyer - Scrum Developer |
| Ms. Shrinidhi Prabhu - Scrum Developer |
| Ms. Kalyani Nair- Scrum Developer |
| Mr. Ravi Kapoor - QA Engineer |

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| **Topics** | **Presenter** | **Time Allocated** |
| Sprint goals & priorities | Amit Verma | 15 minutes |
| Review of product backlog items | Priya Sharma | 20 minutes |
| Task estimation & effort sizing | Entire Dev Team | 25 minutes |
| Sprint capacity & availability | Anayta Nikam | 10 minutes |
| Finalizing sprint backlog | Team Discussion | 15 minutes |
| Q&A and wrap-up | Anayta Nikam | 5 minutes |

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| **Observer** | Anayta Nikam - Scrum Master |
| **Resources** | Jira Sprint Board Product Backlog Document, Velocity Report of Previous Sprint, Zoom Recording & Chat Log |
| **Special Notes** | Backend team flagged dependency on API documentation update  Sprint goal confirmed: Complete Phase 1 of Employee Onboarding Module  Next sprint review was scheduled for **April 29, 2025** |

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| **Meeting Type 2: Sprint review meeting** | |
| **Date**: | April 16, 2025 |
| **Time**: | 3:00 PM – 4:30 PM |
| **Location**: | Microsoft Teams |
| **Prepared by**: | Ms. Anayta Nikam (Scrum Master) |
| **Attendance**: | Ms. Anayta Nikam - Scrum Master |
| Mr. Amit Verma - Product Owner |
| Mr. Shivam Goswami - Scrum Developer |
| Mr. Rohan Desai - Scrum Developer |
| Ms. Sneha Iyer - Scrum Developer |
| Ms. Shrinidhi Prabhu - Scrum Developer |
| Ms. Kalyani Nair- Scrum Developer |
| Mr. Ravi Kapoor - QA Engineer |

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| --- | --- | --- | --- |
| **Sprint Status** | **Things to Demo** | **Quick Updates** | **What's next** |
| 6 out of 7 user stories completed | HR Dashboard UI enhancements | Team working well with new CI/CD pipeline | Prepare Sprint Planning for next module: Leave Management |
| 1 story carried forward due to API dependency | Document verification workflow | UAT session scheduled with HR Ops | Address UI feedback in upcoming sprint |
|  | Bug fixes and test coverage metric | Minor UI feedback from stakeholders noted | Schedule internal training on analytics module |

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| **Meeting Type 3: Sprint retrospective meeting** | |
| **Date** |  |
| **Time** | 4:00 PM – 5:00 PM |
| **Location** | Microsoft Teams |
| **Prepared by**: | Ms. Anayta Nikam (Scrum Master) |
| **Attendance**: | Ms. Anayta Nikam - Scrum Master |
| Mr. Amit Verma - Product Owner |
| Mr. Shivam Goswami - Scrum Developer |
| Mr. Rohan Desai - Scrum Developer |
| Ms. Sneha Iyer - Scrum Developer |
| Ms. Shrinidhi Prabhu - Scrum Developer |
| Ms. Kalyani Nair- Scrum Developer |
| Mr. Ravi Kapoor - QA Engineer |

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| **Agenda** | **What went well** | **What didn't go well** | **Questions** | **Reference** |
| Talk about what went well | Team finished most tasks on time | A few tasks were unclear in the beginning | Can we assign backup for critical tasks? | Sprint 4 Task Board (Jira) |
| Talk about what didn’t go well | Daily stand-ups helped with quick issue solving | Testing environment was slow for two days | Should we add more detail to user stories before sprint starts? | Notes from Daily Stand-ups |
| Share ideas to improve | New testing tool worked great and saved time | One team member was overloaded with work | How can we improve testing speed? | Test Summary Report |
| Clear up any open questions |  |  |  | Sprint 4 UAT Feedback |

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

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| **Question** | **Name/Role** | **Monday** | **Tuesday** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **What did you do yesterday?** | Developer 1 | Worked on login module UI | Fixed bugs in login validation | – | – | – | – | – |
| Developer 2 | Set up database schema for employee data | Created API for employee onboarding | – | – | – | – | – |
| Developer 3 | Analyzed user feedback on leave module | Started UI design for leave request page | – | – | – | – | – |
| Developer 4 | Reviewed sprint backlog | Attended meeting on payroll integration | – | – | – | – | – |
| Developer 5 | Updated task board in Jira | Helped QA team with test cases | – | – | – | – | – |
| Developer 6 | Researched API documentation for biometric login | Shared tech notes with the team | – | – | – | – | – |
| **What will you do today?** | Developer 1 | Connect login UI to backend API | – | – | – | – | – | – |
| Developer 2 | Write code to add new employee records | – | – | – | – | – | – |
| Developer 3 | Finalize UI of leave module | – | – | – | – | – | – |
| Developer 4 | Start integration of payroll API | – | – | – | – | – | – |
| Developer 5 | Update documentation | – | – | – | – | – | – |
| Developer 6 | Prepare for code review | – | – | – | – | – | – |
| **What (if any) is blocking your progress?** | Developer 1 | Waiting for backend API access | – | – | – | – | – | – |
| Developer 2 | Need clarity on employee role types | – | – | – | – | – | – |
| Developer 3 | No blockers | – | – | – | – | – | – |
| Developer 4 | Delay in payroll API delivery | – | – | – | – | – | – |
| Developer 5 | Need approval to access staging server | – | – | – | – | – | – |
| Developer 6 | No blockers | – | – | – | – | – | – |