1. **Write Agile Manifesto**

**Answer –**

The Agile Manifesto is a set of values and principles designed to improve software development by promoting flexibility. Collaboration and responsiveness to change. Created in 2001, it arose as an alternative to traditional, rigid project management methods that struggled to adapt to fast changing requirements. The Agile Manifesto encourages team to focus on delivering functional software, involve the customer throughout the process and be open to adapting plans when needed.

**Four core values of the Agile Manifesto:**

* Individuals and Interactions over processes and tools
* Working software over comprehensive documentation
* Customer collaboration over contract negotiation
* Responding to change over following a plan

**Twelve Principles of Agile Software:**

* Satisfy the customer through early and continuous delivery of valuable software.
* Welcome changing requirements, even late in development. Agile processes harness change for customer’s competitive advantage
* Deliver working software frequently, from a couple of weeks to a couple of months, with a preference to the shorter timescale
* Business people and developers must work together daily throughout the project
* Build projects around motivated individuals. Give them the environment and support they need and trust them to get the job done
* The most efficient and effective method of conveying information to and within a development team is face-to-face conversation
* Working software is the primary measure of progress
* Agile processes promote sustainable development. The sponsors, developers and users should be able to maintain a constant pace indefinitely
* Continuous attention to technical excellence and good design enhances agility
* Simplicity – the art of maximizing the amount of work not done – is essential
* The best architectures, requirements and designs emerge from self-organizing teams
* At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behavior accordingly.
1. **Use Stories – Acceptance Criteria – BV- CP**

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

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| **User Story 1** | **Task: Create login functionality, validate user credentials, integrate authentication system** | **Priority: High** |
| **Value Statement** | As a user, I want to login into my account to access personalized features |
| **BV** | 500 | CP: 5 |
| **Acceptance Criteria** | 1. Enter valid credentials
2. Click “Login”
3. Redirect to personalized homepage on successful login
4. Display error on invalid credentials.
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| **User Story 2** | **Task: Develop search feature, integrate filter options for cuisine, price and ratings** | **Priority: High** |
| **Value Statement** | As a user, I want to search and filter food items to find my perfect options |
| **BV** | 500 | CP: 8 |
| **Acceptance Criteria** | 1. Enter keywords or select filters.
2. Click “Search”
3. Display filtered results based on chosen criteria
4. Ensure relevant results are shown.
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| **User Story 3** | **Task: Implement user profile management, add options to update personal details** | **Priority: Medium** |
| **Value Statement** | As a user, I want to manage my profile to keep my information updated |
| **BV** | 100 | CP: 5 |
| **Acceptance Criteria** | 1. Access profile settings
2. Update personal details
3. Click “Save”
4. View confirmation of successful update.
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| **User Story 4** | **Task: Enable password reset via email verification** | **Priority: High** |
| **Value Statement** | As a user, I want to reset my password if I forget it |
| **BV** | 500 | CP: 2 |
| **Acceptance Criteria** | 1. Click “Forgot Password”
2. Enter registered email
3. Receive verification email
4. Follow link to set a new password.
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| **User Story 5** | **Task: Implement a live chat feature for user support** | **Priority: Medium** |
| **Value Statement** | As a user, I want to chat with support representatives for real time assistance |
| **BV** | 100 | CP: 2 |
| **Acceptance Criteria** | 1. Click on the live chat icon
2. Enter a message in the chat window
3. Click on send button
4. Receive prompt responses from the support representative
5. View chat history after the conversation ends
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| **User Story 6** | **Task: Set up notifications for order status updates** | **Priority: High** |
| **Value Statement** | As a user, I want to receive notifications for my order status to stay informed |
| **BV** | 500 | CP: 3 |
| **Acceptance Criteria** | 1. Place an order
2. Receive notifications at each stage (order placed, dispatched, delivered)
3. View notifications in the app notification panel.
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| **User Story 7** | **Task: Integrate payment gateway for secure transactions** | **Priority: High** |
| **Value Statement** | As a user, I want to secure way to make payments for my orders |
| **BV** | 500 | CP: 3 |
| **Acceptance Criteria** | 1. Add items to cart
2. Proceed to checkout
3. Choose a payment method
4. Enter payment details and complete transaction
5. Receive confirmation of successful payment.
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| **User Story 8** | **Task: Implement a referral system for users to invite friends** | **Priority: Medium** |
| **Value Statement** | As a user, I want to refer friends to earn rewards |
| **BV** | 100 | CP: 3 |
| **Acceptance Criteria** | 1. Access referral section
2. Copy referral link or enter friend’s email
3. Friend receives invitation and registers
4. User receives reward on friend’s first order.
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| **User Story 9** | **Task: Add cart functionality to store selected items before checkout** | **Priority: High** |
| **Value Statement** | As a user, I want to add items to my cart and review them before placing an order |
| **BV** | 500 | CP: 2 |
| **Acceptance Criteria** | 1. Select item and add to cart
2. Access cart to view items
3. Edit quantity or remove items
4. Click “Checkout” to proceed with selected items.
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| **User Story 10** | **Task: x** | **Priority: Medium** |
| **Value Statement** | As a user, I want to view my past orders for reference and reordering |
| **BV** | 100 | CP: 3 |
| **Acceptance Criteria** | 1. Access order history
2. View past orders with details (date, items, amount)
3. Option to reorder items from history.
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| **User Story 11** | **Task: Enable users to track delivery in real-time on a map** | **Priority: High** |
| **Value Statement** | As a user, I want to track my order in real-time to know the estimated delivery time |
| **BV** | 500 | CP: 3 |
| **Acceptance Criteria** | 1. Place an order
2. Access order tracking
3. View delivery vehicle location on map
4. Show ETA based on live location updates.
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| **User Story 12** | **Task: Add restaurant rating and review functionality** | **Priority: Medium** |
| **Value Statement** | As a user, I want to rate and review restaurants after my order is complete |
| **BV** | 100 | CP: 2 |
| **Acceptance Criteria** | 1. Complete an order
2. Access review section for the restaurant
3. Rate on a scale of 1-5 and add comments
4. Submit review and view it on the restaurant’s page.
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| **User Story 13** | **Task: Develop a sorting feature to sort restaurants by ratings, distance or popularity** | **Priority: Medium** |
| **Value Statement** | As a user, I want to sort restaurant listings based on ratings, distance or popularity |
| **BV** | 100 | CP: 3 |
| **Acceptance Criteria** | 1. Select sorting criteria
2. Display sorted results based on chosen criteria
3. Verify that results match selected sort option.
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| **User Story 14** | **Task: Implement push notifications for special offers and discounts** | **Priority: Medium** |
| **Value Statement** | As a user, I want to receive notifications about offers and discounts to save on orders |
| **BV** | 100 | CP: 5 |
| **Acceptance Criteria** | 1. User opts into notifications
2. Receive timely notifications for offers
3. Tap notification to view offer details in the app.
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| **User Story 15** | **Task: Create delivery partner registration and verification process** | **Priority: High** |
| **Value Statement** | As a delivery partner, I want to register and verify my account to start delivering orders |
| **BV** | 500 | CP: 5 |
| **Acceptance Criteria** | 1. Fill out registration form
2. Upload verification documents
3. Receive approval notification on successful verification
4. Access delivery partner dashboard
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| **User Story 16** | **Task: Implement earnings tracker for delivery partners**  | **Priority: Medium** |
| **Value Statement** | As a delivery partner, I want to view earnings to track my income |
| **BV** | 100 | CP: 2 |
| **Acceptance Criteria** | 1. Select “Earnings” option
2. Select dates or tenure of tracking earnings
3. Breakdown of earnings per order
4. View total income for selected date range
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| **User Story 17** | **Task: Add order assignment feature for delivery partners** | **Priority: High** |
| **Value Statement** | As a delivery partner, I want to receive assigned orders to start the delivery process |
| **BV** | 500 | CP: 5 |
| **Acceptance Criteria** | 1. Receive new order notification
2. Accept or reject order
3. Confirm order pick-up and start delivery.
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| **User Story 18** | **Task: Set up customer support contact options (chat, email, phone)** | **Priority: Medium** |
| **Value Statement** | As a user, I want various contact options for customer support in case of issues |
| **BV** | 100 | CP: 2 |
| **Acceptance Criteria** | 1. Access support section
2. Choose chat, email or phone
3. Initiate conversation or contact support
4. Receive response confirmation
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| **User Story 19** | **Task: Implement estimated delivery time display for each restaurant** | **Priority: High** |
| **Value Statement** | As a user, I want to see an estimated delivery time for each restaurant to plan my order |
| **BV** | 500 | CP: 5 |
| **Acceptance Criteria** | 1. View estimated time on restaurant page
2. Confirm accurate time calculation based on location
3. Time updates based on real-time conditions.
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| **User Story 20** | **Task: Create profile management for restaurants to update menus and information** | **Priority: Medium** |
| **Value Statement** | As a restaurant owner, I want to update my restaurant details to ensure accurate listings |
| **BV** | 100 | CP: 2 |
| **Acceptance Criteria** | 1. Log into restaurant profile
2. Edit menu items, hours and contact details
3. Save updates
4. View confirmation message after successful updates.
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| **User Story 21** | **Task: Implement loyalty program for returning users** | **Priority: Medium** |
| **Value Statement** | As a user, I want to earn loyalty points on each order to redeem rewards |
| **BV** | 100 | CP: 3 |
| **Acceptance Criteria** | 1. Place an order
2. Earn points on order completion
3. Track points in profile
4. Redeem points for discounts on future orders.
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| **User Story 22** | **Task: Enable order cancellation option before food preparation starts** | **Priority: High** |
| **Value Statement** | As a user, I want to cancel my order if needed, as long as food preparation hasn’t started |
| **BV** | 500 | CP: 5 |
| **Acceptance Criteria** | 1. Access order status
2. Cancel order if prep hasn’t begun
3. Receive refund confirmation
4. View updated status as “Cancelled”.
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| **User Story 23** | **Task: Add user profile for sorting preferences and order history** | **Priority: Medium** |
| **Value Statement** | As a user, I want a profile to save my food preferences and view my order history |
| **BV** | 100 | CP: 3 |
| **Acceptance Criteria** | 1. View profile section
2. Access food preferences and order history
3. Edit preferences
4. Confirm changes saved successfully.
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| **User Story 24** | **Task: Set up delivery fee calculations based on distance** | **Priority: High** |
| **33Value Statement** | As a user, I want the delivery fee to be calculated based on distance to understand the cost |
| **BV** | 500 | CP: 5 |
| **Acceptance Criteria** | 1. Enter delivery address
2. View calculated fee based on distance
3. Confirm accurate fee added to total
4. Complete order with correct fee applied.
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| **User Story 25** | **Task: Provide real-time delivery status updates to customers** | **Priority: High** |
| **Value Statement** | As a user, I want to receive real-time status updates on my order delivery |
| **BV** | 500 | CP: 2 |
| **Acceptance Criteria** | 1. Place an order
2. Receive real-time notifications for each stage (e.g., preparation, dispatch)
3. Access delivery status updates
4. View notification when the order is delivered.
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| **User Story 26** | **Task: Integrate payment gateway for secure transactions** | **Priority: High** |
| **Value Statement** | As a user, I want secure payment options to complete my order transaction |
| **BV** | 500 | CP: 3 |
| **Acceptance Criteria** | 1. Choose payment method
2. Enter payment details securely
3. Receive confirmation of successful payment
4. View updated order status after payment.
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| **User Story 27** | **Task: Allow multiple addresses to be saved in user profile** | **Priority: Medium** |
| **Value Statement** | As a user, I want to save multiple addresses to quickly select for future orders |
| **BV** | 100 | CP: 2 |
| **Acceptance Criteria** | 1. Add new address in profile
2. Save multiple addresses
3. Select address during checkout
4. Confirm correct address is applied to the order.
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| **User Story 28** | **Task: Create an order summary with detailed breakdown** | **Priority: Medium** |
| **Value Statement** | As a user, I want to view a detailed order summary before confirming my order |
| **BV** | 100 | CP: 2 |
| **Acceptance Criteria** | 1. Review items in the cart
2. View itemized cost breakdown
3. Confirm order summary matches items
4. Complete purchase after reviewing.
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| **User Story 29** | **Task: Add feature for restaurant owners to manage their menu** | **Priority: High** |
| **Value Statement** | As a restaurant owner, I want to manage my menu to keep offerings up-to-date |
| **BV** | 500 | CP: 3 |
| **Acceptance Criteria** | 1. Log into restaurant profile
2. Edit menu items and prices
3. Save updates
4. View updated menu on customer side.
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| **User Story 30** | **Task: Implement feedback collection post-delivery for improvement** | **Priority: Medium** |
| **Value Statement** | As a user, I want to provide feedback after delivery to help improve service |
| **BV** | 100 | CP: 5 |
| **Acceptance Criteria** | 1. Receive prompt to rate order after delivery
2. Provide feedback and submit
3. View confirmation of feedback submission
4. Feedback stored in system for review.
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| **User Story 31** | **Task: Enable multiple payment methods (credit card, debit card, UPI, wallet)** | **Priority: High** |
| **Value Statement** | As a user, I want multiple payment options for convenience in completing transactions |
| **BV** | 500 | CP: 5 |
| **Acceptance Criteria** | 1. Select payment method at checkout
2. Complete payment using chosen method
3. Receive transaction success notification
4. View updated order status.
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| **User Story 32** | **Task: Integrate GPS for accurate restaurant and customer location tracking** | **Priority: High** |
| **Value Statement** | As a user, I want GPS-enabled location tracking to ensure precise delivery locations |
| **BV** | 500 | CP: 2 |
| **Acceptance Criteria** | 1. Enable GPS on device
2. Confirm restaurant and customer locations on map
3. Tack delivery location in real time
4. Receive accurate ETA based on live location.
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| **User Story 33** | **Task: Set up order history with filter options (date, status)** | **Priority: Medium** |
| **Value Statement** | As a user, I want to view my order history and filter results to easily find past orders |
| **BV** | 100 | CP: 2 |
| **Acceptance Criteria** | 1. Access order history
2. Apply filters (date, status)
3. View filtered list
4. Confirm accurate results based on selected filters.
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| **User Story 34** | **Task: Add option for delivery instructions (e.g., leave at door)** | **Priority: Medium** |
| **Value Statement** | As a user, I want to add special delivery instructions for added convenience |
| **BV** | 100 | CP: 3 |
| **Acceptance Criteria** | 1. Enter special instructions at checkout
2. Confirm instructions appear on delivery partner’s app
3. View confirmation message that instructions were saved.
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| **User Story 35** | **Task: Implement customer referral program** | **Priority: Low** |
| **Value Statement** | As a user, I want a referral program to earn rewards by inviting friends |
| **BV** | 50 | CP: 2 |
| **Acceptance Criteria** | 1. Share referral link
2. Track friend sign-ups through link
3. Receive referral rewards upon friend’s first order
4. View earned rewards in profile.
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| **User Story 36** | **Task: Add in-app chat support for delivery queries** | **Priority: High** |
| **Value Statement** | As a user, I want in-app chat support to quickly resolve delivery-related issues |
| **BV** | 500 | CP: 5 |
| **Acceptance Criteria** | 1. Access chat support during an active order
2. Send message and receive response
3. Track issue resolution status
4. Confirm chat support helps in resolving issue.
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| **User Story 37** | **Task: Implement reward points redemption option at checkout** | **Priority: Medium** |
| **Value Statement** | As a user, I want to redeem my reward points during checkout to get discounts on orders |
| **BV** | 100 | CP: 2 |
| **Acceptance Criteria** | 1. Select reward points option at checkout
2. Confirm discount applied
3. Complete payment with adjusted total
4. View redeemed points deducted from balance.
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| **User Story 38** | **Task: Provide estimated preparation time for orders** | **Priority: High** |
| **Value Statement** | As a user, I want an estimated preparation time to plan when to expect my order |
| **BV** | 500 | CP: 3 |
| **Acceptance Criteria** | 1. Place order
2. View estimated preparation time before confirming
3. Confirm accuracy of preparation time on completion
4. Receive updated time if preparation exceeds estimate.
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| **User Story 39** | **Task: Enable scheduling future orders** | **Priority: Medium** |
| **Value Statement** | As a user, I want to schedule my order for a future time for convenience |
| **BV** | 100 | CP: 2 |
| **Acceptance Criteria** | 1. Choose delivery time while placing order
2. Confirm selected time
3. Order scheduled and confirmed
4. Receive notification before delivery time.
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| **User Story 40** | **Task: Implement option to reorder from order history** | **Priority: Medium** |
| **Value Statement** | As a user, I want a quick option to reorder previous items for convenience |
| **BV** | 100 | CP: 3 |
| **Acceptance Criteria** | 1. Access order history
2. Select “Reorder” on past order
3. Confirm order placed with same items
4. Complete checkout with order pre-filled.
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1. **What is Epic? Write 2 Epics**

**Business Value and Complexity Points**

Epics, are larger user stories that can be broken down into smaller, manageable stories before the start of a sprint. An epic is a significant piece of work that will strategically add value to your product and business.

* **Login** – Consumer should be able to login with Email ID and Password
* **Order History** – Customers should be able to locate the current orders and previous orders
* **Search and Filter** – Customers should be able to search and filters all the available Food option using key word
* **Design Delivery Map** – As a part of order status users would like to view the location and arrival time for their food
1. **What is the difference between BV and CP**

**Product Backlog**

**Your User Stories will go into Product Backlog**

**BV – Business Value**

* Business Value is the vision where in product owner uses to order the product backlog. It can be derived by lowering costs, increasing revenue, growing customer satisfaction, reducing risk or enhancing capability.
* Business Value is what delivered to end customer and how they received it. Feedback from customer is good measure to know the value delivered.

**CP – Story Points**

* Rough Estimation of user stories, will be given by Development and QA Team in the form of Planning Poker or Fibonacci Series.
* Story Points/velocity help development team to plan their work and to have better delivery predictability.
* Story Points are an important part of user story mapping and most agile teams use them when planning their work out each sprint.
1. **Explain about Sprint**

**Sprint Understanding**

**What is Sprint Duration?**

**Scrum is a subunit of Sprint.**

**What is a Scrum Duration?**

**PBI: Product Backlog Item**

**Answer**

**Task** : Unit of Work done by 1 Developer in 1 Scrum

**WIP**: Work in Progress

**Sprint Backlog**

Sprints are time boxed iterations of a continuous project development cycle – short repeatable phrases that last between one and four weeks. Sprints lie at the core of Agile and Scrum methodologies, an approach that takes large, complex product development projects and breaks them down into smaller, more manageable pieces.

**Sprint Duration** – 2 Weeks - Your Sprint Value\_

Scrum is a sub unit of Sprint. What is Scrum Duration: 1 day – Your Scrum Value\_\_\_\_\_\_\_\_\_\_\_\_?

PBI: Product Backlog Item, Task: Unit of work done by 1 Developer in 1 Scrum, WIP: Work in Progress

Sprint Backlog

1. **Explain Product backlog and Sprint backlog**

**Product Backlog** – The Product Backlog is a list that complies all the tasks and user stories that must be done to complete the whole project. But it’s not just a simple task list. An effective product backlog breaks down each of the backlog items into a series of steps that helps the development team.

The product backlog is very important for product management, the implementation of agile and it’s also one of the seven scrum artifacts, which shape the scrum methodology. But even if it’s been planned out, the product backlog is not set in stone. Like most aspects of agile project management, there are going to change, flexibility is crucial.

The product backlog shows project tasks and user stories, as well as their deadline, who’s assigned to complete them, their priority level and percent complete. Managers can easily drag and drop these tasks to refine the product backlog. In addition, Project Manager also allows team members to interact in real time.

**Sprint Backlog** – The sprint backlog is a subset of the product backlog. The sprint backlog comes from the product backlog, but it contains only the product backlog items that can be completed during each agile sprint. Think of it as the marching orders for the team as they go off on their short sprint.

The complexity of the project will determine the sprint backlog, but overall, the idea is to dedicate the team only to those tasks that can be completed during the sprint. Of course, if it is a complex project the sprint backlog can also grow in complexity and length.

Unlike the product backlog, though, the sprint backlog is unchanged during the period of the sprint. It can be changed, but only during the sprint planning meeting. Once agreed upon, the items and steps to complete them are frozen for the length of the sprint.

1. **What is Impediments Log? Write 2 Impediments**

**Answer –**

**Impediments Log:**

In terms of scrum, they are “blockers” that prevent the Scrum Team from completing work, which in return impacts velocity. Anything that prohibits the team from doing work is considered as an impediment.

Impediments are hurdles or obstacles and these are recorded in Impediment Logs. They are “blockers” preventing the Scrum Team from completing work and should be included within impediment logs.

**All challenges faced by the team will be logged in the impediments log:**

* A sick team member
* Lack of system knowledge
* Lack of management support
1. **Explain Velocity of the Team**

Velocity is a measure of the amount of work a Team can tackle during a single sprint and is the key metric in Scrum. Velocity is calculated at the end of the Sprint by totaling the Points for all fully completed User Stories. Estimated time for this course: 5 minutes.

Actual velocity is calculated by dividing the total Story Points completed by the team by the number of Sprints. For instance, if the Scrum Team has finished a total of 80 points over 4

sprints, then the actual velocity of the team would be 20 points per Sprint.

80/4 = 20

1. **Draw Sprint Burn Charts and Product Burn Down Charts**

**Sprint Burn Down Chart**

**Product Burn Down Chart**

A Product Burn Down Chart shows how much work remains for the entire project, whereas a sprint burndown chart shows how much work remains in a specific iteration.

**A sprint burndown chart includes**:

* X-axis – The horizontal axis of the graph represents the remaining amount of time to complete the project usually depicted in days. Sprints
* Y-axis – The vertical axis of the graph represents the effort needed to complete the project. Story Pt
* Actual work line – This represents the actual number of tasks remaining. It might be straight in some cases; however, it often changes due to unforeseen issues in the project or an increase in the number of tasks.





1. **Explain about Product Grooming**

Grooming is an open discussion between the development team and product owner. The user stories are discussed to help the team gain a better understanding of the functionality that is needed to fulfill a story. This includes design considerations, integrations and expected user interactions.

Product Backlog grooming is a regular session where backlog items are discussed, reviewed and prioritized by product managers, product owners and rest of the team. The primary goal of backlog grooming is to keep the backlog up-to-date and ensure that backlog items are prepared for upcoming sprints.

1. **Explain the roles of Scrum Master and Product Owner**

A Scrum Master popularly known as a coach, motivator and leader of an Agile team. The role of a Scrum Master is to educate the team on Agile processes and help team members follow Scrum practices religiously. Facilitation scrum event as and when it is required.

The Scrum Master collaborates both with the Product Owner (PO) who focuses on building the right product and the development team that focuses on building the product right. A Scrum Master’s job is essentially to help everyone understand and imbibe Scrum values, principles and practices and get the best product out to the customer.

The Product Owner takes the lead in many aspects of a product’s development. As a member of the Scrum Team, the Product Owner provide clarity to the team about a product’s vision and goal. All work is derived and prioritized based on the Product Goal in order to deliver value to all stakeholders including those within their organization and all users both inside and out. Product Owners identify, measure and maximize value throughout the entire product’s lifecycle.

* Defining the vision
* Prioritizing the product backlog
* Taking an overview of development stages
* Handling communications
* Knowing what the client needs
* Evaluating progress
1. **Explain all meetings conducted in Scrum Project**

**Answer –**

There are five types of scrum meetings held during the scrum process which are as follows:

* **Sprint Planning Meeting –** This meeting begins with the Product Owner. In this meeting the PO explains their vision and how the team should go about completing this step of the project. During this meeting, team members decide the amount of work they can complete within the sprint. This is also when the team moves work from the Product Backlog to the Sprint Backlog. This step requires a lot of planning and can take several hours for the group to decide on a finalized Sprint.
* **Daily Scrum Meeting –** From the planning meeting, we move into the daily scrum meetings. Every single day for 15 minutes, the team gathers together to report any issues or progress on their tasks. Though brief, this meeting is an essential part of the scrum process. It is designed to keep all group members on track in a cohesive manner. Normally the Product Owner is present during all day scrum meetings to assist in any way. Daily Stand-up Meeting end of Every Scrum, Scrum Developers will participate in Scrum meeting. Here they must answer 3 questions. 1. What task did you do in this scrum? 2. What task will you work on next scrum? 3. Any challenges/impediments? When will your work complete the user story?
* **Sprint Review Meeting –** This meeting is used to showcase a live demonstration of the work completed. During this meeting the Product Owner, Scrum Master and stakeholders are present to review the product and suggest changes or improvements.

They will see the velocity – How many CPs are covered in this sprint

Sprint Burn Down Chart.

* **Sprint Retrospective Meeting –** This meeting is held to facilitate a team’s reflection or their progress. The team speaks openly about their organizational concerns and teamwork. During this meeting, dialogue should remain friendly, non-judgmental and impartial. This review session is a key part of team building and development and it’s also very important for future scrum projects. In this meeting, team will discuss about challenges faced and come up with lessons learnt. We can use these lessons learnt in Sprint planning meeting to select user stories for the next sprint.
* **Backlog Refinement Meeting –** Last is the backlog refinement meeting. In this meeting, team members focus on the quality and skill of the work involved during the sprints. This meeting is necessary for the business owners to connect with the development team and is used to access the quality of the final product. This meeting involves important reflection on the team backlogs.
1. **Explain Sprint size and Scrum size**

**Answer –**

**Sprint Size:** The whole concept of sprint is to identify user story that the scrum team would work on and complete within a specific sprint duration. Typically known as the sprint length. Sprints can be of 1, 2, 3 or 4 weeks long at the max. Anything beyond 4 weeks is never agile scrum project management.

Scrum Size: Scrum Team size can 8 to 10 people.

1. Product Owner
2. Scrum Master
3. Developers 8
4. **Explain DOR and DOD**

**Answer –**

**The definition of Ready DOR –**

The product owner could work together with the team to define an artifact called “the Definition of Ready” (DOR) for ensuring that items at the top of the backlog are ready to be moved into a sprint so that the development team can confidently commit and complete them by the end of a sprint.

The term ‘Definition of Ready” isn’t described in the Scrum Guide similar to the user stories and the Acceptance Criteria embedded in it. Perhaps, you may consider the Definition of Ready is an integral part of the backlog refinement activity, instead of using the Definition of Ready as a sequential and phase-gate checklist. Backlog refinement is an ongoing process. Therefor it’s not restricted to an event but considered an activity.

**Definition of Done (DOD) –**

The Definition of Done is structured as a list of items, each one used to validate a user story or PBI, which exists to ensure that the development team agree about the quality of work they are attempting to produce. It serves as a checklist that is used to check each Product Backlog item (aka PBI) or User Story for completeness. Items in the Definition of Done are intended to be applicable to all items in the Product Backlog, not just a single user story.

**It can be summarized as following:**

DOR and DOD are practices that are needed while improving a product. To ensure that the product meets customer expectations, certain features and ideas have to be added to it from time to time and defining the criteria for the features to be added is absolutely necessary and that’s when the DOR and DOD come into play.

1. **Explain Prioritization Techniques and MVP**

Prioritization of requirements is an important aspect of all software development approaches, but it is especially important in Agile software development. Prioritization allows us to arrange all product requirements in order from the most important to the least important. Projects must be correctly prioritized for both the overall project objectives and the individual activities that will fulfill the objectives to be successful. As a result, we address the prioritizing issue on two levels:

**Product level:** Evaluate which elements of the product might contribute more to the project’s major aims.

**Tasks level:** Specify which work items must be completed and in what sequence during the software product development cycle.

**Types of Agile Prioritization Techniques –**

**MOSCOW Agile Prioritization Techniques:**

MOSCOW analysis is a business analyst prioritizing approach advocated in the IIBA BABOK and derived from the DSDM (dynamic software development method). According to this strategy, a collection of needs of user stories should be divided into four categories:

**M: Must** – Describes a criterion that must be met in the final solution for it to be judged successful.

**S: Should** – Represents a high-priority component that, if feasible, should be included in the solution. This is frequently a vital criterion, but it can be met in other ways if absolutely required.

**C: Could** – Describes a criterion that is desirable but not required. If time and resources allow, this will be added.

**W: Will not** – Represents a demand that stakeholders have decided will not be executed in a particular release but will be addressed in the future.

After categorizing the needs into four groups, they are rated in order of priority within each category.

**Kano Model –**

The Kano Model is a theory for product development and customer satisfaction developed in the 1980s by Noriaki Kano. This model provides a framework for understanding how different features of a product or service impact customer satisfaction, allowing organizations to prioritize development efforts effectively.

However, that the model also identifies two types of features you will want to keep off of the roadmap:

* “indifferent” features, which customers won’t care about.
* “dissatisfaction” features, which will upset customers.

The Kano Model identifies three types of initiatives that could earn a slot on its roadmap include:

* **Basic features**:

These are the features that product needs to be competitive. Customers expect these features and take them for granted. This means they must be included. And, if they don’t work as expected, they may lead to dissatisfaction.

* **Excitement features:**

Excitement features yield a disproportionate increase in customer delight as you invest in them. If you don’t have these features, customers might not even miss them; but if you include them and continue to invest in them, you will create dramatic customer delight. You can also think of these features as the unique innovations and surprises you include in your product. Dr. Noriaki called these “attractive” features and “delighters” because they had that effect on users, and that delight can create an outsized positive response to your product.

After the internal product team has made its own determinations about which of the potential new features fall into which categories (including the two negative ones – indifference and dissatisfaction), the team will then take the issue directly to users or prospective users with customer surveys, questionnaires and other feedback methods.

* **Performance features:**

These are the features that give you a proportionate increase in customer satisfaction as you invest in them. One example would be increasing file storage capacity in a online app. Dr. Noriaki described this type of feature as “one-dimensional” because of the direct, linear correlation between how much you invest in it and the amount of customer dissatisfaction it delivers. These also feature customers who know they want and weigh heavily when deciding whether to choose your product or your competitor’s.

**MVP (Minimum Viable Product),** the Core of the Agile Methodology. An MVP is a concept from agile scrum that refers to a product that has enough features to satisfy the needs of early customers and more importantly give them something to provide feedback on to shape the future of the product.

1. **Difference between Business Analyst and Product Owner**

**Product Owner Role –**

The Product Owner has a vision of the product keeping the domain/industry experience and the market need. Their job is to ensure that the product meets the market and stakeholder needs, they conduct market analysis followed by an enterprise SWOT analysis to come up with the product vision.

The PO also works on the go-to-market strategy for the product. The PO tries to leverage their experience in the domain, need of the market, the industry or the domain, the organization’s market position and the customer expectation of the product.

**Critical Responsibilities for Product Owner**

* Market Analysis
* Analysis of market need/demand
* Availability of similar products in the market
* Undeserved customer needs
* Potential trends in synergy with current offerings
* Enterprise Analysis
* SWOT Analysis
* Due diligence on the market opportunity
* Product offering decision based on the due diligence report
* Product Vision and Roadmap
* Product Vision keeping the need analysis in mind
* Product Roadmap with high-level features and timeline
* Managing Product Features
* 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’ need
* Epics Planning
* Managing overall Iteration Progress
* Sprint progress review
* Reprioritization of sprints and epics if needed
* Sprint retrospectives with Business Analyst

**Business Analyst –**

As we know, Business Analysts are the change-makers, problem solvers, questioners, facilitators, the bridge between the users/ stakeholders and the Agile team. They question assumptions and requirements, assess the needs, find gaps and work closely with the stakeholders/SMEs to detail the requirements, features, user stories and understand/elicit the requirements.

They work closely with the Product Owners to manage the user stories and epics.

* Requirements modeling and elicitation
* Data flow diagrams
* Business rules
* Dependency mapping
* Smooth execution of the sprints
* Requirements clarification to the team
* Maintaining the dependency map and the traceability matrix
* Facilitation support for users in UAT
* Requirement’s elicitation
* Modeling
* Requirement’s walkthroughs
* Requirement’s workshop
* Acceptance Criteria
* Often the Business Analyst is considered a Proxy Product Owner. This allows the Agile team to have a higher amount of access to the Product Owner’s perspectives.

**Critical Responsibilities of Business Analysts**

* Managing User Stories
* Prioritizing the user stories
* Clearing the impediments if any
* Detailing the Requirements as per the Stakeholders’ needs and expectations
* Requirement’s elicitation
* Business Rules
* Modeling
* Requirement’s walkthroughs
* Requirement’s workshops
* Acceptance Criteria
* Clarifying the details of requirements with stakeholders
* Coordinating with the development team to get the stories developed
* Day to day support in requirements clarifications and business rules
* SPOC for the Agile Team for all requirements related queries
* Impact Analysis for changes
* Maintaining the traceability matrix and dependencies
* Components mapping
* Impact analysis for changes
* Work closely with the PO on the Sprint Execution
* A representative of the PO in the Agile team in clarifying questions and issues
* Assists the PO in managing the sprint and the product backlog
* Take a lead role in the sprint retrospectives
1. **Prepare a sample Resume of 3yr exp Product Owner**

**Manish Kumar**

**Manish.kumar@gmail.com**

**99999 99999**

**OBJECTIVE**

Motivated and forward-thinking product owner with 3+ years of experience. Eager to support team with leadership and guidance over a wide range of product development efforts. In previous roles reduced the delivery time by 20% and was able to coordinate 95% of product completion in line with the company roadmap.

**EXPERIENCE**

**HSBC Bank , Bangalore January 2022 – Till date**

**Product Manager**

* Acted as liaison between business, sales and IT teams to refine the product and incorporate features based on market demands.
* Partnered with IT and product leadership to drive and manage the solution development process and ensure the product team understands the direction and vision.
* Collaborated with teams to discover and deliver the best solution to the market presented by the product team lead and the business.
* Created and maintained to solution vision, roadmap and backlog of work through the project’s life cycle.
* Translated features into user stories within the team’s backlog while managing, ranking and prioritizing this backlog to reflect stakeholder’s requirements.

**Key achievements:**

* Effectively negotiated sprint goals with the team, which resulted in slashing delivery time by 20% in a single quarter
* Revitalized low-performing product line to achieve 80% revenue growth within a year
* Orchestrated effective cross-department collaborations leading to a 25% increase in team productivity
* Devised customer surveys, the feedback from which informed product improvements leading to a 50% increase in customer satisfaction

**Scrum Product Owner**

* Collaborated with stakeholders to understand business problem statements and covert them into user stories.
* Articulated product vision and user stories in a way clearly understandable to development team.
* Managed backlog of user stories for 2 products simultaneously.
* Established user story acceptance criteria and refined stories with Scrum teams.
* Created sprint release plans with input from development team.
* Applied Agile Method and processes to promote a disciplined and transparent project management processes.

**Key achievements:**

* Planned and estimated 2-week sprints in a realistic yet time-efficient manner that allowed the teams to deliver 97% of the MVP according to the company roadmap.

**EDUCATION**

 MBA, Bangalore

 B.Sc, Bangalore

 **KEY SILLS**

* Conceptual skills
* User-centered design processes
* Design quality standards
* Service and product design methodologies
* Agile and Scrum
* Conducting design sprints
* User validation
* Analytical skills
* Collaboration and teamwork
* Excellent Communication

**CERTIFICATIONS**

* Certified Scrum Product Owner (CSPO) – Scrum Alliance (2019), Advanced Certified Scrum Product Owner (A-CSPO) – Scrum Alliance (2021)