**AGILE PART-2**

**ECL Insights Pro**

**Document 1-**

**Definition Done ( DOD)**

|  |  |  |
| --- | --- | --- |
| Checklist for DOD | Acceptance Criteria | Quality Criteria |
| Produced Code for Consumed Functionalities | Satisfied | Satisfied |
| Assumptions of User Story met | Measurable | Measurable |
| Project builds without errors | Agreed-Upon | Well Defined |
| Unit tests written and  passing | Unambiguous | Measurable |
| Project deployed on the test environment identical to  production platform | Well Defined | Well Defined |
| Tests on devices/browsers  listed in the project assumptions passed | Agreed-Upon | Unambiguous |
| Feature ok-ed by UX  designer | Measurable | Well Defined |
| QA performed & issues  resolved | Well Defined | Well Defined |
| Feature is tested against  acceptance criteria | Unambiguous | Well Defined |
| Feature ok-ed by Product  Owner | Measurable | Measurable |
| Refactoring completed | Well Defined | Unambiguous |
| Any configuration or build changes documented | Agreed-Upon | Agreed-Upon |
| Documentation updated | Agreed-Upon | Agreed-Upon |
| Peer Code Review  performed | Agreed-Upon | Agreed-Upon |

**Document -2**

**Product vision**

|  |  |  |  |
| --- | --- | --- | --- |
| Scrum Project  Name: | ECL Insights Pro | | |
| Venue: | Hyderabad Office, Cotiviti | | |
| Date: 2.03.2024 | **Start Time:** 9.00 AM | **End Time:** 12.00 PM | Duration: 3 Hrs. |
| Client: | Mr. Ajeet Krishna | Mr. Shiv Rudra | Mr. Ajay |
| Stakeholder List: | Project Manager | Business Owner | Scrum Master |
| Product Owner | Software Engineers | UI/UX Designers | Business Analyst |
| Network Engineer | Database  Administrator | Quality  Assurance/Testers | System Analyst |
| Scrum Team | | | |
| Scrum Master: | Mr. Ganesh Gokhale | Mr. Arjun Kale | |
| Product Owner: | Mrs Kavya garg | Mr. Sameer  Deshpande | Miss. Sharvari  Gore |
| Scrum Developer 1: | Mr. Ashutosh Shrivastav | | |
| Scrum Developer 2: | Miss. Anagha Deshpande | | |
| Scrum Developer 3: | Mr. Rohit Kulkarni | | |
| Scrum Developer 4: | Mr. Saurabh Ratnaparkhi | | |
| Scrum Developer 5: | Miss Gayatri Salunkhe | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Vision :**  The **ECL Insights Pro** with the **Task Tracker** feature is designed to enhance workflow efficiency, accuracy, and transparency in managing claim-related tasks. It enables seamless task allocation, real-time tracking, and data-driven decision-making for improved operational performance. | | | |
| **Target Group**    • Content Analysts  • Data Analysts  • Team Leads  • Subject Matter Experts (SMEs)  • Managers | **Needs**  • Implement a centralized task tracking system to monitor real-time claims processing.  • Enable role-based task delegation for efficient workload distribution.  • Provide automated notifications for task assignments and updates. | **Product**  Task Tracker integrated into ECL Insights Pro.  • Workflow automation to streamline task assignment and monitoring.  • Data-driven insights for tracking progress, workload distribution, and operational efficiency.  • Dashboards and notifications for real-time visibility of task status.  • Seamless integration with existing tools like Outlook for task alerts | **Value**  -Enhances productivity by automating task allocation and tracking.  -Improves decision-making with real-time insights and workload analytics.  -Ensures compliance with industry regulations by maintaining structured documentation.  -Facilitates collaboration between different teams through transparency in task tracking |

**Document 3- User Stories**

|  |  |  |
| --- | --- | --- |
| User Story No: 1 | Task: 1 | Priority: Highest |
| **As a Content Analyst,** I want to view all my assigned research request tasks so that I can manage my workload effectively. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Assigned tasks appear in the dashboard. |  |  |
| - Tasks are sorted by priority. |  |  |

| **User Story No: 2** | **Task: 2** | **Priority: High** |
| --- | --- | --- |
| **As a Content Analyst,** I want to update the status of my assigned task so that the team lead and manager are aware of my progress. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Status dropdown available: "New," "In Progress," "On Hold," "Completed." |  |  |
| - System logs status change history. |  |  |

| **User Story No: 3** | **Task: 3** | **Priority: High** |
| --- | --- | --- |
| **As a Content Analyst,** I want to leave comments on a task so that I can communicate updates or blockers. |  |  |
| **BV:** 200 | **CP:** 2 |  |
| **Acceptance Criteria:** |  |  |
| - Comment section available in each task. |  |  |
| - Team Lead and SME receive notifications when comments are added. |  |  |

| **User Story No: 4** | **Task: 4** | **Priority: Medium** |
| --- | --- | --- |
| **As a Content Analyst,** I want to attach supporting documents to my research request task so that my findings are well documented. |  |  |
| **BV:** 100 | **CP:** 2 |  |
| **Acceptance Criteria:** |  |  |
| - File upload option available in task. |  |  |
| - Maximum file size restriction in place. |  |  |

| **User Story No: 5** | **Task: 5** | **Priority: High** |
| --- | --- | --- |
| **As a Data Analyst,** I want to receive a notification when a research request is assigned to me so that I can begin analysis promptly. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Email and in-app notifications triggered. |  |  |
| - Notification includes task title, priority, and deadline. |  |  |

| **User Story No: 6** | **Task: 6** | **Priority: Medium** |
| --- | --- | --- |
| **As a Data Analyst,** I want to filter tasks by due date and priority so that I can prioritize my work efficiently. |  |  |
| **BV:** 200 | **CP:** 2 |  |
| **Acceptance Criteria:** |  |  |
| - Filters available for due date and priority. |  |  |
| - Task list updates dynamically based on filters. |  |  |

| **User Story No: 7** | **Task: 7** | **Priority: High** |
| --- | --- | --- |
| **As an SME,** I want to delegate a research request task to a Team Lead or Content Analyst so that the right resource works on it. |  |  |
| **BV:** 500 | **CP:** 4 |  |
| **Acceptance Criteria:** |  |  |
| - "Delegate Task" button available. |  |  |
| - Task history logs delegation action. |  |  |

| **User Story No: 8** | **Task: 8** | **Priority: Medium** |
| --- | --- | --- |
| **As an SME,** I want to review and approve completed tasks so that I can ensure quality before submission. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - "Approve" and "Request Changes" buttons available. |  |  |
| - Approved tasks are marked as "Completed." |  |  |

| **User Story No: 9** | **Task: 9** | **Priority: High** |
| --- | --- | --- |
| **As a Manager,** I want to view a dashboard summary of all research request tasks so that I can monitor overall progress. |  |  |
| **BV:** 500 | **CP:** 4 |  |
| **Acceptance Criteria:** |  |  |
| - Dashboard displays task count by status. |  |  |
| - Ability to filter tasks by analyst or SME. |  |  |

| **User Story No: 10** | **Task: 10** | **Priority: Medium** |
| --- | --- | --- |
| **As a Manager,** I want to generate task reports so that I can track performance trends. |  |  |
| **BV:** 500 | **CP:** 4 |  |
| **Acceptance Criteria:** |  |  |
| - "Generate Report" button available. |  |  |
| - Reports exportable as CSV/PDF. |  |  |

| **User Story No: 11** | **Task: 11** | **Priority: Highest** |
| --- | --- | --- |
| **As a Team Lead,** I want to assign tasks to Content Analysts so that research requests are processed efficiently. |  |  |
| **BV:** 500 | **CP:** 4 |  |
| **Acceptance Criteria:** |  |  |
| - Task assignment dropdown includes all Content Analysts. |  |  |
| - Assigned users receive notifications. |  |  |

| **User Story No: 12** | **Task: 12** | **Priority: High** |
| --- | --- | --- |
| **As a Team Lead,** I want to reassign a task to another analyst if necessary so that work continues without delays. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - "Reassign Task" button available. |  |  |
| - System logs reassignment actions. |  |  |

| **User Story No: 13** | **Task: 13** | **Priority: High** |
| --- | --- | --- |
| **As a Content Analyst,** I want to mark a task as blocked so that my Team Lead can take necessary action. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - "Mark as Blocked" option available. |  |  |
| - Blocked tasks notify the Team Lead. |  |  |

| **User Story No: 14** | **Task: 14** | **Priority: Medium** |
| --- | --- | --- |
| **As a Content Analyst,** I want to search for old research request tasks so that I can reference past work. |  |  |
| **BV:** 100 | **CP:** 2 |  |
| **Acceptance Criteria:** |  |  |
| - Search functionality available with filters. |  |  |
| - Users can search by keywords, date, or status. |  |  |

| **User Story No: 15** | **Task: 15** | **Priority: High** |
| --- | --- | --- |
| **As a Data Analyst,** I want to link my task to a research request so that relevant information is easily accessible. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Link option available in task details. |  |  |
| - Linked tasks appear under "Related Research Requests." |  |  |

| **User Story No: 16** | **Task: 16** | **Priority: Medium** |
| --- | --- | --- |
| **As a Data Analyst,** I want to visualize trends from assigned tasks so that I can derive insights. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Graphs and reports available for completed research requests. |  |  |
| - Option to filter insights by date. |  |  |

| **User Story No: 17** | **Task: 17** | **Priority: High** |
| --- | --- | --- |
| **As an SME,** I want to prioritize certain research requests so that analysts can focus on critical cases first. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Priority levels available: Low, Medium, High, Urgent. |  |  |
| - Tasks are color-coded by priority. |  |  |

| **User Story No: 18** | **Task: 18** | **Priority: Medium** |
| --- | --- | --- |
| **As an SME,** I want to send feedback on completed tasks so that analysts can improve their research quality. |  |  |
| **BV:** 200 | **CP:** 2 |  |
| **Acceptance Criteria:** |  |  |
| - "Provide Feedback" button available. |  |  |
| - Feedback stored in task history. |  |  |

| **User Story No: 19** | **Task: 19** | **Priority: High** |
| --- | --- | --- |
| **As a Manager,** I want to filter tasks based on the assigned analyst so that I can monitor workload distribution. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Analyst filter available on the dashboard. |  |  |
| - Workload distribution graph generated dynamically. |  |  |

| **User Story No: 20** | **Task: 20** | **Priority: Medium** |
| --- | --- | --- |
| **As a Manager,** I want to track overdue tasks so that I can address delays proactively. |  |  |
| **BV:** 100 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - "Overdue Tasks" tab available on the dashboard. |  |  |
| - Notifications sent for overdue tasks. |  |  |

| **User Story No: 21** | **Task: 21** | **Priority: High** |
| --- | --- | --- |
| **As a Team Lead,** I want to assign multiple tasks at once so that I can distribute workload efficiently. |  |  |
| **BV:** 500 | **CP:** 4 |  |
| **Acceptance Criteria:** |  |  |
| - Bulk assignment feature available. |  |  |
| - Analysts receive individual notifications for each assigned task. |  |  |

| **User Story No: 22** | **Task: 22** | **Priority: Medium** |
| --- | --- | --- |
| **As a Team Lead,** I want to extend deadlines for certain tasks so that analysts have enough time to complete them. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - "Extend Deadline" option available in task settings. |  |  |
| - System logs deadline extension history |  |  |

| **User Story No: 23** | **Task: 23** | **Priority: High** |
| --- | --- | --- |
| **As an Analyst,** I want to duplicate similar tasks so that I can save time in task creation. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - "Duplicate Task" button available in task details. |  |  |
| - The duplicated task inherits the original task's attributes. |  |  |

| **User Story No: 24** | **Task: 24** | **Priority: Medium** |
| --- | --- | --- |
| **As a Team Lead,** I want to track tasks assigned per analyst so that I can balance workload efficiently. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - A workload chart is available on the dashboard. |  |  |
| - Filters available for analyst name, task status, and priority. |  |  |

| **User Story No: 25** | **Task: 25** | **Priority: Medium** |
| --- | --- | --- |
| **As an SME,** I want to receive notifications when high-priority tasks are completed so that I can review them promptly. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Email and in-app notifications triggered when high-priority tasks reach "Completed" status. |  |  |
| - Option to enable or disable notifications in user settings. |  |  |

| **User Story No: 26** | **Task: 26** | **Priority: High** |
| --- | --- | --- |
| **As a Manager,** I want to approve or reject extended deadlines so that task completion stays within planned timelines. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - "Approve Extension" and "Reject Extension" buttons available in task details. |  |  |
| - Approval logs are stored in the task history. |  |  |

| **User Story No: 27** | **Task: 27** | **Priority: Medium** |
| --- | --- | --- |
| **As a Data Analyst,** I want to generate reports on flagged cases so that I can present insights to stakeholders. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Report download option available in CSV and PDF formats. |  |  |
| - Reports include categories, flagged reasons, and timestamps. |  |  |

| **User Story No: 28** | **Task: 28** | **Priority: High** |
| --- | --- | --- |
| **As a Content Analyst,** I want to receive a daily task summary in my inbox so that I can prioritize my work effectively. |  |  |
| **BV:** 200 | **CP:** 2 |  |
| **Acceptance Criteria:** |  |  |
| - Automated email generated every morning at 9 AM. |  |  |
| - Summary includes pending tasks, deadlines, and priority levels. |  |  |

| **User Story No: 29** | **Task: 29** | **Priority: Medium** |
| --- | --- | --- |
| **As a Team Lead,** I want to review and edit research findings before submission so that quality is maintained. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - "Review & Edit" section enabled before final submission. |  |  |
| - Edits are tracked and logged with timestamps. |  |  |

| **User Story No: 30** | **Task: 30** | **Priority: High** |
| --- | --- | --- |
| **As an SME,** I want to see a timeline of status changes for each task so that I can track progress efficiently. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Task history log displayed with timestamps. |  |  |
| - Status changes include assigned analyst, deadline extensions, and completion. |  |  |

| **User Story No: 31** | **Task: 31** | **Priority: Medium** |
| --- | --- | --- |
| **As a Manager,** I want to archive old completed tasks so that I can refer to them later without cluttering the dashboard. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - "Archive Task" button available in task details. |  |  |
| - Archived tasks move to a separate "Archived Tasks" section. |  |  |

| **User Story No: 32** | **Task: 32** | **Priority: High** |
| --- | --- | --- |
| **As a Data Analyst,** I want to track the time spent on each task so that I can improve efficiency. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Timer enabled per task. |  |  |
| - Time logs recorded in task history. |  |  |

| **User Story No: 33** | **Task: 33** | **Priority: Medium** |
| --- | --- | --- |
| **As a Team Lead,** I want to generate a performance report for my team so that I can evaluate productivity. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - "Generate Report" option available. |  |  |
| - Report includes completed tasks, time spent, and accuracy score. |  |  |

| **User Story No: 34** | **Task: 34** | **Priority: High** |
| --- | --- | --- |
| **As a Manager,** I want to visualize the progress of research projects so that I can identify bottlenecks. |  |  |
| **BV:** 500 | **CP:** 4 |  |
| **Acceptance Criteria:** |  |  |
| - Dashboard includes progress graphs. |  |  |
| - Color-coded charts show task completion rates. |  |  |

| **User Story No: 35** | **Task: 35** | **Priority: Medium** |
| --- | --- | --- |
| **As a Content Analyst,** I want to tag tasks with relevant keywords so that I can find them easily later. |  |  |
| **BV:** 100 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - "Add Tag" feature available in task details. |  |  |
| - Tasks searchable by tags. |  |  |

| **User Story No: 36** | **Task: 36** | **Priority: High** |
| --- | --- | --- |
| **As a Team Lead,** I want to receive alerts if a high-priority task is overdue so that I can intervene. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Alerts sent via email and in-app notifications. |  |  |
| - Overdue tasks highlighted on dashboard. |  |  |

| **User Story No: 37** | **Task: 37** | **Priority: High** |
| --- | --- | --- |
| **As an SME,** I want to filter tasks by Priority so that I can quickly analyse patterns. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Filter available in task search. |  |  |
| - Priorities predefined based on system rules. |  |  |

| **User Story No: 38** | **Task: 38** | **Priority: High** |
| --- | --- | --- |
| **As a Content Analyst,** I want to receive an email notification in Outlook when a task is assigned to me so that I can quickly acknowledge and start working on it. |  |  |
| **BV:** 500 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - Email notification should be triggered when a task is assigned. |  |  |
| - The email should include task details such as task ID, due date, and priority. |  |  |
| - The email should be sent within 5 minutes of assignment. |  |  |

| **User Story No: 39** | **Task: 39** | **Priority: Medium** |
| --- | --- | --- |
| **As a Data Analyst,** I want to receive a daily summary email in Outlook listing all my pending and new tasks so that I can plan my workload effectively. |  |  |
| **BV:** 200 | **CP:** 2 |  |
| **Acceptance Criteria:** |  |  |
| - A summary email should be sent at the start of each workday. |  |  |
| - The email should list pending tasks, newly assigned tasks, and due dates. |  |  |
| - The email format should be structured and easy to read. |  |  |

| **User Story No: 40** | **Task: 40** | **Priority: High** |
| --- | --- | --- |
| **As a Team Lead,** I want to receive an Outlook notification when a Content Analyst or Data Analyst completes a task so that I can review the work and provide feedback if necessary. |  |  |
| **BV:** 200 | **CP:** 3 |  |
| **Acceptance Criteria:** |  |  |
| - An email should be sent when a task status changes to "Completed." |  |  |
| - The email should include task details and completion time. |  |  |
| - The email should provide a link to review the completed task. |  |  |

**Document 4 :Agile PO Experience :**

**Market Analysis**

* Market Need/Demand:

- The healthcare industry requires real-time task tracking to streamline workflow, improve claim processing efficiency, and enhance productivity.

- There is a growing demand for automated task management to reduce manual tracking, prevent delays, and ensure compliance.

* Availability of Similar Products in the Market:

- Existing Solutions: Tools like Jira, Asana, and Trello are widely used for task management but lack healthcare-specific functionalities such as claim tracking, workflow approvals, and compliance monitoring.

* Gap Analysis: Most available products are generalized and do not cater to medical data review, claim processing, and regulatory compliance

**Enterprise Analysis**

* Due Diligence on the Market Opportunity:

- The market opportunity is significant due to the increasing complexity in healthcare claims processing and the need for workflow automation.

- Potential users: Content Analysts, Data Analysts, Team Leads, SMEs, and Managers in healthcare BPOs, insurance companies, and hospital management systems.

- Competitive Edge: By integrating with ECL Insights Pro, Task Tracker can offer a specialized research tracking solution with workflow automation, analytics, and reporting capabilities.

**Product Vision and Roadmap**

* **Product Vision**:

- Develop a centralized task tracking system to enhance efficiency, transparency, and real-time task allocation within ECL Insights Pro.

- Ensure seamless integration with existing healthcare research workflows while maintaining compliance and data security.

* **Product Roadmap**:

1. Phase 1: Task Assignment & Notifications (Outlook, Dashboard Updates)

2. Phase 2: Workflow Automation (Claim Status Updates, Task Dependencies)

3. Phase 3: Advanced Analytics (Performance Tracking, SLA Monitoring)

4. Phase 4: Integration with Medical coding Systems & AI-based Predictions

**Managing Product Features**

* Managing Stakeholder Expectations & Prioritizing Needs:

- Engage SMEs, Analysts, and Team Leads to gather requirements.

- Prioritize features that reduce manual work, enhance tracking accuracy, and improve decision-making.

* Prioritization of Epics, Stories & Features Based on Criticality & ROI:

- High Priority: Real-time tracking, Task Notifications, Dashboard Views.

- Medium Priority: Custom Workflow Configurations, Analytics Reports.

- Low Priority: AI-driven workload suggestions, Integrations with third-party apps.

**Managing Product Backlog**

* Prioritization of User Stories:

- Based on stakeholder feedback, compliance requirements, and ROI impact.

* Reprioritization Based on Stakeholder Needs:

- Continuous feedback loops from Managers

& SMEs to adjust backlog priorities.

* Epics Planning:

- Epic 1: Task Creation & Assignment

- Epic 2: Task Notifications & Outlook Integration

- Epic 3: Status Tracking of task

- Epic 4: Dashboard & Reports

**Managing Overall Iteration Progress**

* Sprint Progress Review:

- Weekly reviews to assess feature completion, backlog updates, and feedback.

* Reprioritization of Sprints & Epics (if needed):

- Adjustments based on business urgency, compliance updates, or stakeholder inputs.

* Sprint Retrospectives with Business Analyst:

- Evaluate sprint outcomes, identify bottlenecks, and plan improvements for the next iteration.

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

# Sprint Planning (Day 1)

* + Work with the Scrum Team to define the Sprint Goal.
  + Select high-priority user stories from the backlog based on business value.
  + Clarify requirements, acceptance criteria, and dependencies.
  + Ensure the development team understands the scope and technical feasibility.
  + Balance customer needs, business goals, and technical constraints.

# Daily Stand-ups (Every Day)

* + Attend Daily Scrum Meetings to stay updated on progress.
  + Answer any questions from the development team.
  + Unblock issues by facilitating discussions with stakeholders.
  + Ensure alignment with the Sprint Goal.

# Backlog Refinement (Mid-Sprint)

* + Continuously groom the product backlog for future sprints.
  + Gather feedback from stakeholders and customers.
  + Adjust priorities, if necessary, based on new insights.
  + Ensure user stories are detailed, clear, and ready for future sprints.

# Sprint Review (End of Sprint)

* + Demonstrate completed features to stakeholders (restaurants, delivery partners, internal teams).
  + Gather feedback on new features or improvements.
  + Assess whether the team met the Sprint Goal

# Sprint Retrospective (Post Sprint)

* + Reflect on what went well and what can be improved.
  + Discuss challenges, bottlenecks, and process improvements.

Implement lessons learned in the next Sprint

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

1️.User Story No – Unique ID to track the story (e.g., US-1).

2️.Tasks – Breakdown of the work needed to complete the user story.

3️.Priority – Categorized as High, Medium, or Low based on criticality and business impact.

4️.Acceptance Criteria – Defines the conditions that must be met for the story to be considered complete.

5️.BV (Business Value) – Represents the business impact (e.g., cost reduction, efficiency improvement).

6️.CP (Complexity Points) – Measures the effort required to complete the user story (Scrum estimation).

**Document 5: Product and sprint backlog and product and sprint burn down charts**

**Product backlog: -** **Product Backlog** aligns with **Agile best practices** by breaking down user stories into **tasks**, setting **priorities**, and allocating them into **Sprints**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sprint No | User Story No | User Story | Task | Priority | BV | CP |
| Sprint 1 | 1 | As a Content Analyst, I want to view all my assigned research request tasks so that I can manage my workload effectively. | 1 | Highest | 500 | 3 |
| Sprint 1 | 2 | As a Content Analyst, I want to update the status of my assigned task so that the team lead and manager are aware of my progress. | 2 | High | 100 | 3 |
| Sprint 1 | 3 | As a Content Analyst, I want to leave comments on a task so that I can communicate updates or blockers. | 3 | High | 200 | 2 |
| Sprint 1 | 4 | As a Content Analyst, I want to attach supporting documents to my research request task so that my findings are well documented. | 4 | Medium | 200 | 2 |
| Sprint 1 | 5 | As a Data Analyst, I want to receive a notification when a research request is assigned to me so that I can begin analysis promptly. | 5 | High | 100 | 3 |
| Sprint 1 | 6 | As a Data Analyst, I want to filter tasks by due date and priority so that I can prioritize my work efficiently. | 6 | Medium | 200 | 2 |
| Sprint 1 | 7 | As an SME, I want to delegate a research request task to a Team Lead or Content Analyst so that the right resource works on it. | 7 | High | 500 | 4 |
| Sprint 2 | 8 | As an SME, I want to review and approve completed tasks so that I can ensure quality before submission. | 8 | Medium | 200 | 3 |
| Sprint 2 | 9 | As a Manager, I want to view a dashboard summary of all research request tasks so that I can monitor overall progress. | 9 | High | 500 | 4 |
| Sprint 2 | 10 | As a Manager, I want to generate task reports so that I can track performance trends. | 10 | Medium | 500 | 4 |
| Sprint 2 | 11 | As a Team Lead, I want to assign tasks to Content Analysts so that research requests are processed efficiently. | 11 | Highest | 500 | 4 |
| Sprint 2 | 12 | As a Team Lead, I want to reassign a task to another analyst if necessary so that work continues without delays. | 12 | High | 500 | 3 |
| Sprint 2 | 13 | As a Content Analyst, I want to mark a task as blocked so that my Team Lead can take necessary action. | 13 | High | 200 | 3 |
| Sprint 3 | 14 | As a Content Analyst, I want to search for old research request tasks so that I can reference past work. | 14 | Medium | 100 | 2 |
| Sprint 3 | 15 | As a Data Analyst, I want to link my task to a research request so that relevant information is easily accessible. | 15 | High | 200 | 3 |
| Sprint 3 | 16 | As a Data Analyst, I want to visualize trends from assigned tasks so that I can derive insights. | 16 | Medium | 200 | 3 |
| Sprint 3 | 17 | As an SME, I want to prioritize certain research requests so that analysts can focus on critical cases first. | 17 | High | 500 | 3 |
| Sprint 3 | 18 | As an SME, I want to send feedback on completed tasks so that analysts can improve their research quality. | 18 | Medium | 100 | 2 |
| Sprint 4 | 19 | As a Manager, I want to filter tasks based on the assigned analyst so that I can monitor workload distribution. | 19 | High | 500 | 3 |
| Sprint 4 | 20 | As a Manager, I want to track overdue tasks so that I can address delays proactively. | 20 | Medium | 500 | 3 |

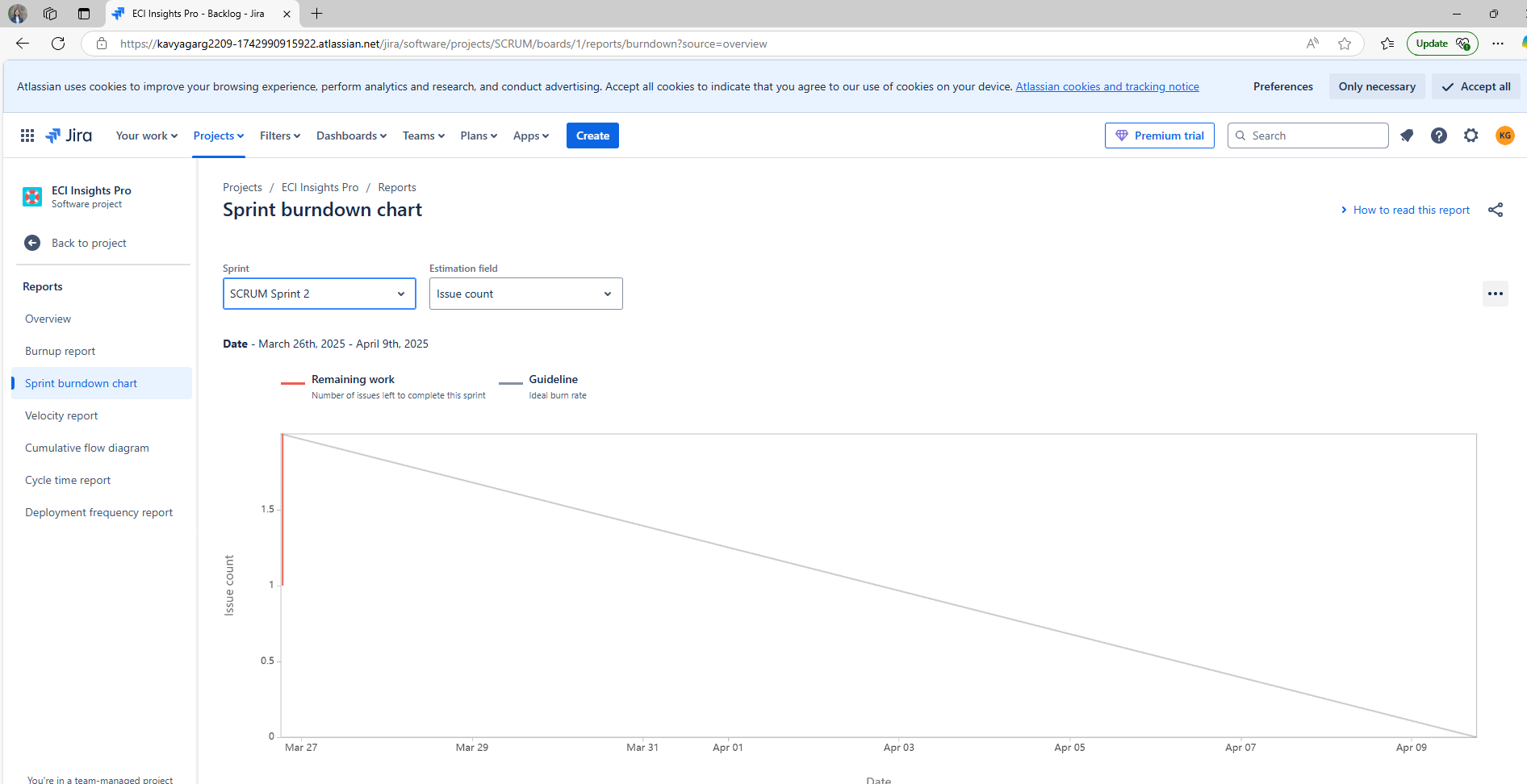
**Sprint Backlog** assigns **tasks to owners**, tracks their **status**, and includes **estimated effort (story points)** for sprint planning.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sprint No | User Story No | User Story | Owner | Estimated Effort (Hours) |
| Sprint 1 | 1 | As a Content Analyst, I want to view all my assigned research request tasks so that I can manage my workload effectively. | Dev A | 21 |
| Sprint 1 | 2 | As a Content Analyst, I want to update the status of my assigned task so that the team lead and manager are aware of my progress. | Dev B | 21 |
| Sprint 1 | 3 | As a Content Analyst, I want to leave comments on a task so that I can communicate updates or blockers. | Dev C | 14 |
| Sprint 1 | 4 | As a Content Analyst, I want to attach supporting documents to my research request task so that my findings are well documented. | Dev D | 14 |
| Sprint 1 | 5 | As a Data Analyst, I want to receive a notification when a research request is assigned to me so that I can begin analysis promptly. | Dev E | 21 |
| Sprint 1 | 6 | As a Data Analyst, I want to filter tasks by due date and priority so that I can prioritize my work efficiently. | Dev A | 14 |
| Sprint 1 | 7 | As an SME, I want to delegate a research request task to a Team Lead or Content Analyst so that the right resource works on it. | Dev B | 28 |

**Sprint 1 Effort Calculation:**

* 5 Developers × 7 hours/day × 10 days = 350 available hours

**Sprint burn down**

****

**Answer-6**

**Meeting Type 1: Sprint Planning Meeting**

|  |  |
| --- | --- |
| Date | 21.03.2025 |
| Time | 2.00 PM – 2.30 PM |
| Location | Hyderabad Office |
| Prepared By | Mrs Kavya Garg |
| Attendees | 14 |

**Agenda Topic**:

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Time Allotted |
| Login | Mr. Shivam Gangadhar | 13 Mins |
| Role based access control | Mr. Anurag Gadgil | 17 Mins |

**Meeting Type 2: Sprint Review Meeting**

|  |  |
| --- | --- |
| Date | 21.03.2024 |
| Time | 4.30 PM – 5.30 PM |
| Location | Hyderabad Office |
| Prepared By | Mrs Kavya Garg |
| Attendees | 8 |

|  |  |  |  |
| --- | --- | --- | --- |
| Sprint Status | Things to Demo | Quick Updates | What’s Next |
| In Progress | Task priority | Notifications access | Integration with API and Portal with  Email Confirmation. |

**Meeting Type 3 – Sprint Retrospective**

|  |  |
| --- | --- |
| Date | 21.03.2025 |
| Time | 6.30 PM – 7.00 PM |
| Location | Hyderabad Office |
| Prepared By | Mrs Kavya Garg |
| Attendees | 12 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda | What went well | What didn’t go  well | Questions | References |
| Login | Users can Login successfully. | Forget Option is not working hence WIP | There should be option for another mail  Confirmation. | NA |
| Role based access control | Name and role displaying after login | Logging out after 60 mins of usage for developers | N/A | N/A |

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

#### **Week “3” (from21-03-2024 TO 27-03-2024)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Question | Name/Role | | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| **What did you do yesterday?** | Developer 1 | Worked on "Implement Task Filtering Feature" | |  |  |  |  |  |  |
|  | Developer 2 | Fixed UI bugs in task tracker | |  |  |  |  |  |  |
|  | Developer 3 | Completed API integration for notifications | |  |  |  |  |  |  |
| **What will you do today?** | Developer 1 | Finalizing filtering logic and testing | |  |  |  |  |  |  |
|  | Developer 2 | Resolving styling inconsistencies in task view | |  |  |  |  |  |  |
|  | Developer 3 | Reviewing code for API integration | |  |  |  |  |  |  |
| **What (if any) is blocking your progress?** | Developer 1 | Need clarification on filtering criteria | |  |  |  |  |  |  |
|  | Developer 2 | Awaiting feedback from QA on UI changes | |  |  |  |  |  |  |
|  | Developer 3 | No blockers | |  |  |  |  |  |  |