# **AGILE DOCUMENTS**

**Document 1:** Definition of Done

1. Workflow automation on repetitive tasks is designed and implemented according to the agreed-upon business requirements.
2. A unified template on hiring approval has been generated across all verticals to improve data accuracy and has been agreed upon all the stakeholders.
3. Email approval template and respective approver details has been tagged vertical wise. Along with the cc.
4. A mail box has been created for the automation to ensure seamless operation without disturbing user’s email.
5. The hiring approval automation flow has been well defined to ensure seamless operation.
6. Approval rules and logic are configured for all demand types (e.g., project requests, procurement demands) including the slot availability.
7. Notifications and alerts for approvals (email or system-based) are set up and tested.
8. The database on all the request flowing thru automation has been established for auditing purposes.
9. End-to-end testing ensures the workflow processes demands from submission to final approval.
10. User roles and permissions for approvers are correctly assigned and validated.
11. Performance is optimized to handle peak demand volume without delays.
12. Key stakeholders, including end-users and approvers, have validated the automation in user acceptance testing (UAT).
13. Documentation for the automated process (e.g., process flow, troubleshooting guide) is completed and shared with relevant teams.
14. Training sessions for the staff who interact with the system have been conducted.
15. The solution is successfully deployed in production with no critical issues.

**Document 2:** Product Vision

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| **Project Name** | Demand Automation |
| **Venue** | MEPZ SEZ, Tambaram, Chennai - 600045 |
| **Date** | 22-03-2025 | **Start Time** | 11:00AM | **End Time** | 09:00PM | **Duration** | 4 Hours |
| **Client** | Internal |
| **Stakeholder Lists** | COO - Sameer | AVP - Pradeep K | Sr. Dir - Sharat |   |
|  | Sr. BA - Arihant |   |
| **Scrum Team** |
| **Scrum Master:** | Sheila Ranjini (Sr. Manager) |
| **Product owner:** | Pavittar Singh (Dir) |
| **Scrum Developer 1:** | Sai Prasad (Sr. Ui Path Developer) |
| **Scrum Developer 2:** | Naveen Kumar (Sr. Ui Path Developer) |
| **Scrum Developer 3:** | Sri Ganesh (Jr. Ui Path Developer) |
| **Scrum Developer 4:** | Arthi Kumari (Power Automate) |
| **Scrum Developer 5:** | Tara (Training & Support) |

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| **Vision:** End to end demand approval automation |
| **Target Group** | **Needs** | **Product** | **Value** |
| It targets the hiring demand generated by delivery projects and bring revenue for the organizationHiring Manager/Delivery Manager and PMOs are the target users | This resolves tedious manual work and minimises time consumptionWill benefit the delivery with the quicker hiring approvals and improve timely hiring | The product for Hiring Demand Approval is thru UiPath TechnologyThis enables end to end automation for all repetitive excel and email templates for approval related tasksThis is easily available software with just a licence key | This product helps to align with long time organization aspiration of automationThe Goal is to get quick approval for demand raised by delivery from 1 week to 1 day and increase stakeholder experienceCost saving, Transparency, compliance are the business model |
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**Document 3:** User stories

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| User Story : 01 | Task : 01 | Priority: High |
| AS A USER |
| I WANT TO TRIGGER BOT FOR THE DEMAND CREATED BY DELIVERY |
| SO THAT USER CAN UNDERSTAND THEIR REQUIREMENT AND GET THE APPROVAL |
| BV : 200 | CP : 5 |
| **Acceptance Criteria:** |
| Demand Created in the system, BOT with Specific template to get the desired inputs, separate mail box to send and receive email |

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| User Story : 02 | Task : 02 | Priority: Medium |
| AS A USER |
| I WANT TO TRIGGER BOT FOR THE RESPONSE RECEIVED FROM DELIVERY FOR APPROVAL |
| SO THAT USER CAN CONSOLIDATE THE TEMPLATE , VALIDATE WITH BUSINESS RULES AND COMPLIANCE TO PROCEED WITH THE APPROVAL |
| BV : 400 | CP : 9 |
| **Acceptance Criteria:** |
| Delivery responses for initial BOT that was triggered, have prefilled valid template, specified all the business rules for validation in UiPath for compliance checks, Slot availability to approve |

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| User Story : 03 | Task : 03 | Priority: Medium |
| AS A USER |
| I WANT TO SEND EMAIL TO LEADER FOR HIRING APPROVAL ALONG WITH THE SUMMARY |
| SO THAT USER CAN GET THE APPROVAL FOR THE DEMAND RAISED IN THE SYSTEM |
| BV : 100 | CP : 2 |
| **Acceptance Criteria:** |
| Delivery responses for initial BOT that was triggered, have prefilled valid template, validated all the business rules thru UiPath, compliance checks, Slot availability to approve |

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| User Story : 04 | Task : 04 | Priority: Low |
| AS A USER |
| I WANT TO PULL OUT THE REPORT FOR AUDITING PURPOSE |
| SO THAT USER VALIDATE ALL THE APPROVAL AND SUMMARIZE THE ANALYTICS |
| BV : 50 | CP : 1 |
| **Acceptance Criteria:** |
| delivery lead approved hiring only, date range on the reports, excel sheet |

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| User Story : 05 | Task : 05 | Priority: Low |
| AS A USER |
| I WANT TO GET THE DELIVERY UPDATED UPON APPROVAL OF DEMAND |
| SO THAT USER CAN UPDATE THE TRACKER ON NUMBER OF APPROVED DEMAND AND INFORM DELIVERY TO HIRE |
| BV : 50 | CP : 1 |
| **Acceptance Criteria:** |
| delivery lead approval on hiring, email box to send email on approval |

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| User Story : 06 | Task : 06 | Priority: High |
| AS A USER |
| I WANT TO GENERATE EMAIL WITH SPECIFIC TEMPLATE |
| SO THAT USER CAN UNDERSTAND THE REQUIREMENT AND RESPOND ACCORDINGLY |
| BV : 100 | CP : 3 |
| **Acceptance Criteria:** |
| Mail box, Desired template statement, email signature from the team and notes and key pointers |

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| User Story : 07 | Task : 07 | Priority: High |
| AS A USER |
| I WANT TO GENERATE EXCEL TEMPLATE THAT IS REQUIRED TO UNDERSTAND THE DEMAND REQUIREMENT |
| SO THAT USER CAN REVIEW AND GET THE DEMAND VALIDATED AND GET APPROVALS |
| BV : 300 | CP : 8 |
| **Acceptance Criteria:** |
| valid email template that is required with Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs |

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| User Story : 08 | Task : 08 | Priority: High |
| AS A USER |
| I WANT TO CONSOLIDATE THE RESPONSES RECEIVED |
| SO THAT USER GET ALL THE RESPONSES IN 1 EXCEL FILE |
| BV : 100 | CP : 3 |
| **Acceptance Criteria:** |
| Email box, excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs |

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| User Story : 09 | Task : 09 | Priority: High |
| AS A USER |
| I WANT TO VALIDATE THE CONSOLIDATED EXCEL |
| SO THAT USER CAN ACCEPT OR REJECT THE VALID DEMANDS |
| BV : 200 | CP : 13 |
| **Acceptance Criteria:** |
| excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs, Slot Availability, PDP availability, Revenue comparison for QoQ |

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| User Story : 10 | Task : 10 | Priority: High |
| AS A USER |
| I WANT TO INTIMATE DELIVERY ON REJECTIONS AND ACCEPTANCE OF A DEMAND |
| SO THAT USER CAN ONLY TAKE THE ACCEPTED DEMAND TO PROCEED WITH APPROVALS |
| BV : 50 | CP : 3 |
| **Acceptance Criteria:** |
| excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs, Slot Availability, PDP availability, Revenue comparison for QoQ. Email template with number of acceptance and rejection counts clearly specified |

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| User Story : 11 | Task : 11 | Priority: Medium |
| AS A USER |
| I WANT RECEIVE A FRESH TEMPLATE FILLED WITH ALL ACCEPTED DEMANDS TO MY EMAIL |
| SO THAT USER CAN WORK WITH THOSE ACCEPTED EMAIL FURTHER ON APPROVAL PROCESS |
| BV : 50 | CP : 2 |
| **Acceptance Criteria:** |
| only accepted demands in a consolidated file to be sent to the user email ID |

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| User Story : 12 | Task : 12 | Priority: Medium |
| AS A USER |
| I WANT TO VALIDATE THE SHOTS AVAILABLE AT VERTICAL WISE AND EACH GRADE |
| SO THAT USER CAN CATEGORISE GREEN AND EXCEPTION APPROVAL |
| BV : 200 | CP : 5 |
| **Acceptance Criteria:** |
| Only accepted demands in a consolidated file, Slot model verification vertical and grade wise, all -ve slots to be termed as exception and positive slots as green approval |

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| User Story : 13 | Task : 13 | Priority: Low |
| AS A USER |
| I WANT TO SEGRIGATE THE EXCEL INTO 2 FILES AND CALL IT AS GREEN AND EXCEPTION |
| SO THAT USER CAN SEND EMAIL TO SBU HEAD FOR APPROVAL |
| BV : 50 | CP : 1 |
| **Acceptance Criteria:** |
| Only accepted demands in a consolidated file, Slot model verification vertical and grade wise, all -ve slots to be termed as exception and positive slots as green approval. Segrigate the 2 files using green and exception category and send email to the same recipient calling it out |

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| User Story : 14 | Task : 14 | Priority: Low |
| AS A USER |
| I WANT TO SEND EMAIL TO SBU HEAD AS GREEN ALONG WITH THE SPECIFIED SUBJECT LINE |
| SO THAT USER CAN UNDERSTAND THE APPROVAL AND APPROVE DEMAND FOR HIRING |
| BV : 50 | CP : 2 |
| **Acceptance Criteria:** |
| specified email template along with the summary of number of requests came in for approval. Specified subject line with Green / Exception approval along with the power automate unq code identifier and link to approve / reject. |

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| User Story : 15 | Task : 15 | Priority: Low |
| AS A USER |
| I WANT TO SEND EMAIL WITH APPROVE / REJECT BUTTON IN THE EMAIL BODY |
| SO THAT USER CAN GIVE THEIR APPROVAL STATUS |
| BV : 50 | CP : 2 |
| **Acceptance Criteria:** |
| approval link as green and rejection link as red along with the URL to respond with the same code identifier for power automate. |

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| User Story : 16 | Task : 16 | Priority: Low |
| AS A USER |
| I WANT TO COPY ALL THE REQUIRED RECIPIENTS IN EMAIL |
| SO THAT USER CAN KNOW THE STATUS ACCORDINGLY |
| BV : 50 | CP : 2 |
| **Acceptance Criteria:** |
| list of users that are required in email vertical wise copied in the email while sending for approval |

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| User Story : 17 | Task : 17 | Priority: Low |
| AS A USER |
| I WANT TO CLICK APPROVE BUTTON FOR DEMAND APPROVAL |
| SO THAT USER CAN GET NOTIFIED THE DEMAND APPROVED AND TAKE AHEAD FOR HIRING |
| BV : 100 | CP : 3 |
| **Acceptance Criteria:** |
| Email, excel attachment, approval code, email notification upon approval, data base update. |

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| User Story : 18 | Task : 18 | Priority: Low |
| AS A USER |
| I WANT TO CLICK REJECT BUTTON FOR DEMAND REJECTION |
| SO THAT USER CAN GET NOTIFIED THE DEMAND REQUEST IS REJECTED |
| BV : 100 | CP : 3 |
| **Acceptance Criteria:** |
| Email, excel attachment, REJECTION code, email notification upon rejection, data base update. |

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| User Story : 19 | Task : 19 | Priority: Low |
| AS A USER |
| I WANT TO UPDATE SLOT MODEL AFTER APPROVAL GRADE WISE SO THAT WE GET THE BALANCE SLOT FOR NEXT APPROVAL |
| SO THAT USER CAN HIRE ONLY AS PER THE REVENUE AND HEADCOUNT THAT IS REQUIRED |
| BV : 100 | CP : 3 |
| **Acceptance Criteria:** |
| Approved request vertical wise, grade wise and counts of each to update the slot model and give the balance available slot |

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| User Story : 20 | Task : 20 | Priority: Low |
| AS A USER |
| I WANT TO UPLOAD SLOT MODEL IN THE BOT |
| SO THAT USER CAN GET NOTIFIED WITH THE LATEST SLOT AVAILABILITY |
| BV : 100 | CP : 3 |
| **Acceptance Criteria:** |
| Finalised slot model update in the BOT to be uploaded manually by the user and run the BOT to update data base |

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| User Story : 21 | Task : 21 | Priority: Medium |
| AS A USER |
| I WANT TO SEND A SUMMARY TO ALL THE POC ON NUMBER OF DEMANDS BOT HAS TRIGGERED |
| SO THAT USER CAN KNOW THE STATUS ON THEIR PENIDNGS |
| BV : 200 | CP : 5 |
| **Acceptance Criteria:** |
| Unq ID, Grade, Country, City, Project ID, Name, Parent Customer, Grade, POC email ID, Name in excel sheet |

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| User Story : 22 | Task : 22 | Priority: Medium |
| AS A USER |
| I WANT TO PAUSE BOT TRIGGER IF MONTHLY DETAILS ARE NOT UPDATED IN DATABASE |
| SO THAT USER CAN UPDATE THE BOT WITH VALID INPUTS MONTHLY |
| BV : 200 | CP : 5 |
| **Acceptance Criteria:** |
| financial inputs, attrition %, PDP/bench availability, utilization, master file on backup along with the configuration file in excel |

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| User Story : 23 | Task : 23 | Priority: Medium |
| AS A USER |
| I WANT TO TAKE REPORTS ON NUMBER OF APPROVALS |
| SO THAT USER CAN KNOW HOW MUCH IS APPROVED VS PENDING |
| BV : 50 | CP : 1 |
| **Acceptance Criteria:** |
| Detailed excel sheet with the same template along with approval/rejection status. |

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| User Story : 24 | Task : 24 | Priority: Medium |
| AS A USER |
| I WANT TO GET THE POP ON NUMBER OF BOT EMAIL WILL BE TRIGGERED EACH DAY |
| SO THAT USER CAN UNDERSTND THE DEMAND CREATION TREND |
| BV : 50 | CP : 1 |
| **Acceptance Criteria:** |
| excel template with unique IDs, summary popup notification on counts of SO BOT will run each day |

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| User Story : 26 | Task : 26 | Priority: High |
| AS A USER |
| I WANT TO INTIMATE DELIVERY ON REJECTIONS AND ACCEPTANCE OF A DEMAND |
| SO THAT USER CAN ONLY TAKE THE ACCEPTED DEMAND TO PROCEED WITH APPROVALS |
| BV : 100 | CP : 13 |
| **Acceptance Criteria:** |
| excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs, Slot Availability, PDP availability, Revenue comparison for QoQ. Email template with number of acceptance and rejection counts clearly specified |

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| User Story : 27 | Task : 27 | Priority: Medium |
| AS A USER |
| I WANT TO VALIDATE THE SHOTS AVAILABLE AT VERTICAL WISE AND EACH GRADE |
| SO THAT USER CAN CATEGORISE GREEN AND EXCEPTION APPROVAL |
| BV : 50 | CP : 3 |
| **Acceptance Criteria:** |
| Only accepted demands in a consolidated file, Slot model verification vertical and grade wise, all -ve slots to be termed as exception and postitve slots as green approval |

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| User Story : 28 | Task : 28 | Priority: Low |
| AS A USER |
| I WANT TO PULL OUT THE REPORT FOR AUDITING PURPOSE |
| SO THAT USER VALIDATE ALL THE APPROVAL AND SUMMARIZE THE ANALYTICS |
| BV : 100 | CP : 3 |
| **Acceptance Criteria:** |
| delivery lead approved hiring only, date range on the reports, excel sheet |

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| User Story : 29 | Task : 29 | Priority: High |
| AS A USER |
| I WANT TO GENERATE EXCEL TEMPLATE THAT IS REQUIRED TO UNDERSTAND THE DEMAND REQUIREMENT |
| SO THAT USER CAN REVIEW AND GET THE DEMAND VALIDATED AND GET APPROVALS |
| BV : 300 | CP : 13 |
| **Acceptance Criteria:** |
| valid email template that is required with Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs |

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| User Story : 30 | Task : 30 | Priority: High |
| AS A USER |
| I WANT TO INTIMATE DELIVERY ON REJECTIONS AND ACCEPTANCE OF A DEMAND |
| SO THAT USER CAN ONLY TAKE THE ACCEPTED DEMAND TO PROCEED WITH APPROVALS |
| BV : 200 | CP : 5 |
| **Acceptance Criteria:** |
| excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs, Slot Availability, PDP availability, Revenue comparison for QoQ. Email template with number of acceptance and rejection counts clearly specified |

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| User Story : 31 | Task : 31 | Priority: High |
| AS A USER |
| I WANT TO TRIGGER BOT ONLY ONCE A DAY |
| SO THAT USER CAN UPDATE THE EMAIL AS EXPECTED |
| BV : 200 | CP : 5 |
| **Acceptance Criteria:** |
| BOT to be triggered only once a day, Duplicate unq ID identifier will stop the BOT saying "No Demand to Trigger BOT" |

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| User Story : 32 | Task : 32 | Priority: High |
| AS A USER |
| I WANT TO FOLLOWUP ON EMAIL PENDING 3 TIMES ONLY. |
| SO THAT USER CAN RESPOND WITHIN THE REMINDER OR THE DEMAND WILL BE CANCELLED |
| BV : 100 | CP : 2 |
| **Acceptance Criteria:** |
| 3 follow up on same email via mail box. 4th reminder is demand cancellation notification. |

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| User Story : 33 | Task : 33 | Priority: High |
| AS A USER |
| I WANT TO CANCEL DEMAND ON 4TH NOTIFICATION |
| SO THAT USER WILL NOT HAVE PENIDNG APPROVAL |
| BV : 300 | CP : 8 |
| **Acceptance Criteria:** |
| 4th notification on cancelled demand, cancel as no response received, update the database as cancelled and update new demand is required for the same if required. |

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| User Story : 34 | Task : 34 | Priority: Low |
| AS A USER |
| I WANT TO SEND MONTHLY APPROVAL STATUS |
| SO THAT USER CAN UNDERSTAND THE APPROVAL / REJECTION STATUSES WITH ETA |
| BV : 100 | CP : 3 |
| **Acceptance Criteria:** |
| MTD reports on number of approvals, rejections, approval ETA, POC response ETA, average approval days for the month in a data table |

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| User Story : 35 | Task : 35 | Priority: Low |
| AS A USER |
| I WANT TO SEND QUARTERLY APPROVAL STATUS |
| SO THAT USER CAN UNDERSTAND THE APPROVAL / REJECTION STATUSES WITH ETA PER QTR |
| BV : 100 | CP : 3 |
| **Acceptance Criteria:** |
| MTD and QTD reports on number of approvals, rejections, approal ETA, POC response ETA, average approval days for the month in a data table |

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| User Story : 36 | Task : 36 | Priority: Medium |
| AS A USER |
| I WANT TO SEND A SUMMARY TO ALL THE POC ON NUMBER OF DEMANDS BOT HAS TRIGGERED |
| SO THAT USER CAN KNOW THE STATUS ON THEIR PENIDNGS |
| BV : 200 | CP : 5 |
| **Acceptance Criteria:** |
| Unq ID, Grade, Country, City, Project ID, Name, Parent Customer, Grade, POC email ID, Name in excel sheet |

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| User Story : 37 | Task : 37 | Priority: High |
| AS A USER |
| I WANT TO HIGHLIGHT THE PYRAMID DILUTION THRU BOT FOR ALL -VE SLOTS APPROVAL |
| SO THAT USER CAN UNDERSTAND THAT THERE WILL BE PYRAMID RELATED ISSUE AND COST RELATED ISSUE IN APPRVING EXCEPTIONS |
| BV : 300 | CP : 13 |
| **Acceptance Criteria:** |
| Usual email template with all the prefilled details for the final submission on exception. Highlight pyramid higher than previous months and call out a point in the email body. |

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| User Story : 38 | Task : 38 | Priority: High |
| AS A USER |
| I WANT TO UPLOAD DEMAND THAT WERE DIRECTLY APPROVED BY SBU HEAD |
| SO THAT USER CAN UPDATE THE SLOT FOR FUTURE DEMAND SUBMISSION |
| BV : 300 | CP : 13 |
| **Acceptance Criteria:** |
| direct approval from SBU in email as attachment, email template to be attached and submit to BOT owner for approval. Upload will deduct the slots and give the balance available slot. |

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| User Story : 39 | Task : 39 | Priority: High |
| AS A USER |
| I WANT TO APPROVE REPLACEMENT APPROVAL ON DEMAND APPROVED ALREADY BY SBU |
| SO THAT USER CAN REPLACE THE DEMAND INSTEAD OF NEW APPROVAL |
| BV : 300 | CP : 13 |
| **Acceptance Criteria:** |
| Already approved demand and new demand unq ID. Email to Ops Ex team for replacement. |

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| User Story : 40 | Task : 40 | Priority: High |
| AS A USER |
| I WANT TO UPDATE REPLACEMENT APPROVED DEMAND TO THE DATABASE |
| SO THAT USER DO NOT HAVE DUPLICATE SLOTS BEING DEDUCTED |
| BV : 300 | CP : 13 |
| **Acceptance Criteria:** |
| Old approved demand to new approval demand replacement in database. Copy of old demand to be greyed out but do not remove from database |

**Document 4:** Agile PO Experience

**Market analysis -** As a PO, I analysed the hiring demand automation requirement. This automation will rejuvenate the way hiring manger and PMOs sees. This automation will be a game changer for delivery leads satisfaction and improve the quality on clean demand approvals.

**Enterprise Analysis –** we are one of the first organization to make the process fully automated on hiring demand requirement. This is one of a setting example of being a tech company.

**Product Vision and Roadmap -** It targets the hiring demand generated by delivery projects and bring timely revenue for the organization. The product for Hiring Demand Approval is thru UiPath Technology. This enables end to end automation for all repetitive excel and email templates for approval related tasks. This is easily available software with just a licence key. For now, this will take a maximum of 1-1.5 months to complete the agile project with the working condition of the entire process.

The organization has just started the hiring approvals via automation, as this matures, we have plan to automate the process in such a way that it gets approved as it is raised.

**Generating PBI -** Stakeholder expectation was very much clear about the process. their expectation was to delivery at least user story within a gap of 3 days until the project get over. So, we broke the epics into stories and then prepared the user stories. The max ROI we expect is within 3 months and this is 1 month before than expected.

As and when the user stories were created, we have given each of these user stories to stake holder to confirm their expectation along with the business values in 10s,20s,50s,100s,200s etc. We also received their responses within time. As we received their responses, we gave these stories to our developers to check their complexity points. Eventually, this was done within 5 hours of time approx.

Based on the CP and BV points, we created the number of sprints based on the prioritisation stakeholder provided.

We also set the clear expectation on acceptance criteria. Any dependencies that had to be resolved and the task is prioritized and aligned with the sprint goal. This was the DOR!

**Sprints -** We had ensured to us through process that we need to have Sprint plan and review meet, daily standups and retrospective meeting with PO and BA. And this is key to our successful project.

We planned sprint wisely and the work was defined with roles and responsibility of each of the resources in the scrum. All were on their top notch to plan the scrum and started sprint by coding. Every day morning, we started the day with daily stand ups checking on the status of the sprints and nay help that was required. Through these meeting, we have overcome few of the impediments in the scrum and able to complete within the time frame.

At the time of review meeting, we completed the coding, testing as well as live test a case to ensure the code handles exceptions. This went really well and upon the stakeholder’s concurrence, we delivered their product as per their expectation.

We also have retrospective meet after delivery of the project and discuss about what was best and what was worst. Just an experience documents which will help us in the coming days.

We had one instance where we had a backlog due to a clarification on mail box ID. This took a while for the stakeholder to confirm the email ID. Yet, we did not pause there. We created temp email and used that in our coding and testing. We ensured that the email ID can be replaced simply by a small coding. And when client gave us, we just replaced it and reran the testing and it was successful in 1st go. This helped us to complete the sprint within time frame or we would have got delayed by 2 days.

Upon all the PBIs, we ensured the acceptance criteria matches 100% to what is given. This was done through rigorous testing with dummy data to the excel template.

As a PO, I was also tracking the sprint burndown and product burndown charts to ensure we aren’t behind. The velocity of the project was well ahead than planned from the starting of the project. Finally the DOD was prepared and they were sent to take stakeholders for signoffs.

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

**Product Backlog Items:**

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| **USER STORY ID** | **USER STORY** | **TASKS** | **PRIORITY** | **BV** | **CP** | **SPRINT** |
| 1 | bot 1 trigger for demand creation acknowledgement | Trigger Email to respective Hiring manager | High | 200 | 5 | 1 |
| 2 | bot 2 trigger on consolidating the responses received | Consolidate the template to a master excel | Medium | 400 | 9 | 1 |
| 3 | bot 3 trigger on sending email to all the leaders for approval | Desired template vertical wise along with all the compliance check and slot availability to be attached in excel | Medium | 100 | 2 | 2 |
| 4 | reports from approved tracker | Reports to be pull out as and when required on auditing purpose | Low | 50 | 1 | 2 |
| 5 | power automate to notify delivery leads on hiring approved | Once the leaders approve hiring request, a power automate will be placed to notify the delivery leads on approval | Low | 50 | 1 | 2 |
| 6 | generate email with specific template | excel email template with all required inputs as per the BOT type | High | 100 | 3 | 1 |
| 7 | generate excel template that is required to understand the demand requirement | Required columns in the excel sheets | High | 300 | 8 | 1 |
| 8 | consolidate the responses received | Email box, excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs | High | 100 | 3 | 1 |
| 9 | validate the consolidated excel | excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs, Slot Availability, PDP availability, Revenue comparison for QoQ | High | 200 | 13 | 1 |
| 10 | intimate delivery on rejections and acceptance of a demand | excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs, Slot Availability, PDP availability, Revenue comparison for QoQ. Email template with number of acceptance and rejection counts clearly specified | High | 50 | 3 | 1 |
| 11 | receive a fresh template filled with all accepted demands to my email | only accepted demands in a consolidated file to be sent to the user email ID | Medium | 50 | 2 | 1 |
| 12 | validate the shots available at vertical wise and each grade | Only accepted demands in a consolidated file, Slot model verification vertical and grade wise, all -ve slots to be termed as exception and positive slots as green approval | Medium | 200 | 5 | 1 |
| 13 | segregate the excel into 2 files and call it as green and exception | Only accepted demands in a consolidated file, Slot model verification vertical and grade wise, all -ve slots to be termed as exception and positive slots as green approval. Segregate the 2 files using green and exception category and send email to the same recipient calling it out | Low | 50 | 1 | 3 |
| 14 | send email to sbu head as green along with the specified subject line | specified email template along with the summary of number of request came in for approval. Specified subject line with Green / Exception approval along with the power automate unq code identifier and link to approve / reject. | Low | 50 | 2 | 3 |
| 15 | send email with approve / reject button in the email body | approval link as green and rejection link as red along with the URL to respond with the same code identifier for power automate. | Low | 50 | 2 | 3 |
| 16 | copy all the required recipients in email | list of user that are required in email vertical wise copied in the email while sending for approval | Low | 50 | 2 | 3 |
| 17 | click approve button for demand approval | Email, excel attachment, approval code, email notification upon approval, data base update. | Low | 100 | 3 | 3 |
| 18 | click reject button for demand rejection | Email, excel attachment, REJECTION code, email notification upon approval, data base update. | Low | 100 | 3 | 3 |
| 19 | update slot model after approval grade wise so that we get the balance slot for next approval | Approved request vertical wise, grade wise and counts of each to update the slot model and give the balance available slot | Low | 100 | 3 | 3 |
| 20 | upload slot model in the bot | Finalised slot model update in the BOT to be uploaded manually by the user and run the BOT to update data base | Low | 100 | 3 | 3 |
| 21 |  send a summary to all the poc on number of demands bot has triggered | Unq ID, Grade, Country, City, Project ID, Name, Parent Customer, Grade, POC email ID, Name in excel sheet | Medium | 200 | 5 | 2 |
| 22 | to pause bot trigger if monthly details are not updated in database | financial inputs, attrition %, PDP/bench availability, utilization, master file on backup along with the configuration file in excel | Medium | 200 | 5 | 1 |
| 23 | reports on number of approvals | Detailed excel sheet with the same template along with approval/rejection status. | Medium | 50 | 1 | 2 |
| 24 | the pop on number of bot email will be triggered each day | excel template with unique IDs, summary popup notification on counts of SO BOT will run each day | Medium | 50 | 1 | 2 |
| 25 | to get the pop on number of bot email will be triggered each day | excel template with unique IDs, summary popup notification on counts of SO BOT will run each day | Medium | 50 | 1 | 2 |
| 26 | intimate delivery on rejections and acceptance of a demand | excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs, Slot Availability, PDP availability, Revenue comparison for QoQ. Email template with number of acceptance and rejection counts clearly specified | High | 100 | 13 | 1 |
| 27 | to validate the shots available at vertical wise and each grade | Only accepted demands in a consolidated file, Slot model verification vertical and grade wise, all -ve slots to be termed as exception and positive slots as green approval | Medium | 50 | 3 | 2 |
| 28 | to pull out the report for auditing purpose | delivery lead approved hiring only, date range on the reports, excel sheet | Low | 100 | 3 | 3 |
| 29 | generate excel template that is required to understand the demand requirement | valid email template that is required with Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs | High | 300 | 13 | 1 |
| 30 |  to intimate delivery on rejections and acceptance of a demand | excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs, Slot Availability, PDP availability, Revenue comparison for QoQ. Email template with number of acceptance and rejection counts clearly specified | High | 200 | 5 | 1 |
| 31 | trigger bot only once a day | BOT to be triggered only once a day, Duplicate unq ID identifier will stop the BOT saying "No Demand to Trigger BOT" | High | 200 | 5 | 2 |
| 32 | follow-up on email pending 3 times only. | 3 follow up on same email via mail box. 4th reminder is demand cancellation notification. | High | 200 | 5 | 2 |
| 33 | to cancel demand on 4th notification | 4th notification on cancelled demand, cancel as no response received, update the database as cancelled and update new demand is required for the same if required. | High | 200 | 5 | 2 |
| 34 | to send monthly approval status | MTD reports on number of approvals, rejections, approval ETA, POC response ETA, average approval days for the month in a data table | Low | 100 | 3 | 3 |
| 35 |  to send quarterly approval status | MTD and QTD reports on number of approvals, rejections, approval ETA, POC response ETA, average approval days for the month in a data table | Low | 100 | 3 | 3 |
| 36 | to send a summary to all the poc on number of demands bot has triggered | Unq ID, Grade, Country, City, Project ID, Name, Parent Customer, Grade, POC email ID, Name in excel sheet | Medium | 200 | 5 | 2 |
| 37 | to highlight the pyramid dilution thru bot for all -ve slots approval | Usual email template with all the prefilled details for the final submission on exception. Highlight pyramid higher than previous months and call out a point in the email body. | High | 300 | 13 | 2 |
| 38 | to upload demand that were directly approved by sbu head | direct approval from SBU in email as attachment, email template to be attached and submit to BOT owner for approval. Upload will deduct the slots and give the balance available slot. | High | 300 | 13 | 3 |
| 39 |  to approve replacement approval on demand approved already by sbu | Already approved demand and new demand unq ID. Email to Ops Ex team for replacement. | High | 300 | 13 | 3 |
| 40 |  to update replacement approved demand to the database | Old approved demand to new approval demand replacement in database. Copy of old demand to be greyed out but do not remove from database | High | 300 | 13 | 3 |

**Sprint Backlog:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **USER STORY ID** | **USER STORY** | **TASKS** | **Owner** | **Status** | **Estimated effort** |
| 1 | bot 1 trigger for demand creation acknowledgement | Trigger Email to respective Hiring manager | Pavittar | Completed | 4 Days |
| 2 | bot 2 trigger on consolidating the responses received | Consolidate the template to a master excel | Sheila | WIP | within 4 days |
| 3 | bot 3 trigger on sending email to all the leaders for approval | Desired template vertical wise along with all the compliance check and slot availability to be attached in excel | Sheila | Completed | 4 days |
| 4 | reports from approved tracker | Reports to be pull out as and when required on auditing purpose | Sai Prasad | WIP | within 1 week |
| 5 | power automate to notify delivery leads on hiring approved | Once the leaders approve hiring request, a power automate will be placed to notify the delivery leads on approval | Sai Prasad | Not Started | within 1 week |
| 6 | generate email with specific template | excel email template with all required inputs as per the BOT type | Pavittar | Completed | 4 Days |
| 7 | generate excel template that is required to understand the demand requirement | Required columns in the excel sheets | Pavittar | Completed | 4 Days |
| 8 | consolidate the responses received | Email box, excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs | Pavittar | Completed | 4 Days |
| 9 | validate the consolidated excel | excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs, Slot Availability, PDP availability, Revenue comparison for QoQ | Pavittar | Completed | 2 days |
| 10 | intimate delivery on rejections and acceptance of a demand | excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs, Slot Availability, PDP availability, Revenue comparison for QoQ. Email template with number of acceptance and rejection counts clearly specified | Pavittar | Completed | 1 Day |
| 11 | receive a fresh template filled with all accepted demands to my email | only accepted demands in a consolidated file to be sent to the user email ID | Sheila | WIP | within 1 week |
| 12 | validate the shots available at vertical wise and each grade | Only accepted demands in a consolidated file, Slot model verification vertical and grade wise, all -ve slots to be termed as exception and positive slots as green approval | Sheila | WIP | within 1 week |
| 13 | segregate the excel into 2 files and call it as green and exception | Only accepted demands in a consolidated file, Slot model verification vertical and grade wise, all -ve slots to be termed as exception and positive slots as green approval. Segregate the 2 files using green and exception category and send email to the same recipient calling it out | Sai Prasad | Not Started | within 1 week |
| 14 | send email to sbu head as green along with the specified subject line | specified email template along with the summary of number of request came in for approval. Specified subject line with Green / Exception approval along with the power automate unq code identifier and link to approve / reject. | Sai Prasad | Not Started | within 1 week |
| 15 | send email with approve / reject button in the email body | approval link as green and rejection link as red along with the URL to respond with the same code identifier for power automate. | Sai Prasad | Completed | 1 week |
| 16 | copy all the required recipients in email | list of user that are required in email vertical wise copied in the email while sending for approval | Naveen | Completed | 1 week |
| 17 | click approve button for demand approval | Email, excel attachment, approval code, email notification upon approval, data base update. | Naveen | Completed | 1 week |
| 18 | click reject button for demand rejection | Email, excel attachment, REJECTION code, email notification upon approval, data base update. | Naveen | Completed | 1 week |
| 19 | update slot model after approval grade wise so that we get the balance slot for next approval | Approved request vertical wise, grade wise and counts of each to update the slot model and give the balance available slot | Naveen | Completed | 1 week |
| 20 | upload slot model in the bot | Finalised slot model update in the BOT to be uploaded manually by the user and run the BOT to update data base | Naveen | WIP | within 3 Days |
| 21 |  send a summary to all the poc on number of demands bot has triggered | Unq ID, Grade, Country, City, Project ID, Name, Parent Customer, Grade, POC email ID, Name in excel sheet | Sheila | WIP | within 3 Days |
| 22 | to pause bot trigger if monthly details are not updated in database | financial inputs, attrition %, PDP/bench availability, utilization, master file on backup along with the configuration file in excel | Sheila | Completed | 5 Days |
| 23 | reports on number of approvals | Detailed excel sheet with the same template along with approval/rejection status. | Sheila | Completed | 1 week |
| 24 | the pop on number of bot email will be triggered each day | excel template with unique IDs, summary popup notification on counts of SO BOT will run each day | Sheila | Completed | 1 week |
| 25 | to get the pop on number of bot email will be triggered each day | excel template with unique IDs, summary popup notification on counts of SO BOT will run each day | Sheila | Completed | 1 week |
| 26 | intimate delivery on rejections and acceptance of a demand | excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs, Slot Availability, PDP availability, Revenue comparison for QoQ. Email template with number of acceptance and rejection counts clearly specified | Pavittar | Completed | 1 Day |
| 27 | to validate the shots available at vertical wise and each grade | Only accepted demands in a consolidated file, Slot model verification vertical and grade wise, all -ve slots to be termed as exception and positive slots as green approval | Sheila | Completed | 1 week |
| 28 | to pull out the report for auditing purpose | delivery lead approved hiring only, date range on the reports, excel sheet | Naveen | WIP | within 4 days |
| 29 | generate excel template that is required to understand the demand requirement | valid email template that is required with Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs | Pavittar | WIP | within 5 days |
| 30 |  to intimate delivery on rejections and acceptance of a demand | excel sheets, Unq IDs, Grades, Location, Project name, justification, billability type, Qtr, revenue inputs, utilization inputs, Slot Availability, PDP availability, Revenue comparison for QoQ. Email template with number of acceptance and rejection counts clearly specified | Pavittar | WIP | within 5 days |
| 31 | trigger bot only once a day | BOT to be triggered only once a day, Duplicate unq ID identifier will stop the BOT saying "No Demand to Trigger BOT" | Pavittar | WIP | within 5 days |
| 32 | follow-up on email pending 3 times only. | 3 follow up on same email via mail box. 4th reminder is demand cancellation notification. | Pavittar | WIP | within 5 days |
| 33 | to cancel demand on 4th notification | 4th notification on cancelled demand, cancel as no response received, update the database as cancelled and update new demand is required for the same if required. | Pavittar | Deployment | within 3 Days |
| 34 | to send monthly approval status | MTD reports on number of approvals, rejections, approval ETA, POC response ETA, average approval days for the month in a data table | Naveen | WIP | within 4 days |
| 35 |  to send quarterly approval status | MTD and QTD reports on number of approvals, rejections, approval ETA, POC response ETA, average approval days for the month in a data table | Naveen | Not Started | within 1 week |
| 36 | to send a summary to all the poc on number of demands bot has triggered | Unq ID, Grade, Country, City, Project ID, Name, Parent Customer, Grade, POC email ID, Name in excel sheet | Sheila | WIP | within 4 days |
| 37 | to highlight the pyramid dilution thru bot for all -ve slots approval | Usual email template with all the prefilled details for the final submission on exception. Highlight pyramid higher than previous months and call out a point in the email body. | Pavittar | Deployment | within 3 Days |
| 38 | to upload demand that were directly approved by sbu head | direct approval from SBU in email as attachment, email template to be attached and submit to BOT owner for approval. Upload will deduct the slots and give the balance available slot. | Pavittar | Deployment | within 3 Days |
| 39 |  to approve replacement approval on demand approved already by sbu | Already approved demand and new demand unq ID. Email to Ops Ex team for replacement. | Pavittar | Deployment | within 3 Days |
| 40 |  to update replacement approved demand to the database | Old approved demand to new approval demand replacement in database. Copy of old demand to be greyed out but do not remove from database | Pavittar | Completed | 2 days |

**Product Burndown Chart –** this is not possible in free version of atlassain.com

**Sprint 1 Burnup chart**



**Sprint 2 Burndown chart**



**Sprint 3 Burndown chart**



**Document 6:** Sprint meetings

**Meeting Type 1**: Sprint Planning meeting

|  |  |
| --- | --- |
| **Date** | 23-03-2025 |
| **Time**  | 9:45 AM |
| **Location** | Mepz - SDB 1 - 4th Floor - Opulence Meeting Room |
| **Prepared By** | Arihant |
| **Attendees** | Pavittar, Sheila, Sai Prasad, Naveen, Arthi, Sri Ganesh, Tara |

**Agenda Topics**

|  |  |  |
| --- | --- | --- |
| **Topics** | **Presenter** | **Time allotted** |
| UiPath | Sai Prasad | 20 Min |
| Power automates | Arthi Kumari | 10 Min |
| Mail Box Creation | Tara | 5 Min |
| System UiPath Flow | Sheila Ranjini | 20 Min |
| Wrap-up | Pavittar Singh | 5 Min |

**Other Information**

|  |  |
| --- | --- |
| **Observers** | Arihant, Naveen, Sri Ganesh |
| **Resources** | All |
| **Special Notes** | Licence key approval to be taken from COO for UiPath |

**Meeting Type 2:** Sprint review meeting

|  |  |
| --- | --- |
| **Date** | 26-03-2025 |
| **Time**  | 5:00 PM |
| **Location** | Mepz - SDB 3 - 11th Floor - Space Meeting Room |
| **Prepared By** | Sheila Ranjini and Naveen |
| **Attendees** | Pavittar, Arihant, Sai Prasad, Arthi, Sri Ganesh, Tara |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sprint Status** | **Things to Demo** | **Quick Updates** | **What’s Next** |
| User story 1 - Completed | UiPath Trigger | Email successful triggered as per the user story design | Successfully completed and delivered |
| User story 2 - WIP | Email Consolidation demo | Multiple email to be checked with few incorrect templates mapping to see if that rejects as per the plan | Once the valid template is accepted and noncompliance is rejected and send email upon the same, this user story will be successfully completed. |

**Meeting Type 3:** Sprint retrospective meeting

|  |  |
| --- | --- |
| **Date** | 06-04-2025 |
| **Time**  | 5:00 PM |
| **Location** | Mepz - SDB 3 - 11th Floor - Space Meeting Room |
| **Prepared By** | Sheila Ranjini, Pavittar |
| **Attendees** | Arihant, Sai Prasad, Arthi, Sri Ganesh, Tara, Naveen |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda** | **What Went Well** | **What Didn't go well** | **Questions** | **Reference** |
| UiPath | UiPath coding was quick and easy as we had most of sr. developers. | Licence Key mapping was challenging despite of approval from COO for few users | None Raised | Document v12 is the final go to for the UiPath coding and setup |
| Email Flow | Email Flow was smooth and instant as per the client requirement | Mapping of new mailbox to multiple user as each user had to raise different tickets. This delayed 1 day | Can we Raise bulk tickets for all the users at once? | Document v1.1.2 is the final go to for the email mapping setup |
| Template Adherence | Designated template was key for success of sprint 1 as this has literally eliminated the manual intervention | Template finalization from stakeholder. Stakeholder were not available as only 1 POC was assigned. | It would be great if we have 2 POCs | Document v4.1 is the final go to reference for demand template requirement |

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

|  |  |  |
| --- | --- | --- |
| **Question** | **Name / Role** | **Week 1 - 23/3/2025 to 27/3/2025** |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **What did you do yesterday?** | Sai Prasad (Sr.Devp) | Reviewed the User Stories | Meeting fixed with COO to explain the need for Licence Key | UiPath coding to Trigger BOT 1 | UiPath coding to Trigger BOT 1 | UiPath coding to Trigger BOT 1 |
| Naveen Kumar (Sr. Devp) | Reviewed the User Stories | Getting the documents ready for the process to start | Mail Box creation | Mail box testing | Integrating mail box to the BOT 1 Trigger |
| Sri Ganesh (Jr. Devp) | Reaching out for the approval of UiPath Licence Key | Helping Naveen for on the document | Getting the excel template ready that BOT will trigger | Creating a share path to store all the details at one place | On Leave yesterday |
| **What will you do today?** | Sai Prasad (Sr.Devp) | Meeting fixed with COO to explain the need for Licence Key | UiPath coding to Trigger BOT 1 | UiPath coding to Trigger BOT 1 | UiPath coding to Trigger BOT 1 | Testing of BOT 1 with dummy email trigger |
| Naveen Kumar (Sr. Devp) | Getting the documents ready for the process to start | Mail Box creation | Mail box testing | Integrating mail box to the BOT 1 Trigger | Testing of BOT 1 with multiple exception handing |
| Sri Ganesh (Jr. Devp) | Helping Naveen for on the document | Getting the excel template ready that BOT will trigger | Creating a sharepath to store all the details at one place | On Leave today | Testing of BOT 1 with dummy email trigger |
| **what is blocking the progress?** | Sai Prasad (Sr.Devp) | None | Licence key was not mapped properly to the designated user | Few undefined errors occurred and there were no documents to refer such errors | None | None |
| Naveen Kumar (Sr. Devp) | None | None | Mail box inactive on automation related email. Took couple of hours to active for BOT to send email | Had to edit few codes and made the BOT to handle exceptions |
| Sri Ganesh (Jr. Devp) | None | None | Cloud down due to MS office update | None as Sai & Naveen managed shrinkage | None |

Scrum master -