Document 1: Definition of Done

The Definition of Done (DoD) for the Digitizing Integrated Facility Management Operations using Agile Methodology. It defines the criteria necessary for the successful design, development, testing, and deployment of each module within the ERP system. It ensures that the solution meets business objectives, quality standards, and user requirements across housekeeping, security, technical services, and labor supply operations.

This DoD applies to all functional modules developed for the ERP system, including:

- Employee Enrollment
- Attendance Tracking
- Inventory Management
- Payroll
- Compliance
- Invoicing
- Internal Communication

DoD Criteria Checklist

1. **Functional Completion**
   - All planned functionalities for the module are implemented.
   - Business requirements and acceptance criteria defined in the user story are fulfilled.

2. **Design & UX Validation**
   - Feature design reviewed and approved by the UX team.
   - User interface aligns with approved mockups and usability standards.

3. **Code Quality & Build**
   - Code is complete, refactored, and checked into the version control system.
   - Project builds without errors in the test environment.

4. **Testing and QA**
   - Unit tests are written and all tests passes.
   - QA testing is completed, and all critical and major issues are resolved.
   - The feature is tested on all required devices and browsers.

5. **Deployment Readiness**
   - Module is deployed in a staging environment identical to production.
   - Deployment checklist is completed and signed off by IT team.

6. **Approval and Review**
   - Feature is reviewed and approved by the Product Owner.

- Sprint review conducted with stakeholders and feature demonstrated.

7. **Documentation and Testing**
   - Technical documentation and configuration instructions are updated
   - User manuals and training materials are created.
   - On-site training for users is conducted and documented.

8. **Operational Verification**
   - Real-time data flows validated (e.g., attendance logs, inventory movements).
   - Dashboard and reports reflect accurate and up-to-date information.

9. **Compliance and Integration**
   - Module meets applicable regulatory and operational compliance requirements.
   - Module integrated with existing systems (e.g., payroll, HRMS, reporting tools).

10. **Post-Go-Live Support**
    - Production deployment completed successfully.
    - Initial data verified in the live environment.
    - Support structure in place for troubleshooting and user queries.

Document – 2 Product Vision

Scrum Project Name:	Digitizing Integrated Facility Management Operations using Agile Methodology		
Venue:	KSS Multifacilities Pvt. Ltd. - Head Office		
Date	Start time: 10:00 AM	End time: 12:00 PM	Duration: 2 hours
Client	KSS Multifacilities Pvt. Ltd.		
Stakeholder list:	Operation Manager	Facility Site Supervisors	HR & Payroll Team
	Inventory & Procurement Team	ERP Vendor Representative	IT Support Team
Scrum Team			
Scrum Master:	Ashwini Khanvilkar		
Product owner:	Aastha		
Scrum Developer 1:	Ajinkya		
Scrum Developer 2:	Athang		
Scrum Developer 3:	Asmita		
Scrum Developer 4:	Vaibhav		
Scrum Developer 5:	Raju		

Vision: To build a centralized ERP platform that digitizes all core facility management functions, such as attendance, inventory, payroll, compliance, and internal communication. The system will provide real-time visibility, enhanced accuracy, and improved operational efficiency across multiple sites.			
Target group	**Needs**	**Product**	**Value**
This product is made for companies that manage facility services such as	Problem solved - Attendance, inventory, payroll	This ERP software platform is specially designed for facility management.	This product will benefit the company; it improves how work is done across all

housekeeping, security, technical services, and labor supply. The target users of the system are facility managers, site supervisors, operations teams, HR staff, payroll teams, and administrative teams who handle daily operations and reporting.	and compliance are handled manually, which takes time, causes mistakes, delays and miscommunication between site locations and the head office. Benefit provided - This ERP system will solve these problems by automating work, improving accuracy, and showing real-time data. It reduces errors and saves time. It helps the company work more smoothly & transparently.	What makes it desirable and special is that it brings together multiple processes—attendance, payroll, inventory, compliance, and internal communication — in one place. Yes, it is feasible; the project is scheduled to be completed within 4 months. The project has a clear plan, defined timeline, fixed budget, & technical support.	departments. It makes it easier to follow rules and submit reports. It helps teams communicate better and ensures data accuracy. The business goals are to use the ERP system in all sites successfully. Replace manual work with digital processes. Complete the project within the timeline. Provide comprehensive training to all users. The business model based on the ERP system is a one-time investment that will reduce long-term operational costs by automating routine tasks. The system can grow with the company in the future.

Document 3: User Stories

User Story:1	Task 1: Register new employees into the system	Priority: High
Vale Statement: As a user, I want to register employees digitally. So that I can avoid manual paperwork and speed up the enrollment process.		
BV: 200	CP: 5	
Acceptance Criteria: The employee registration digital form is available on the system All required fields (name, contact, ID proof, joining date, etc.) are present. Documents can be uploaded. Each employee gets a unique ID The confirmation message is shown.		

User Story:2	Task 2: Track employee attendance in real-time	Priority: High
Vale Statement: As a user, I want to track employee attendance digitally. So that I can avoid using manual registers and monitor attendance in real time.		

BV: 500	CP: 8
Acceptance Criteria: The attendance system is available on the web & mobile. Employees can check in and check out with a timestamp Real-time data is visible to supervisors and HR Each entry is linked to the employee's ID Alerts are generated for missed check-ins Reports can be downloaded.	

User Story:3	Task 3: Manage and track inventory at all sites	Priority: High
Vale Statement: As a user, I want to manage and track inventory through the system. So that I can avoid stock mismatches and monitor usage at each site.		
BV: 200	CP: 8	
Acceptance Criteria: The inventory module is available on the system. Items can be added, updated and deleted. Stock levels are shown in real-time. Alerts are generated for low stock. Inventory reports can be downloaded. Each site has a separate inventory record.		

User Story:4	Task 4: Automate payroll calculation for employees	Priority: High
Vale Statement: As a user, I want to automate payroll calculation. So that I can avoid manual errors and save time in salary processing.		
BV: 500	CP: 13	
Acceptance Criteria: The payroll module is available on the system. Attendance data is linked to payroll. Salary is calculated automatically based on the number of working days. Dedications and bonuses can be added. Payslips are generated for each employee. Payroll reports can be downloaded.		

User Story:5	Task 5: Track compliance for all employees and sites	Priority: High
Vale Statement: As a user, I want to track compliance status for employees and sites So that I can ensure all legal and company requirements are met on time.		
BV: 200	CP: 5	

Acceptance Criteria: The compliance tracking module is available on the system. Compliance items (ID proofs, contracts, training) can be added. Due dates and renewal dates are shown. Alerts are sent before the expiry of any compliance item. Reports show compliance status site-wise and employee-wise. The system shows pending and completed compliance tasks.

User Story:6	Task 6: Generate invoices automatically based on attendance and services.	Priority: High
Vale Statement: As a user, I want to generate invoices automatically. So that I can avoid manual billing and ensure timely and accurate invoicing.		
BV: 200	CP: 5	
Acceptance Criteria: The invoicing module is available on the system. Invoices are generated based on attendance and service data. Taxes and deductions are calculated automatically. The invoice format is clear and downloadable as a PDF. Invoices are linked to respective clients and sites. The system shows invoice status (draft, sent, paid)		

User Story:7	Task 7: Enable internal communication between the site and the head office.	Priority: Medium
Vale Statement: As a user, I want to communicate with the head office through the system So that I can share updates, requests, approvals and solve issues quickly.		
BV: 100	CP: 3	
Acceptance Criteria: The communication module is available on the system Users can send and receive messages. Messages can be sent to specific roles or departments. Notifications are shown for new messages. Message history is saved and can be viewed anytime. Communication is secure and limited to internal users.		

User Story:8	Task 8: Set alerts and reminders for important operational tasks.	Priority: Medium
Vale Statement: As a user, I want to receive alerts and reminders So that I can complete tasks like renewals, reporting and stock checks on time.		
BV: 100	CP: 03	

Acceptance Criteria: Alerts and reminder settings are available in the system. Users can set reminders for specific tasks or dates. The system sends automatic alerts via notification or email. Alerts are shown on the dashboard. Users can mark tasks as done or snooze them. Missed alerts are logged for follow-up.

User Story:9	Task 9: Assign roles and permissions to different users.	Priority: High
Vale Statement: As a user, I want to assign roles and permissions So that each team member can access only the features they need.		
BV: 200	CP: 05	
Acceptance Criteria: Role management is available in the system. Admin can create and assign roles like HR, Supervisor, Manager, etc Each role has specific access rights. Users can edit or remove at any time. The system prevents unauthorised access. Audit logs are maintained for changes in user roles.		

User Story:10	Task 10: Generate daily, weekly and monthly reports	Priority: Medium
Vale Statement: As a user, I want to generate reports regularly So that I can review attendance, inventory, and payroll data in one place.		
BV: 100	CP: 03	
Acceptance Criteria: The report's generation feature is available in the system. Reports can be filtered by date, department or site. Data includes attendance, inventory usage, payroll and compliance. Reports can be downloaded as Excel or PDF. Graphs and charts are shown for better understanding. Reports are updated in real-time.		

User Story:11	Task 11: Import and migrate old employees and inventory data.	Priority: Medium
Vale Statement: As a user, I want to import old data into the system So that I can avoid manually re-entering past records.		
BV: 100	CP:05	

Acceptance Criteria: Import option is available for employees and inventory data. The system accepts Excel/CSV formats. Data is validated before uploading. Duplicate entries are flagged. Success and error messages are shown. Imported data is saved correctly.

User Story:12	Task 12: Allow mobile access for field staff and supervisors.	Priority: High
Vale Statement: As a user, I want to access the system on mobile So that I can mark attendance and view tasks while on site.		
BV: 200	CP: 8	
Acceptance Criteria: Mobile version of the system is responsive. Core features like attendance and communication are available. Users can log in with their credentials. The system works on Android and iOS Offline access is available for attendance Data syncs when the internet is back.		

User Story:13	Task 13: Assign tasks to employees from the system	Priority: Medium
Vale Statement: As a user, I want to assign tasks digitally So that I can plan work and track completion more easily.		
BV: 50	CP:3	
Acceptance Criteria: The task assignment module is available. Tasks can be created with title, date and description. Assigned tasks show on employee dashboards. Employees can mark tasks as done. Supervisors get task status reports.		

User Story:14	Task 14: Approve or reject leave and attendance regularization.	Priority: Medium
Vale Statement: As a user, I want to approve or reject leave requests. So that I can manage team attendance properly.		
BV: 50	CP:2	
Acceptance Criteria: Leave and regularization request forms are available.		

Supervisor gets notification for each request. Requests can be approved or rejected with remarks. Status is updated in real-time. Leave history is visible to HR and employee.

User Story:15	Task 15: Track labor supply and shift allocation	Priority: Medium
Vale Statement: As a user, I want to track labor supply and shifts So that I can manage manpower and ensure coverage.		
BV: 100	CP:5	
Acceptance Criteria: Shift planning module is available. Employees can be assigned to shifts site-wise. Daily shift summary is shown. System alerts for under or over-staffed shifts. Shift data is linked to attendance		

User Story:16	Task 16: Monitor expenses related to each site	Priority: Medium
Vale Statement: As a user, I want to monitor site-wise expenses So that I can control costs and analyze spending.		
BV: 100	CP: 5	
Acceptance Criteria: The expense tracking module is available. Expenses can be added with category, date and amount. Site-wise expenses reports are generated. Budget alerts are shown if limits are crossed. All expense data is exportable.		

User Story:17	Task 17: Maintain digital logs of equipment and asset usage.	Priority: Low
Vale Statement: As a user, I want to track equipment and asset usage So that I can reduce misuse and ensure accountability.		
BV: 50	CP:3	
Acceptance Criteria: The asset log module is available. Each item has a usage record (who, where, when) Logs are updated with the return date/time The system shows active and idle assets. Asset reports are downloadable.		

User Story:18	Task 18: Set up a user dashboard with quick access to key data.	Priority: Medium
Vale Statement: As a user, I want a dashboard that shows important updates So that I can see tasks, alerts and status immediately.		
BV: 100	CP:5	
Acceptance Criteria: The dashboard is shown after login. Key data includes attendance, tasks, alerts and inventory status Widgets can be customized. Data refreshers in real-time. User role decides what is shown.		

User Story:19	Task 19: Send announcements and policy updates	Priority: Low
Vale Statement: As a user, I want to send announcements So that all employees stay informed about new rules or changes.		
BV: 20	CP:2	
Acceptance Criteria: The announcement option is available. Messages can be sent to all or selected users. Notifications are shown instantly. The announcement log is maintained. Old announcements can be archived.		

User Story:20	Task 20: Allow feedback and suggestions from employees	Priority: Low
Vale Statement: As a user, I want to give feedback on the system So that I can share suggestions and report problems easily.		
BV: 20	CP:2	
Acceptance Criteria: Feedback form is available in the system. Employees can submit feedback anonymously or with name. Feedback is sent to the HR/Admin panel. Admin can reply to feedback. Feedback history is saved.		

Document 4: Agile PO Experience

I started by defining and communicating the product vision for the ERP system, focused on digitizing facility management operations such as attendance, inventory, payroll, compliance, and communication.

- I clarified the goal of creating a centralized platform that increases operational efficiency across all facility management departments and multiple sites.
- I collaborated with stakeholders such as facility managers, HR teams, site supervisors, and operations heads to build a product backlog. The backlog included user stories like digital employee registration, attendance tracking, inventory management, payroll processing, compliance tracking, and internal communication.
- I prioritized these stories based on business value, stakeholder needs, urgency, and technical feasibility. For example, employee registration and attendance tracking were given the highest priority in the first sprint.
- I participated in all sprint planning meetings with the Scrum team. I explained the user stories clearly, defined acceptance criteria, and ensured that each sprint focused on delivering working features.
- During each sprint, I worked closely with the team to ensure that the features being developed matched stakeholder expectations and followed the defined scope.
- After every sprint, I conducted sprint review meetings to present the completed features to stakeholders and collected feedback to improve the product in the next sprint.
- I conducted backlog refinement meetings regularly to reprioritize stories based on new stakeholder inputs, system usage insights, and changing business needs.
- I ensured the system was tested thoroughly and that training was provided to all end users. I also planned a phased rollout to different sites, starting with the head office.
- I tracked success metrics such as reduced manual work, improved data accuracy, faster payroll processing, and real-time inventory visibility. This data helped refine future iterations.

Market Analysis:

- Studied the need for digital transformation in the facility management sector.
- Compared existing solutions and identified gaps.
- Ensured that our product provided a better fit for companies managing services like housekeeping, security and technical support.

Enterprise Analysis:

- Verified that the product aligned with the company’s digital goals.
- Focused on reducing costs, improving efficiency, and replacing manual systems.
- Ensured that internal teams (HR, Operations, Admin) benefited directly from the platform.

Product Vision and Roadmap:

- Created a roadmap to launch core modules (Attendance, Payroll, Inventory) in the first two sprints.
- Planned the full rollout within four months, with gradual site-wise implementation and user training.

Managing Product Features:

- Prioritized features based on ROI, urgency and operational need.
- Ensured that features were user-friendly for non-technical staff.
- Continuously refined features based on sprint reviews and stakeholder feedback.

Managing Product Backlog:

- Maintained and updated the backlog after each sprint.
- Used stakeholder input to reprioritize tasks weekly.
- Planned epics like “Attendance Automation” and broke them down into user stories.

Managing Iteration Progress:

- Reviewed sprint progress using burndown charts and sprint summaries.
- Reprioritized items mid-sprint when urgent needs arose.
- Held retrospective meetings to identify improvement areas and applied them in the next sprint.

Sprint Meetings I handled

- Sprint Planning: I clarified sprint goals, explained user stories, and helped assign tasks.
- Daily Scrum: I joined as needed, removed roadblocks and updated stakeholders.
- Sprint Review: I demonstrated completed features to stakeholders and collected feedback.
- Sprint Retrospective: I discussed improvements with the team and applied learnings.
- Backlog Refinement: I worked with stakeholders to update priorities and break epics into stories.

User Stories and Details

- I made sure each user story included: story number, tasks, priority, acceptance criteria, BV (currency value), and CP (Fibonacci).
- Example: “As a user, I want to manage inventory so I can avoid stock mismatches.” Tasks: DB, alerts, reports. Acceptance criteria: add/update/delete items, real-time stock, low-stock alerts, downloadable reports.

Liaison Role

- I acted as the bridge between business stakeholders and the Scrum team.

- I communicated stakeholder needs to the team and explained technical constraints back to stakeholders.
- I validated delivered features against acceptance criteria before sign-off.

Testing, Training and Rollout

- I ensured UAT and QA were completed for each module.
- I prepared user manuals and training for HR and operations.
- I planned a phased rollout and supported the initial go-live.

Metrics and Results I tracked

- Reduced manual data entry and time taken for payroll.
- Improved accuracy in attendance and inventory reports.
- User feedback and defect counts after each sprint.

What I learned

- How to prioritize work based on business impact and technical effort.
- How to keep stakeholders aligned and manage expectations.
- How to use sprint meetings and metrics to keep the project on track.
- The importance of clear acceptance criteria and regular backlog grooming.

This role taught me how to turn a product vision into working features, how to manage priorities, and how to deliver value to the business within a fixed timeline.

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

Product Backlog:

User Story ID	User Story	Tasks	Priority	BV	CP	Sprint
US01	As a user, I want to mark employee attendance digitally	Design attendance module, integrate with database, test UI	High	500	8	Sprint 1
US02	As a user, I want automated payroll calculation based on attendance.	Create payroll formula, connect to attendance data, and generate payslip PDF	High	500	13	Sprint 1
US03	As a user, I want inventory stock tracking in real-time	Build an inventory database, set up alerts for low stock, and create stock report view.	High	200	8	Sprint 2

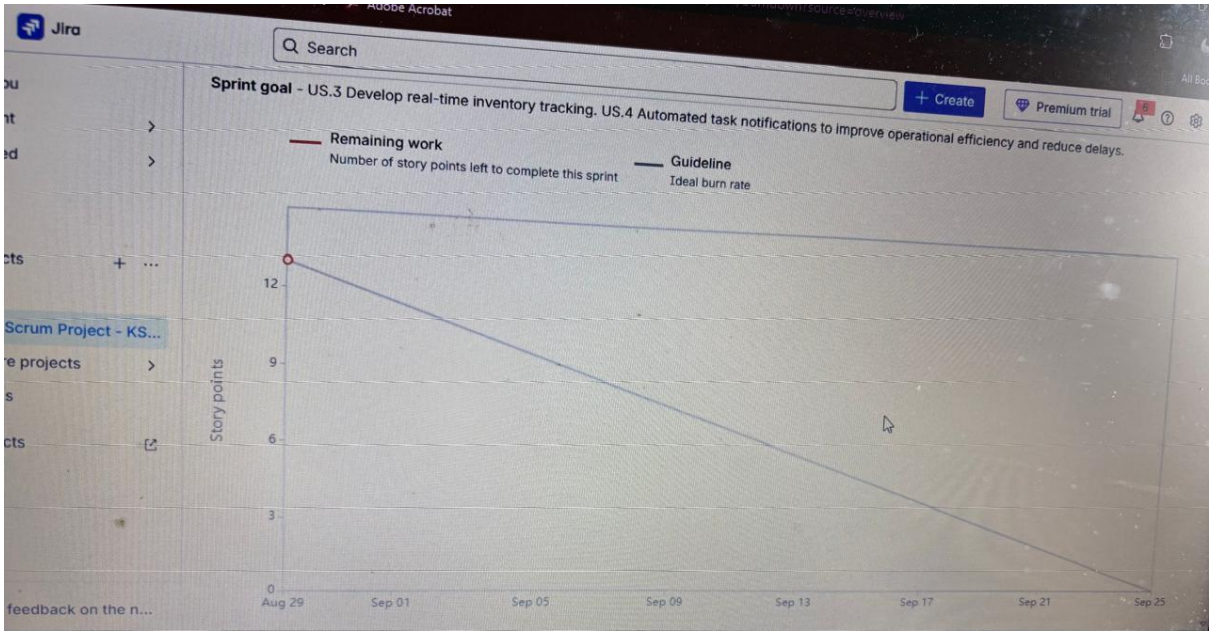
US04	As a user, I want automated notifications for task deadlines.	Integrate notification service, create message templates, set trigger conditions	Medium	100	3	Sprint 2
US05	As an admin, I want to generate monthly compliance reports automatically.	Define report format, pull data from modules, export to PDF and Excel.	High	200	5	Sprint 3
US06	As a manager, I want role-based access control for different modules	Create role permissions table, apply restrictions in code, and test for all roles.	High	200	5	Sprint 3

Sprint Backlog:

User Story ID	User Story	Tasks	Owner	Status	Estimated Effort
US01	As a user, I want to mark employee attendance digitally	Design attendance module, integrate with database, test UI	Dev A	Completed	8 hrs.
US02	As a user, I want automated payroll calculation	Create formula, link to attendance DB, generate payslip PDF	Dev B	Not started	13 hrs.
US03	As a user, I want inventory stock tracking in real-time	Build inventory DB, Set low-stock alerts, create stock report view	Dev C	Completed	10 hrs.
US04	As a user, I want automated notifications for task deadlines	Integrate notification service, create message templates, set trigger conditions	Dev D	In Progress	7 hrs.
US05	As a manager, I want role-based access control	Create role permissions table, apply restrictions in code, test for all roles	Dev E	In Progress	12 hrs.

Product burndown:

Sprint burndown



Document 6: Sprint Meetings

Meeting Type 1: Sprint Planning Meeting

Date	1/8/25
Time	10:AM – 11:30 AM
Location	Zoom
Prepared By	Ashwini
Attendees	Aastha,Ajinkya,Athang, Asmita

Agenda Topics

Topic	**Presenter**	**Time allotted**
Clarify sprint objectives based on facility management digitalization goals.	Ashwini	20 Min.
Review high-priority user stories (attendance automation, payroll processing, inventory tracking) and adjust based on stakeholder feedback.	Ashwini	15 Min.
Break down selected stories into tasks & assign owners.	Aastha	25 Min.

Other Information

Observers	Stakeholder Representative
Resources	Product backlog, Sprint backlog, Roadmap Document
Special Notes	Ensure the team is aware of any urgent site-level operational changes before the sprint start.

Meeting Type 2: Sprint review meeting

Date	15/8/2025
Time	11:00 AM – 12:00 PM
Location	Zoom
Prepared By	Ashwini
Attendees	Aastha, Ajinkya, Athang, Asmita, Stakeholder Representative

Sprint status	**Things to demo**	**Quick updates**	**What's next**
Completed sprint goals for attendance automation & payroll processing modules.	Attendance automation system with real-time tracking. Payroll module with automated calculations & report generation.	Minor UI adjustments completed based on user feedback. Integration testing with HR database completed successfully.	Begin work on the full deployment of the inventory tracking module. Prepare training materials for HR and operations teams**.**

	Initial setup of the inventory tracking module.		

Meeting Type 3: Sprint Retrospective Meeting

Date	16/08/2025
Time	11:00 AM
Location	Zoom
Prepared By	Ashwini
Attendees	Aastha, Ajinkya, Athang, Asmita

Agenda	What went well	What didn't go well	Questions	Reference
Facility Management Digitalization Project	Attendance automation and payroll processing modules were completed on time & received positive feedback from users.	Inventory tracking module was delayed due to API integration issues.	How to ensure faster resolution of integration challenges in future sprints?	Feedback from HR and operations teams regarding module usability and process improvements.

Meeting Type 4: Daily Stand-up meeting

Question	Name /Role	15/8/2025 to 21/08/2025						
		Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
What did you do yesterday?	Dev. 1	Worked on attendance automation backend.	Completed attendance sync logic	Fixed attendance module bugs	Integrated payroll processing module	Conducted payroll module testing	Worked on API optimiza-tion	Reviewed error logs.
	Dev. 2	Developed payroll UI screens	Fixed frontend validation issues	Integrated attendance API to payroll	Reviewed code and merged changes	Tested payroll calculations	Updated payroll UI styling	Created documenta tion for payroll module
	Dev. 3	Started setup of the inventory tracking module backend.	Created the inventory database and API connection s	Implement ed the low-stock alert logic	Built the inventory report view and integrated it with the UI	Conducted initial testing of the inventory module	Fixed API integration issues	Prepared the weekly progress report for the inventory module

What will you do today?	Dev. 1	Complete attendance sync testing	Review payroll integration results	Start inventory tracking module setup	Implement API for inventory data fetch	Begin integration testing for inventory module	Conduct API load testing	Prepare weekly progress report
	Dev. 2	UI testing for payroll module	Fix feedback issues from HR team	Work on inventory tracking dashboard	Connect dashboard with backend APIs	Conduct end-to-end testing	Test dashboard responsive ness	Prepare user guide for payroll system.
	Dev.3	Continue setting up the inventory module backend	Integrate the inventory API with the dashboard	Test low-stock alerts and reports	Fix bugs from integration testing	Finalize inventory module features	Conduct end-to-end testing of the inventory module	Update documenta tion and prepare the progress report
What (if any) is blocking your progress?	Dev.1	Waiting for updated biometric device API docs	API documenta tion delay	Blocked by missing inventory API endpoints	Waiting for database migration completion	Need approval from project lead	Delay in receiving API load test server	No blocker
	Dev.2	Pending backend API completion	No blocker	Delay in UI design approval for inventory dashboard	Merge conflicts in version control	No blocker	Delay in review of updated UI designs	No blocker
	Dev.3	Delay in receiving API documenta tion from the vendor	Waiting for approval of dashboard mockups	Encountere d unexpected errors in the stock alert logic	API response delays from the test server	Bug fixes pending review by Dev.1	Performanc e testing blocked due to server load	No blockers