**Question 1 – write Agile Manifesto**

**Agile Manifesto:-** The Agile Manifesto is a set of foundational principles for agile software development that emphasizes flexibility, collaboration, and customer satisfaction. It Outlines 4 [core Values](https://www.geeksforgeeks.org/what-are-the-4-agile-values/) and [12 Principles](https://www.geeksforgeeks.org/agile-project-management-principles-to-know/)guide agile practices.

**4 Core Values of the Agile Manifesto**

1-Individuals and Interactions over Processes and Tools: Focuses on the importance of effective communication and collaboration among team members.

2-Working Software over Comprehensive Documentation: Prioritizes the delivery of functional software as the primary measure of progress.

3-Customer Collaboration over Contract Negotiation: Encourages customers and stakeholders to have active involvement throughout the development process.

4- Responding to Change over Following a Plan: On changing requirements, embracing flexibility and ability to adapt even late in the development process.

**Twelve principles of Agile Software**

1.Satisfy the customer through early and continuous delivery of valuable software.

2.Welcome changing requirements, even late in development. Agile processes harness change for the customer’s competitive advantage.

3.Deliver working software frequently, from a couple of weeks to a couple of months, with a preference to the shorter timescale.

4.Business people and developers must work together daily throughout the project.

5.Build projects around the motivated individuals. Give them the environment and support they need and trust them to get the job done.

6.The most efficient and effective method of conveying information to and within a development team is face to face conversation.

7.Working software is primary measure of progress.

8.Agile processes promote sustainable development. The Sponsors, developers, and users should be able to maintain constant pace indefinitely.

9.Continuous attention to technical excellence and good design

10.Simplicity the art of maximizing the amount of work not done is essential.

11.The best architectures, requirements and designs emerge from self organizing teams.

12.At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behaviour accordingly.

**Question 2 – User Stories- Acceptance Criteria-BV-CP**

|  |  |  |
| --- | --- | --- |
| User Story No: 1 | Tasks: 2 | Priority: Highest |
| AS A DELIVERY BOY | | |
| I WANT TO REGISTER IN SCRUM FOODS | | |
| SO THAT I CAN DELIVER ORDERS | | |
| BV: 500 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
| Registration Screen | | |
| Text Boxes for User Name, Password, Nation ID, Mobile No, Email, Address, Phone Number. | | |
| Click on Register Button. | | |
| Send Successful Notification to the user | | |

|  |  |  |
| --- | --- | --- |
| User Story No: 2 | Tasks: 2 | Priority: Highest |
| AS A RESTAURANT OWNER | | |
| I WANT TO VIEW ORDERS | | |
| SO THAT I CAN VIEW THE LIST OF ORDERS | | |
| BV: 500 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| View Order, Display List of orders in the tabular Form | | |
|  | | |
|  | | |

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| --- | --- | --- |
| User Story No: 3 | Tasks: 2 | Priority: HIGH |
| AS A CUSTOMER | | |
| I WANT TO ADD THE ADDRESS | | |
| SO THAT I CAN GET THE ORDER TO MY ADDRESS | | |
| BV: 500 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Text Box to enter | | |
|  | | |
| Business Rules: Within the radius of 5 km | | |

|  |  |  |
| --- | --- | --- |
| User Story No: 4 | Tasks: 3 | Priority: HIGH |
| AS A CUSTOMER | | |
| I WANT TO SELECT THE PAYMENT MODE | | |
| SO THAT I CAN MAKE PAYMENT OF MY CHOICE | | |
| BV: 500 | CP: 03 | |
| ACCEPTANCE CRITERIA | | |
| Display payment modes, radio buttons to select | | |
| payment modes, payments button. | | |
|  | | |
| Business Rule. Can select only one payment mode | | |

|  |  |  |
| --- | --- | --- |
| User Story No: 5 | Tasks: 1 | Priority: HIGH |
| AS AN ADMIN | | |
| I WANT TO VIEW THE RESTAURANTS | | |
| SO THAT I CAN APPROVE THEIR REGISTRATION | | |
| BV: 500 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
|  | | |
| Register in the platform with the details | | |
|  | | |

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| --- | --- | --- |
| User Story No: 6 | Tasks: 1 | Priority: LOW |
| AS A CUSTOMER | | |
| I WANT TO VIEW THE PRICE | | |
| SO THAT I CAN ORDER THE FOOD | | |
| BV: 50 | CP: 01 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
|  | | |
| Display price in the list of menu items | | |
|  | | |

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| --- | --- | --- |
| User Story No: 7 | Tasks: 2 | Priority: LOW |
| AS A CUSTOMER | | |
| I WANT TO VIEW THE CONTACT NUMBER OF DELIVERY BOY | | |
| SO THAT I CAN CONTACT DELIVERY BOY FOR THE STATUS | | |
| BV: 50 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Display delivery boy mobile number | | |
| Display delivery boy name in tracking field | | |
| Display delivery boy picture User | | |

|  |  |  |
| --- | --- | --- |
| User Story No: 8 | Tasks: 2 | Priority: MEDIUM |
| AS A RESTAURANT OWNER | | |
| I WANT TO PROVIDE TIME SLOTS | | |
| SO THAT CUSTOMER CAN CHECK OPENING AND CLOSING HOURS | | |
| BV: 100 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
| Click on restaurant dashboard | | |
| Add from time to time | | |
| Click on submit | | |
| Display updated successfully | | |

|  |  |  |
| --- | --- | --- |
| User Story No: 9 | Tasks: 2 | Priority: HIGH |
| AS A BUSINESS OWNER  I WANT TO VIEW RESTAURANT REVENUE REPORT  SO THAT I CAN VIEW THE RESTAURANT’S REVENUE | | |
| I WANT TO VIEW RESTAURANT REVENUE REPORT  SO THAT I CAN VIEW THE RESTAURANT’S REVENUE | | |
| SO THAT I CAN VIEW THE RESTAURANT’S REVENUE | | |
| BV: 200 | CP: 03 | |
| ACCEPTANCE CRITERIA | | |
| Select Reports | | |
| Select Revenue Reports | | |
| Select to and from date  Select Region (can select all)  Generate Report  Download Report in EXCEL | | |
| Select Region (can select all) | | |
| Generate Report Download Report in EXCEL | | |

|  |  |  |
| --- | --- | --- |
| User Story No: 10 | Tasks: 3 | Priority: HIGH |
| AS A REG ADMIN | | |
| I WANT TO MANAGE REGIONAL RESTAURANTS, | | |
| SO THAT, I CAN TRACK THE PERFORMANCE OF REGIONAL RESTAURANTS. | | |
| BV: 200 | CP: 03 | |
| ACCEPTANCE CRITERIA | | |
| CLICK ON PERFORMANCE OF RESTAURANTS | | |
| SELECT FROM DATE TO DATE | | |
| CLINCK ON GENERATE REPORT WHICH INCLUSES RESTAURANTS ID, NAME, REVENUE | | |
| CLICK ON DOWNLOAD REPORT SHOULD BE IN EXCEL | | |

|  |  |  |
| --- | --- | --- |
| User Story No: 11 | Tasks: 2 | Priority: MEDIUM |
| AS ADMIN | | |
| I WANT TO SEE THE REGIONAL REVENUE REPORTS, SO THAT I CAN VIEW THE REGIONAL PERFORMANCE | | |
| SO THAT I CAN VIEW THE REGIONAL PERFORMANCE | | |
| BV: 100 | CP: 03 | |
| ACCEPTANCE CRITERIA | | |
| Select regional dropdown | | |
| View performance of each rest of that region in tabular form which includes | | |
| rest name, revenue, generated | | |
| Download in excel or PDF | | |
|  |  |  |
| User Story No: 12 | Tasks: 2 | Priority: HIGH |
| AS A CUSTOMER | | |
| I WANT TO CHAT WITH REG ADMIN | | |
| SO THAT I CAN REQUEST FOR REFUND | | |
| BV: 200 | CP: 03 | |
| ACCEPTANCE CRITERIA | | |
| BR-ALL MANDATORY | | |
| TEXT BOX FIELDS | | |
| DISPLAY ORDER ID | | |
| TEXT BOX, FOR DESCRIPTION | | |
| SUBMIT BUTTON | | |
| GENERATE ISSUE ID | | |
| DISPLAY SUCCESSFUL | | |

|  |  |  |
| --- | --- | --- |
| User Story No: 13 | Tasks: 2 | Priority: HIGH |
| AS A HUNGRY USER | | |
| I WANT TO BROWSE NEARBY RESTAURANTS | | |
| SO THAT I CAN ORDER THE FOOD | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
| Each restaurant entry displays its name, cuisine type,and rating | | |
| This list can be sorted by distance or rating | | |
|  | | |
|  | | |

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| --- | --- | --- |
| User Story No: 14 | Tasks: 2 | Priority: HIGH |
| AS A CUSTOMER | | |
| I WANT TO BROWSE DIFFERENT RESTAURANTS AND MENUS | | |
| SO THAT I CAN FIND A PLACE TO ORDER FOOD | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
| The menu includes dishes , prices and descriptions | | |
| Show the restaurant is open or closed | | |
|  | | |
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| --- | --- | --- |
| User Story No: 15 | Tasks: 1 | Priority: HIGH |
| AS A CUSTOMER | | |
| I WANT TO BROWSE FOR SPECIFIC DISHES AND CUISINES | | |
| SO THAT I CAN FIND A PLACE TO ORDER FOOD | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
| App displays relevant restaurant and dishes matchingthe query | | |
|  | | |
|  | | |
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| --- | --- | --- |
| User Story No: 16 | Tasks: 1 | Priority: HIGH |
| AS A CUSTOMER | | |
| I WANT TO FILTER RESTAURANTS | | |
| SO THAT I CAN FIND A PLACE TO ORDER FOOD | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Filter restaurants by cuisine type and dietaryoptions(vegan, veg,non veg, egg) | | |

|  |  |  |
| --- | --- | --- |
| User Story No: 17 | Tasks: 2 | Priority: HIGH |
| AS A CUSTOMER | | |
| I WANT TO TRACK MY ORDER | | |
| SO THAT I KNOW THE TIME OF DELIVERY | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| App shows real time update on the order status | | |
| Display estimated delivery time | | |
|  | | |

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| --- | --- | --- |
| User Story No: 18 | Tasks: 1 | Priority: HIGH |
| AS A USER | | |
| I WANT TO RATE AND REVIEW RESTAURANTS | | |
| SO THAT I CAN RATE AND REVIEW THE RESTAURANTS I HAVE VISITED | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Can see reviews from other users to help me makedining decisions | | |
|  | | |
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| --- | --- | --- |
| User Story No: 19 | Tasks: 1 | Priority: HIGH |
| AS A USER | | |
| I WANT TO SAVE FAVOURITE RESTAURANTS AND DISHES | | |
| SO THAT I CAN ORDER FROM MY FAVOURITES | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Access my list of favourites easily for future orders | | |
|  | | |
|  | | |
|  |  |  |
| User Story No: 20 | Tasks: 1 | Priority: HIGH |
| AS A USER | | |
| I WANT TO VIEW PAST ORDER HISTORY | | |
| SO THAT I CAN ORDER AGAIN | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Can see the details such as order items, total cost andorder date | | |
|  | | |

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| --- | --- | --- |
| User Story No: 21 | Tasks: 3 | Priority: MEDIUM |
| AS A USER | | |
| I WANT TO RECEIVE NOTIFICATIONS | | |
| SO THAT I CAN RECEIVE UPDATES | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Notifications for order confirmation | | |
| Notification for dispatch | | |
| Notification for delivery | | |

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| --- | --- | --- |
| User Story No: 22 | Tasks: 1 | Priority: MEDIUM |
| AS A CUSTOMER | | |
| I WANT TO CONTACT CUSTOMER SUPPORT | | |
| SO THAT I CAN SUBMIT QUERIES OR ISSUES | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Customer support section with contact information | | |
|  | | |
|  | | |

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| --- | --- | --- |
| User Story No: 23 | Tasks: 2 | Priority: MEDIUM |
| AS A RESTAURANT OWNER | | |
| I WANT TO RECEIVE AND MANAGE ORDERS | | |
| SO THAT I CAN UPDATE ORDER STATUS | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Manage order status | | |
| Notify restaurants about incoming orders | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| User Story No: 24 | Tasks: 3 | Priority: MEDIUM |
| AS A RESTAURANT OWNER | | |
| I WANT TO ACCESS TO CUSTOMER REVIEWS | | |
| SO THAT I CAN VIEW AND RESPOND TO CUSTOMER REVIEWS | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
| Owners can address feedback | | |
| Owners can improve their services | | |
| Notify restaurants about incoming orders | | |
| User Story No: 25 | Tasks: 1 | Priority: MEDIUM |
| AS A CUSTOMER | | |
| I WANT TO APPLY PROMOCODES AND DISCOUNTS | | |
| SO THAT I CAN ORDER AT LOWER PRICE | | |
| BV: 100 | CP: 04 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Active Promocodes | | |
|  | | |
|  | | |
|  |  |  |
| User Story No: 26 | Tasks: 7 | Priority: HIGH |
| AS A DELIVERY BOY | | |
| I WANT TO VIEW THE ORDERS | | |
| SO THAT I ACCEPT THE ORDER | | |
| BV: 200 | CP: 04 | |
| ACCEPTANCE CRITERIA | | |
| Order visibility | | |
| Real-time updates | | |
| Order details | | |
| Order filtering and sorting | | |
| Order map view | | |
| Order navigation | | |
| Order completion and confirmation | | |
|  |  |  |
| User Story No: 27 | Tasks: 5 | Priority: MEDIUM |
| AS A DELIVERY BOY | | |
| I WANT TO LOGIN | | |
| SO THAT I CAN ACCEPT THE ORDER | | |
| BV: 200 | CP: 04 | |
| ACCEPTANCE CRITERIA | | |
| User Authentication | | |
| Error Handling | | |
| Password security | | |
| Multi-factor Authentication | | |
| Compatibility and Usability |  |  |

|  |  |  |
| --- | --- | --- |
| User Story No: 28 | Tasks: 5 | Priority: MEDIUM |
| AS A DELIVERY BOY | | |
| I WANT TO VIEW FEEDBACK | | |
| SO THAT I CAN KNOW THE CUSTOMERS FEEDBACK | | |
| BV: 200 | CP: 04 | |
| ACCEPTANCE CRITERIA | | |
| Access to feed back system | | |
| Feedback Visibility | | |
| Feedback sorting and filtering | | |
| Response Mechanism | | |
| User Support |  |  |
|  |  |  |
| User Story No: 29 | Tasks: 5 | Priority: MEDIUM |
| AS A ADMIN | | |
| I WANT TO VIEW FEEDBACK | | |
| SO THAT I CAN KNOW THE CUSTOMERS FEEDBACK | | |
| BV: 200 | CP: 04 | |
| ACCEPTANCE CRITERIA | | |
| Access to feed back system | | |
| Feedback Visibility | | |
| Feedback sorting and filtering | | |
| Response Mechanism | | |
| User Support |  |  |
|  |  |  |
| User Story No: 30 | Tasks: 5 | Priority: MEDIUM |
| AS A RESTAURANT OWNER | | |
| I WANT TO VIEW FEEDBACK | | |
| SO THAT I CAN KNOW THE CUSTOMERS FEEDBACK | | |
| BV: 200 | CP: 04 | |
| ACCEPTANCE CRITERIA | | |
| Access to feed back system | | |
| Feedback Visibility | | |
| Feedback sorting and filtering | | |
| Response Mechanism | | |
| User Support |  |  |

|  |  |  |
| --- | --- | --- |
| User Story No: 31 | Tasks: 3 | Priority: HIGH |
| AS A ADMIN | | |
| I WANT TO KNOW THE ISSUES | | |
| SO THAT I CAN RESOLVE THEM | | |
| BV: 100 | CP: 03 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Display issue section | | |
| Sorting and filtering of issues list | | |
| Editing and modifying the issues | | |
|  |  |  |
|  |  |  |
| User Story No: 32 | Tasks: 3 | Priority: HIGH |
| AS A REGIONAL ADMIN | | |
| I WANT TO KNOW THE ISSUES | | |
| SO THAT I CAN RESOLVE THEM | | |
| BV: 200 | CP: 03 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Display issue section | | |
| Sorting and filtering of issues list | | |
| Editing and modifying the issues | | |
|  | SO THAT I VERIFY THE DELIVERY BO | |
|  |  |  |
| User Story No: 33 | Tasks: 5 | Priority: HIGH |
| AS A RESTAURANT OWNER | | |
| I WANT TO VIEW REVENUE GENERATED | | |
| SO THAT I VIEW RESTAURANTS REVENUE | | |
| BV: 200 | CP: 03 | |
| ACCEPTANCE CRITERIA | | |
| Select Reports | | |
| Select Revenue Reports | | |
| Select to and from date | | |
| Generate Report | | |
| Download ReporT |  |  |

|  |  |  |
| --- | --- | --- |
| User Story No: 34 | Tasks: 2 | Priority: HIGH |
| AS A RESTAURANT OWNER | | |
| I WANT TO KNOW DELIVERY BOY | | |
|  | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| ID proof | | |
|  | | |
| Punctuality and reliability | | |
|  |  |  |
|  |  |  |
| User Story No: 35 | Tasks: 2 | Priority: LOW |
| AS A CUSTOMER | | |
| I WANT TO VIEW THE CONTACT NUMBER OFDELIVERY BOY | | |
| SO THAT I CAN CONTACT DELIVERY BOY FOR THE STATUS | | |
| BV: 50 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
| Display delivery boy mobile number | | |
| Display delivery boy name in tracking field | | |
| Display delivery boy picture | | |
|  | | |
|  |  |  |
|  |  |  |
| User Story No: 36 | Tasks: 4 | Priority: MEDIUM |
| AS A RESTAURANT OWNER | | |
| I WANT TO PROVIDE TIME SLOTS | | |
| SO THAT CUSTOMER CAN CHECK OPENING AND CLOSING HOURS | | |
| BV: 100 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Click on restaurant dashboard | | |
| Add from time to time | | |
| Click on submit | | |
| Display updated successfully |  |  |

|  |  |  |
| --- | --- | --- |
| User Story No: 37 | Tasks: 3 | Priority: HIGH |
| AS A USER | | |
| I WANT TO RECEIVE NOTIFICATIONS | | |
| SO THAT I CAN RECEIVE UPDATES | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Notifications for order confirmation | | |
| Notification for dispatch | | |
| Notification for delivery | | |
|  |  |  |
|  |  |  |
| User Story No: 38 | Tasks: 1 | Priority: MEDIUM |
| AS A CUSTOMER | | |
| I WANT TO CONTACT CUSTOMER SUPPORT | | |
| SO THAT I CAN SUBMIT QUERIES OR ISSUES | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Customer support section with contact information | | |
|  | | |
|  | | |
|  |  |  |
|  |  |  |
| User Story No: 39 | Tasks: 3 | Priority: HIGH |
| AS A CUSTOMER | | |
| I WANT TO VIEW THE ORDER | | |
| SO THAT I CAN CANCEL IT | | |
| BV: 100 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Order status | | |
| Method of cancellation | | |
| Refund policy | | |
|  |  |  |

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| --- | --- | --- |
| User Story No: 40 | Tasks: 3 | Priority: HIGH |
| AS A REGIONAL ADMIN | | |
| I WANT TO TRACK THE DELIVERY | | |
| SO THAT I CAN VIEW THE STATUS OF THE DELIVERY | | |
| BV: 200 | CP: 02 | |
| ACCEPTANCE CRITERIA | | |
|  | | |
| Real time tracking | | |
| Security and data privacy | | |
| User friendly Interface | | |
|  |  |  |

**Question 3– What is epic? Write 2 epics**

Epic are large pieces of work that can be broken down into smaller and more manageable work items, tasks, or user stories. These series of work items share the same goal described by the epic.

Epics should be specific and measurable so that managers can track them and ensure they contribute to the greater strategic objectives.

**Epics 1. Ratings and reviews:**

As a user, I want to view ratings and reviews for restaurants on scrum foods, so that I can make informed decisions about where to order food from.

As a user, I want to provide ratings and reviews for restaurants on scrum foods, so that I can share my experiences with other users and contribute to the community.

Acceptance Criteria

● Users can view average ratings and reviews for each restaurant on the restaurant details page

● Users can read detailed reviews and comments left by the other customers

● Users can sort and filter reviews based on criteria such as rating and relevance

● Users can rate the restaurants and leave a review after placing the order

● User can edit or delete their own reviews within a specified timeframe

● Reviews are displayed in a way that provides helpful insights to other users

● The rating and review system maintains the integrity and authenticity of user feedback

**Epic 2. Real-Time Order Tracking:**

As a customer, I want to see the live status of my order.

* Display the current status of the order, such as "order confirmed,""preparing," "out for delivery," and "delivered."
* Provide real-time updates as the order progresses through various stages

 As a customer, I want to track the location of my delivery.

* Integrate GPS or location services to show the delivery partner's real-timelocation on a map.
* Allow customers to view the estimated time of arrival (ETA) based on thedelivery partner's location.

Acceptance Criteria:

Real-Time Order Updates

* The app should provide real-time updates on the status of the user's order,such as "Order received," "Preparing," "Out for delivery," and "Delivered."

Order Location Tracking

* The app should display the live location of the delivery driver while enroute to the user's address.
* The map should update at regular intervals to reflect the driver'smovement accurately

**Question 4 –What is the difference between BV and CP**

**Business Value (BV):**

● Business Value refers to the perceived or quantifiable worth or benefit that a specific task, feature, or requirement brings to the business or project.

● It is typically determined based on factors such as revenue generation, cost savings, customer satisfaction, market competitiveness, strategic alignment, and other business-related criteria.

● Business Value helps prioritize tasks or features based on their importance to the overall project goals and objectives.

Techniques used: Moscow, Currency notes technique

**MoSCoW:** The MoSCoW technique is a prioritization and requirements management technique used in project management and software development. It helps stakeholders and project teams prioritize and categorize requirements or tasks based on their importance and urgency. The acronym "MoSCoW" stands for the four categories into which requirements or tasks are typically classified:

●**Must Have:**

 These are critical requirements or tasks that are essential for the project's success. Without these, the project would likely fail to meet its objectives.

●**Should Have:**

 These are important requirements or tasks that are not absolutely critical but significantly contribute to the project's value. They are high-priority items that should be included if possible.

●**Could Have:**

 These are desirable requirements or tasks that would enhance the project but are not essential. They are often considered nice-to-have features that can be addressed if time and resources allow.

●**Won't Have (this time):**

 These are requirements or tasks that are deliberately deprioritized and will not be included in the current phase of the project. They may be considered for future iterations or versions.

● **Complexity Points (CP):**

● Complexity Points, also known as story points or function points, are a measure of the relative complexity or effort required to complete a task, feature, or requirement.

● They are used to estimate the effort, time, and resources needed to implement a specific item.

● Complexity Points are often assigned based on factors such as technical difficulty, development effort, integration challenges, and other technical or development-related criteria.

● Complexity Points help in assessing the workload and resource allocation needed for different tasks or features.

● Examples of Complexity Points considerations: Integration with legacy systems, technical dependencies, data migration, algorithmic complexity.

Techniques used: Planning poker

**Planning poker:**

Planning Poker is a consensus-based technique commonly used in Agile and Scrum methodologies for estimating the effort or complexity of user stories or tasks. It helps teams collaborate and arrive at a shared understanding of the work involved in a particular item. The term "CP" in your question likely stands for "Complexity Points,"which are used in Planning Poker to represent the relative effort or complexity of a task. Here's how the Planning Poker technique works:

**Question 5 –Explain about Sprint**

A Sprint is a time-boxed period, usually lasting 1-4 weeks, during which a Scrum team works to complete a set of prioritized tasks or user stories and deliver a potentially shippable product increment. Sprints are a core aspect of the Scrum framework, enabling teams to work in short, focused cycles that drive consistent progress, encourage frequent feedback, and allow for rapid iteration and improvement.

Each sprint has a clear goal and scope, which is defined and agreed upon by the team and stakeholders during sprint planning. The sprint cycle includes planning, daily stand-ups, development work, testing, and a sprint review and retrospective. The goal of each sprint is to produce a working version of the product with added features, known as a "product increment," which can be reviewed, evaluated, and potentially delivered to end-users or stakeholders.

Key Components of a Sprint

1.Sprint Planning:

* Sprint planning is the kickoff meeting for each sprint, where the Scrum team determines the sprint goal (the primary objective for the sprint) and selects the product backlog items (user stories, tasks, or requirements) that they can realistically complete within the sprint's time frame.
* The team also discusses each selected backlog item, clarifies any doubts, and defines acceptance criteria to ensure everyone understands what is needed.
* The team then estimates the work and commits to a manageable number of backlog items for the sprint.

2.Sprint Backlog:

* The sprint backlog is the set of tasks, user stories, and requirements selected during sprint planning for the current sprint.
* It includes all work that needs to be completed to achieve the sprint goal, and it is maintained by the team to keep track of progress.
* The sprint backlog is a dynamic document that can be updated during the sprint, but the scope of the sprint should remain fixed to avoid disruption.

3.Daily Stand-up (Daily Scrum):

* The daily stand-up is a short, time-boxed meeting (usually 15 minutes) held at the same time every day during the sprint.
* During the stand-up, team members discuss three key points: what they accomplished the previous day, what they plan to do today, and any obstacles they are facing.
* This meeting helps the team stay aligned, identify challenges early, and keep track of progress toward the sprint goal.

4.Development and Testing:

* Throughout the sprint, the team actively works on the tasks and stories defined in the sprint backlog.
* Testing and quality assurance are integral to the process; as new features are developed; they are also tested to ensure they meet the acceptance criteria and are free of critical defects.
* The goal is to create a potentially shippable product increment by the end of the sprint, meaning all stories are complete and tested.

5.Sprint Review:

* The sprint review is held at the end of each sprint to inspect and evaluate the work completed during the sprint.
* The team demonstrates the completed product increment to stakeholders, who provide feedback and discuss potential improvements or new requirements.
* The sprint review is an opportunity to gather valuable feedback from users and stakeholders, which can be used to refine the product backlog and prioritize future work.

6.Sprint Retrospective:

* After the sprint review, the team conducts a sprint retrospective, a meeting focused on self-reflection and improvement.
* During the retrospective, team members discuss what went well, what didn't go well, and how they can improve in future sprints.
* Actionable steps are identified to enhance team collaboration, address issues, and improve the overall sprint process, making it more efficient and effective.

**Question 6 - Explain Product backlog and sprint back log**

**Product Backlog**

The Product Backlog is a prioritized list of all features, enhancements, bug fixes, technical work, and knowledge acquisition tasks (like research or experimentation) needed to improve the product. It is maintained by the Product Owner and represents everything the team could possibly work on for the project. The Product Backlog is dynamic; it evolves as new requirements are discovered and priorities shift, based on feedback, business needs, or market demands.

**Key Features of the Product Backlog:**

1.Prioritized: Items are ranked in order of importance, with the most valuable or urgent tasks at the top. This prioritization ensures the team works on the highest-value features first.

2.Detailed: The top items in the backlog are typically more detailed than those further down. Items expected to be completed soon are broken down and fully defined, while lower-priority items may be less detailed.

3.Dynamic and Evolving: The Product Backlog is constantly refined as new ideas are added, requirements change, or priorities shift. Regular refinement ensures that the backlog remains current and relevant.

4.Owned by the Product Owner: While the entire team can contribute to the backlog, the Product Owner is responsible for maintaining it and ensuring items are clear, prioritized, and aligned with the product vision.

**Components of a Product Backlog Item (PBI)**:

* User Stories or Feature Requests: Descriptions of desired functionalities, often in user story format ("As a [user], I want to [function], so that [benefit].").
* Acceptance Criteria: Conditions that must be met for the story to be considered complete.
* Effort Estimates: A measure of the effort required to complete the item, often given in story points.

**Example of Product Backlog Items:**

1.As a user, I want to create an account to save my order history. (High Priority)

2.As an admin, I want to generate sales reports to track revenue. (Medium Priority)

3.As a user, I want to reset my password in case I forget it. (Low Priority)

**Sprint Backlog**

The Sprint Backlog is a subset of the Product Backlog that the Scrum team commits to completing during a single sprint. It is created during the Sprint Planning meeting, where the team selects items from the Product Backlog and plans how to achieve the sprint goal. Unlike the Product Backlog, which evolves continuously, the Sprint Backlog is fixed for the duration of the sprint, providing the team with a focused set of work to complete.

**Key Features of the Sprint Backlog:**

1.Sprint Goal: The Sprint Backlog is tied to a specific goal that defines the outcome of the sprint. This goal is agreed upon during sprint planning and gives the team a clear purpose.

2.Detailed Tasks: Each Product Backlog Item selected for the sprint is broken down into specific tasks that the team will work on. These tasks are highly detailed, defining the exact steps needed to complete the item.

3.Commitment by the Team: The team commits to completing all items in the Sprint Backlog by the end of the sprint. Therefore, the Sprint Backlog is a realistic, achievable subset of the Product Backlog.

4.Ownership and Self-Management: The Sprint Backlog is managed by the development team, who update it daily to reflect the work completed and remaining. This helps maintain visibility into progress and adjust daily tasks as needed.

**Example of Sprint Backlog Items:** If the Sprint Goal is to implement a user account feature, the Sprint Backlog might include tasks such as:

* Set up the user registration page.
* Validate input fields for registration.
* Create API endpoints for user authentication.
* Implement email verification process.
* Conduct testing and QA for the registration process.

**Differences Between Product Backlog and Sprint Backlog**

|  |  |  |
| --- | --- | --- |
| **Sr No** | **Product Backlog** | **Sprint Backlog** |
| 1 | Anything that needed to accomplish the project vision | Anything that needed to fulfill the sprint goal |
| 2 | Daily stand up meeting does not discuss product backlog items | Daily stand up meeting discusses the sprint backlog in accordance with sprint goal Impediments Log |
| 3 | Contains requirements, tasks, defects. | A subset of product backlog items defined as a priority by the product owner |
| 4 | Everyone contributes to the product catalog | Sprint planning meeting is to refine the sprint backlog items |
| 5 | Product backlog evolves and changes will be done by the PO through the product life cycle | NO changes are allowed to the sprint backlog items once the sprint has started |
| 6 | Product backlog refinement meeting is to refine the product backlog | Sprint planning meeting is to refine the sprint backlog items |
| 7 | Release burndown metric is used | Sprint burndown metric is used |
| 8 | Estimation is done at a user story level | Estimation is done at activity or task level |
| 9 | Daily stand up meeting does not discuss product backlog items | Daily stand up meeting discusses the sprint backlog in accordance with sprint goal Impediments Log |

**Question 7 – What is impediments log? write 2 impediments**

An Impediments Log is a tool used in Agile Scrum to track and manage issues or obstacles that hinder a Scrum team's progress. Impediments can be anything that slows down or blocks the team's ability to complete their work during a sprint. These issues are often identified during daily stand-ups or sprint retrospectives, and the Scrum Master is responsible for addressing and resolving them to maintain team productivity.

Purpose of the Impediments Log:

Transparency: It provides a visible record of all issues affecting the team.

Prioritization: The log helps prioritize issues so that critical impediments can be addressed first.

Continuous Improvement: By tracking and resolving impediments, the team can improve its workflow and efficiency over time.

Impediment Log 1:

|  |  |
| --- | --- |
| Description | There was a shortage of delivery partners in a specific region, which affected the timely delivery of orders to customers. |
| Impact | The delivery delays led to a backlog, which affected the overall customer experience. Customers began reporting delays in receiving their orders, and this impacted customer retention and brand reputation. |
| Priority | High - This issue was of high priority because it affected customer satisfaction and the company's ability to fulfill orders on time. |
| Assigned To | Logistics Manager - The Logistics Manager was responsible for coordinating with the delivery partner network to address the shortage. |
| Status | Open - The issue was still ongoing, as the shortage of delivery partners was not yet fully resolved. |
| Action Taken | The Logistics Manager began negotiations with existing delivery partners to increase the workforce in the specific region. They also explored alternative delivery partners and logistics companies to temporarily cover the region. |
| Resolution | The shortage was partially resolved by bringing in new delivery partners, which helped reduce the backlog. |

Impediment Log 2:

|  |  |
| --- | --- |
| Description | There was a delay in receiving the required software from the vendor, which was critical for proceeding with the testing phase of the project. This software was a key component for the next milestone, and without it, the testing team couldn't begin their work. |
| Impact | Due to the delay in receiving the software, the testing phase, which was scheduled to start, couldn't commence. |
| Priority | High - The delay in receiving the software was a high-priority issue as it directly impacted the timeline and project milestones. |
| Assigned To | Vendor Manager - The Vendor Manager was responsible for coordinating with the software vendor and ensuring that the necessary software was delivered on time. |
| Status | Open - This issue was still unresolved, with the vendor being the primary point of contact for the resolution. |
| Action Taken | The Vendor Manager proactively followed up with the vendor to expedite the delivery of the software. |
| Resolution | After 3 days of delay, the vendor was able to deliver the software. The testing phase resumed, but the project timeline had to be adjusted to accommodate the delay. |

**Question 8 – Explain Velocity of the Team**

Velocity is a key metric in Agile Scrum that represents the amount of work a team completes during a sprint, often measured in terms of story points, hours, or other units of completed work. Velocity is specific to each team and is used primarily for planning and forecasting future sprints. By tracking velocity over time, teams can better estimate how much work they can take on in upcoming sprints and make data-driven decisions to improve performance and productivity.

How Velocity Works:

1.Calculation: Velocity is calculated at the end of each sprint by summing up the story points (or other units) of all fully completed user stories or tasks. Only items meeting the Definition of Done (DoD) are counted, ensuring they are truly complete and deliverable.

2.Consistency: Since teams often take a few sprints to find a sustainable rhythm, their initial velocity may vary. Over time, the team's velocity stabilizes as they find their pace, leading to more consistent sprint planning and estimations.

3.Forecasting: Velocity enables teams to predict how many story points they can handle in future sprints.

For example,

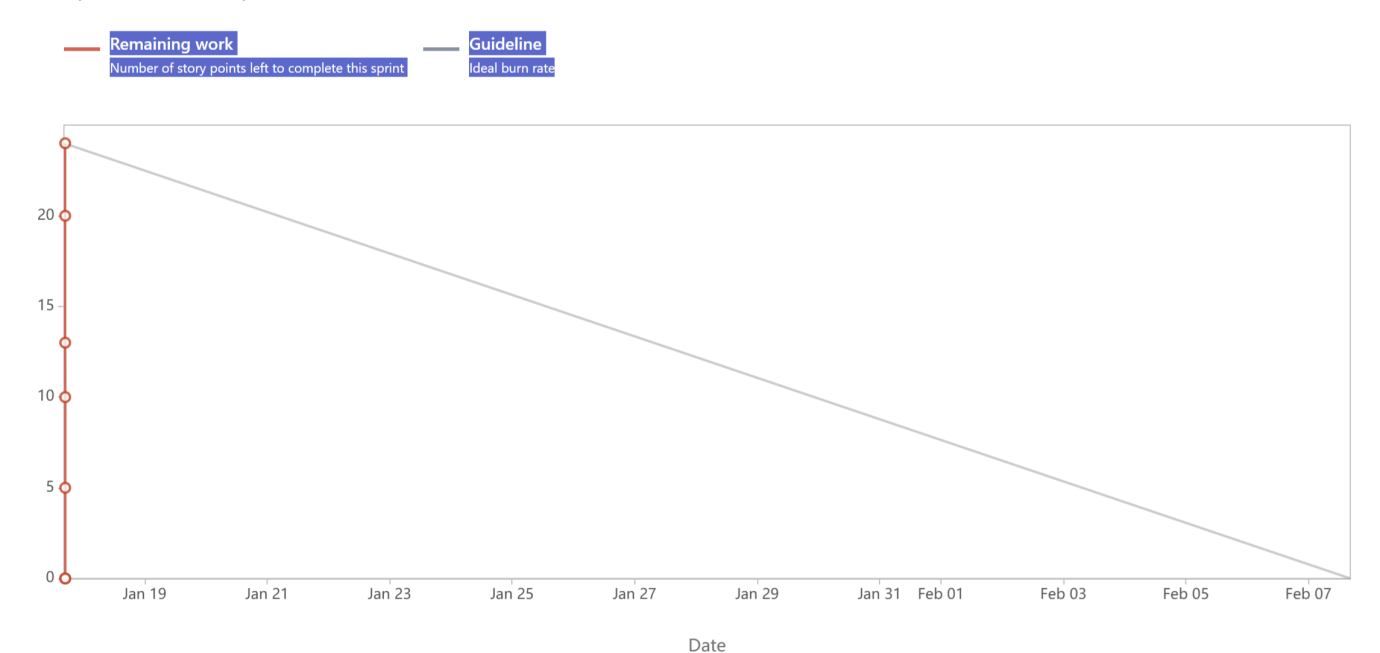
if a team has a stable velocity of 30 story points, they can use this to plan how many user stories or tasks to include in the next sprint. Example: Let's say a team completes 25 story points in the first sprint, 28 in the second, and 30 in the third. The team's average velocity over these sprints is roughly 27.6 story points. This average gives the team a baseline for planning future sprints, helping ensure they commit to a manageable workload that aligns with their proven capacity.

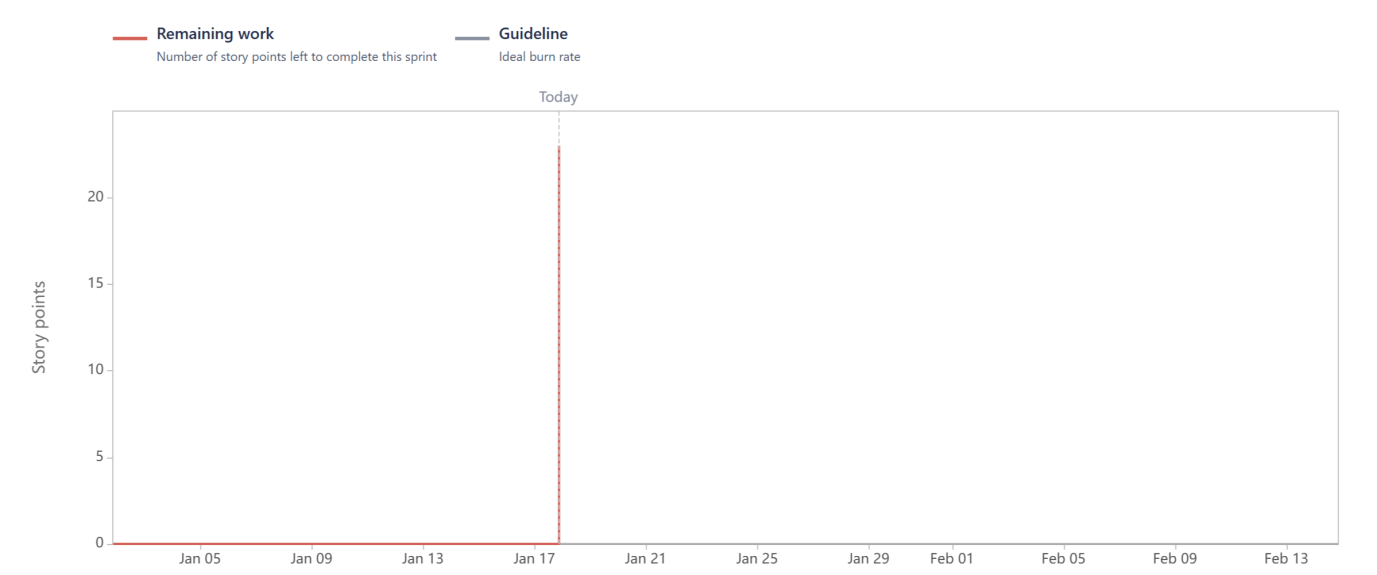
Limitations:

While velocity is useful, it's essential not to overemphasize it as a strict measure of productivity. Team velocity can fluctuate due to factors like sprint goals, technical complexities, team size, and other dynamics. Therefore, it should be used as a guide rather than a rigid target.

**Question 9 – Draw Sprint Burn Charts n Product Burn Down Charts**

**Sprint Burn Chart**





**Question 10 – Explain about Product Grooming**

Product Grooming (also known as Backlog Grooming or Backlog Refinement) is an Agile practice focused on continuously updating and refining the Product Backlog to ensure that it contains well-defined, prioritized, and achievable items for upcoming sprints. It's a collaborative process involving the Product Owner, Scrum Master, and Development Team, often supported by stakeholders as needed.

**Goals of Product Grooming**

1.Clarify Requirements: Break down high-level ideas into smaller, more manageable user stories or tasks. This clarification includes discussions around requirements, functionality, and expectations.

2.Prioritize Items: Ensure that the most valuable items are at the top of the backlog. This prioritization helps the team understand which items should be focused on in upcoming sprints.

3.Estimate Effort: The team evaluates each backlog item to provide estimates (often in story points or hours). These estimates guide planning and help forecast the work capacity.

4.Define Acceptance Criteria: Establish clear acceptance criteria for each item, making it easier for the team to understand when the work is complete.

5.Reduce Ambiguity: Refine each item by resolving any uncertainties or gaps in requirements. This minimizes misunderstandings and ensures that the items are achievable.

**Key Activities During Product Grooming**

**1**.Decomposition: Large items (epics) are broken down into smaller user stories or tasks, making them easier to estimate and implement.

2.Prioritization: The Product Owner reorders the backlog based on changing business needs, customer feedback, or new priorities.

3.Estimation: The team discusses each item to provide a rough estimate of the time and effort needed.

4.Clarifying Details: Team members ask questions to clear up any uncertainties and to ensure each item is "ready" for development.

5.Setting Acceptance Criteria: Acceptance criteria are defined, outlining what conditions need to be met for the item to be considered complete.

**Benefits of Product Grooming**

1.Improved Planning: Groomed backlogs lead to more effective sprint planning since the team has clear, actionable, and prioritized items.

2.Enhanced Productivity: The team can focus on development without needing to frequently clarify requirements mid-sprint.

3.Better Stakeholder Alignment: Regular grooming aligns the team's work with business goals, adapting to any changes in priorities or market conditions.

4.Higher Quality: Clear requirements and acceptance criteria lead to fewer misunderstandings and better alignment with stakeholder expectations.

**Example**

Imagine a product backlog with high-level ideas like:

1.Build a customer feedback feature

2.Implement order tracking

3.Optimize search functionality

During grooming, these ideas would be refined into smaller, detailed user stories, such as:

• As a user, I want to rate my order so I can provide feedback.

• As a user, I want to track my order in real time so I can see when it will arrive.

• As a user, I want to filter search results by price and rating so I can find the best options.

Each story is then prioritized, estimated, and clarified to ensure it's actionable.

**Question 11 – Explain the roles of Scrum Master and Product Owner**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Product Owner** | **Scrum Master** |
| **Nature of Work** | Collaborates with all the stakeholders and brings the vision of a product into the product backlog | Acts as a team coach and is responsible for maintaining the quality of the product |
| **Responsibilities** | Responsible for completing the project on time. Acts as an intermediary between development team and the customers | Ensures the scrum framework is followed and helps the development team create a quality product |
| **Accountability** | Responsible for project backlog and the timely completion of the product and for providing updates to the clients and stakeholders | Accountable for the quality of the entire project and for giving updates to the management about the completion of the product |
| **Reporting** | Reports to top management and clients | Reports to top management about the efficiency of the team and the quality of the product |
| **Qualities** | Communication and the leadership skills, creativity, critical thinking and a sharp mind are key assets for any product owner | Thorough knowledge of scrum theory and practices. Being able to lead the team but without the sense of authority |

**Role of the Scrum Master**

The Scrum Master is responsible for facilitating the Scrum process, supporting the team in following Scrum principles, and removing obstacles that may impede progress. They act as a servant leader for the Scrum team, ensuring that the team can work efficiently within the Scrum framework.

**Key Responsibilities of the Scrum Master:**

* Facilitate Scrum Events: Ensures that Sprint Planning, Daily Stand-ups, Sprint Review, and Sprint Retrospective are held efficiently and productively.
* Remove Impediments: Identifies and resolves any obstacles that block the team's progress to maintain momentum and productivity.
* Coach the Team: Educates the team on Scrum principles, encourages collaboration, and promotes continuous improvement.
* Protect the Team: Shields the team from external disruptions, keeping them focused on Sprint goals.
* Monitor Progress: Tracks sprint progress through tools like burndown charts or velocity charts, providing transparency to stakeholders and helping the team stay on track.

**Role of the Product Owner**

The Product Owner is responsible for maximizing the product's value by managing the Product Backlog. They act as the voice of the customer and ensure that the development team works on the highest-priority items that deliver the most value to the users.

**Key Responsibilities of the Product Owner:**

* Define and Prioritize Product Backlog: Maintains and refines the Product Backlog, prioritizing items based on business value and customer needs.
* Communicate Vision: Clearly communicates the product vision, goals, and backlog items to the team.
* Set Clear Acceptance Criteria: Defines detailed acceptance criteria for each backlog item to ensure the team understands the requirements.
* Engage with Stakeholders: Gathers feedback from stakeholders, customers, and end-users to inform backlog prioritization and product development direction.
* Make Quick Decisions: Makes timely decisions to clarify requirements, prioritize items, and answer team questions during the sprint.

**Question 11 Explain the roles of Scrum Master and Product Owner**

In Scrum, the Scrum Master and Product Owner are key roles, each with specific responsibilities that contribute to the effectiveness and success of the team. Here's an overview of these roles and a look at how they operate, with a reflection on their experiences from Sprint 1

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**Key Responsibilities of the Scrum Master:**

1.Facilitate Scrum Events: Ensures that Sprint Planning, Daily Stand-ups, Sprint Review, and Sprint Retrospective are held efficiently and productively.

2.Remove Impediments: Identifies and resolves any obstacles that block the team's progress to maintain momentum and productivity.

3.Coach the Team: Educates the team on Scrum principles, encourages collaboration, and promotes continuous improvement.

4.Protect the Team: Shields the team from external disruptions, keeping them focused on Sprint goals.

5.Monitor Progress: Tracks sprint progress through tools like burndown charts or velocity charts, providing transparency to stakeholders and helping the team stay on track.

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**Key Responsibilities of the Product Owner:**

1.Define and Prioritize Product Backlog: Maintains and refines the Product Backlog, prioritizing items based on business value and customer needs.

2.Communicate Vision: Clearly communicates the product vision, goals, and backlog items to the team.

3.Set Clear Acceptance Criteria: Defines detailed acceptance criteria for each backlog item to ensure the team understands the requirements.

4.Engage with Stakeholders: Gathers feedback from stakeholders, customers, and end-users to inform backlog prioritization and product development direction.

5.Make Quick Decisions: Makes timely decisions to clarify requirements, prioritize items, and answer team questions during the sprint.

|  |  |  |
| --- | --- | --- |
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| **Responsibilities** | Responsible for completing the project on time. Acts as an intermediary between development team and the customers | Ensures the scrum framework is followed and helps the development team create a quality product |
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| **Reporting** | Reports to top management and clients | Reports to top management about the efficiency of the team and the quality of the product |
| **Qualities** | Communication and the leadership skills, creativity, critical thinking and a sharp mind are key assets for any product owner | Thorough knowledge of scrum theory and practices. Being able to lead the team but without the sense of authority |

**Question 12 – Explain all Meetings Conducted in Scrum Project**

In a Scrum project, several key meetings, or Scrum ceremonies, are conducted to facilitate effective communication, align the team, and ensure progress toward project goals. Each meeting serves a unique purpose and helps maintain the Scrum framework's iterative, incremental approach.

Sprint Planning Meeting

* Purpose: Plan the upcoming sprint by defining the sprint goal and selecting Product Backlog items to be completed during the sprint.
* Attendees: Scrum Master, Product Owner, Development Team
* Duration: Typically 2 hours per week of sprint length (e.g., a 2-week sprint has a 4-hour Sprint Planning)
* Process:
* The Product Owner presents high-priority items from the Product Backlog.
* The team discusses these items, clarifies requirements, and estimates effort.
* The team selects items they believe they can complete, creating a Sprint Backlog.
* A Sprint Goalis defined, providing focus for the sprint.

Outcome: A clear Sprint Backlog and a Sprint Goal that the team commits to achieving.

2. Daily Stand-up (Daily Scrum)

* Purpose: Facilitate daily coordination, promote transparency, and identify any impediments.
* Attendees: Scrum Master, Development Team (Product Owner may attend but is not required)
* Duration: 15 minutes, held at the same time and place daily.
* Process:

Each team member answers three questions:

1.What did I work on yesterday?

2.What will I work on today?

3.Are there any blockers or impediments?

Outcome: Team members are aligned on progress, have a clear plan for the day, and any obstacles are identified.

3.Sprint Review (Demo)

* Purpose: Inspect the increment of the product developed during the sprint, gather feedback, and adapt the Product Backlog as needed.
* Attendees: Scrum Master, Product Owner, Development Team, Stakeholders
* Duration: Typically 1 hour per week of sprint length (e.g., a 2-hour Sprint Review for a 2-week sprint)
* Process:

The team demonstrates the completed work to stakeholders, showing what has been done according to the Definition of Done.

Stakeholders and the Product Owner provide feedback on the increment, helping to refine the Product Backlog.

The Product Owner may update backlog priorities based on feedback.

Outcome: Stakeholders see progress, provide feedback, and the Product Backlog is updated for future sprints.

4. Sprint Retrospective

* Purpose: Reflect on the past sprint, discuss what went well, what could be improved, and decide on actionable steps for improvement.
* Attendees: Scrum Master, Development Team (Product Owner may attend if the team agrees)
* Duration: Typically 45 minutes per week of sprint length (e.g., a 1.5-hour Retrospective for a 2-week sprint)
* Process:

The team reviews the sprint and discusses successes and challenges.

Members share ideas for improvements in processes, tools, or team dynamics.

The team decides on specific action items to implement in the next sprint.

Outcome: A set of improvement actions that the team will work on in future sprints, fostering continuous improvement.

5. Backlog Refinement (Grooming) Meeting

* Purpose: Ensure that Product Backlog items are well-defined, prioritized, and ready for future sprints.
* Attendees: Product Owner, Development Team, Scrum Master (optional)
* Duration: Generally, 5-10% of the team's time during a sprint.
* Process:

The Product Owner presents backlog items to the team for discussion and refinement.

The team clarifies requirements, estimates effort, and discusses priorities.

The Product Owner may reprioritize based on team feedback or new insights.

Outcome: A refined, prioritized Product Backlog with items that are ready for the next sprint, aligning team understanding and preparation.

**Question 13 – Explain Sprint Size and Scrum Size**

Sprint Size

Sprint Size refers to the duration of a sprint and the amount of work planned within that time frame. The size of a sprint is determined based on factors like the team's capacity, project complexity, and the need for frequent feedback or iterations.

Key Aspects of Sprint Size:

1.Duration: A sprint is typically between 1 and 4 weeks long, with 2 weeks being the most common. The sprint size is chosen to balance fast feedback with enough time to produce meaningful work.

2.Workload: The team commits to completing a specific amount of work (usually measured in story points or complexity points) that they believe can realistically be accomplished within the sprint's timeframe. The amount of work planned for the sprint is often referred to as the "Sprint Backlog."

3.Consistency: Sprint size usually remains consistent throughout a project to create a predictable cadence, helping stakeholders and the team to align expectations.

4.Goal Alignment: The sprint is focused on achieving a specific sprint goal, which reflects the value the team aims to deliver by the end of that sprint.

Choosing the Right Sprint Size:

The ideal sprint size balances predictability with flexibility. A sprint that's too short might not allow the team enough time to complete valuable increments, while a sprint that's too long could lead to less frequent feedback and potentially wasted effort if requirements change. Teams typically experiment initially to find the duration that fits their workflow best.

Scrum Size

Scrum Size usually refers to the size and composition of the Scrum team. Scrum teams are designed to be small, cross- functional, and self-managing to ensure high productivity and effective collaboration.

Key Aspects of Scrum Size:

1.Team Size: A Scrum team generally consists of 5 to 9 people, including:

* Product Owner: Responsible for maximizing the product's value by managing the Product Backlog and setting priorities.
* Scrum Master: Facilitates Scrum processes, removes impediments, and ensures the team follows Scrum practices.
* Development Team: Responsible for delivering the increment. This group is cross-functional, meaning it has all the necessary skills (design, development, testing) to complete the work.

2.Cross-Functionality: Scrum teams are typically self-sufficient, meaning they have all the skills needed within the team to deliver increments without relying on external teams.

3.Self-Management: Scrum teams are empowered to organize their work, decide how to best accomplish their goals, and identify improvements.

4.Optimal Size for Efficiency: Keeping the team size between 5 and 9 members allows for effective communication, collaboration, and agile decision-making. Smaller teams may lack the necessary skills or capacity to deliver significant increments, while larger teams may face communication and alignment challenges.

Adjusting Scrum Size:

While a typical Scrum team has 5-9 members, the exact size can be adapted based on the project's needs, complexity, and available resources. However, if the team gets too large, it may be split into multiple Scrum teams, each working on related goals, with a need for coordination across teams.

**Question 14 – Explain DOR and DOD**

**Definition of Ready (DOR):**

The Definition of Ready outlines the criteria that a product backlog item (user story, feature, task, etc.) should meet before it is considered ready to be taken into a sprint for development. The DOR ensures that the item is well-defined, understood, and prepared for efficient development. The specific criteria in the DOR can vary from team to team, but commonly include elements such as:

* Clear description and acceptance criteria: The item's requirements are clearly stated, and the conditions for its successful completion are well-defined.
* Dependencies identified: Any dependencies on external factors, teams, or resources are identified and addressed.
* Estimable: The team has enough information to provide a reasonable estimate of the effort required.
* Testable: It's possible to determine whether the item has been successfully implemented through testing.
* Minimal ambiguity: The item's details are clear, and any uncertainties are resolved.

**Definition of Done (DOD):**

The Definition of Done outlines the criteria that must be met for a product increment or backlog item to be considered complete and potentially shippable. The DOD ensures that the team maintains a consistent level of quality and completeness in their work. The specific criteria in the DOD can vary based on the team's standards, the nature of the project, and the industry, but commonly include elements such as:

* Code complete: All development work is finished, including coding, testing, and integration.
* Peer-reviewed: Code has been reviewed by other team members for quality and adherence to coding standards.
* Automated tests passed: Automated tests (unit tests, integration tests, etc.) have been successfully executed and passed.
* Functional requirements met: The item meets all specified acceptance criteria and functional requirements.
* Documentation updated: Any necessary documentation, user guides, or technical documentation has been updated.

**Question 15 – Explain Prioritization Techniques and MVP**

Prioritization Techniques and Minimum Viable Product (MVP) are crucial concepts in product development within Agile and Scrum methodologies. They help teams deliver high-value features efficiently while managing time and resources effectively. Let's explore each in detail.

1. Prioritization Techniques

Prioritization techniques guide decision-making, helping teams focus on the most valuable features or tasks in a project. Some common prioritization methods include:

* MoSCoW Method: Divides features into Must-have, Should-have, Could-have, and Won't-have, allowing teams to prioritize based on necessity and project scope.
* Kano Model: Categorizes features as Basic Needs, Performance Needs, and Excitement Needs, focusing on customer satisfaction. Basic Needs are expected, Performance Needs increase satisfaction with improvement, and Excitement Needs delight users but aren't expected.
* RICE Scoring: Stands for Reach, Impact, Confidence, and Effort. It's a quantitative method where teams score features based on the number of people affected (Reach), the positive impact (Impact), certainty of success (Confidence), and resources required (Effort). Features with high scores are prioritized.
* Value vs. Effort Matrix: Plots features on a 2x2 matrix based on their value and effort levels. Features that deliver high value with low effort are prioritized.
* ICE Scoring: Similar to RICE, but with fewer criteria: Impact, Confidence, and Ease. This technique quickly identifies high-value features with the potential for significant positive impact.

1. Minimum Viable Product (MVP)

An MVP is the simplest version of a product that includes just enough features to satisfy early customers and provide feedback for future development. The idea is to launch quickly, learn from real users, and iterate based on actual feedback. Key aspects of an MVP include:

* Core Functionality: Only essential features are included to solve the primary problem for users. Extra features are deferred to later stages.
* Quick Validation: MVPs allow teams to test assumptions about the market, customer needs, and product functionality without heavy investment.
* Iterative Improvement: Feedback from the MVP helps teams enhance the product, ensuring future versions meet user expectations and deliver greater value.

Combining prioritization techniques with MVP development helps create a product that aligns with user needs and delivers value efficiently, ultimately improving the likelihood of product success.

**Question 16 – Difference between Business Analyst n Product Owner**

**Business Analyst (BA):**

Focuses on understanding business needs, documenting requirements, and ensuring solutions meet those needs. They analyze processes, identify improvements, and work closely with stakeholders to bridge the gap between business and technical teams.

**Product Owner (PO):**

Responsible for maximizing product value by defining, prioritizing, and managing the product backlog. The PO acts as a bridge between the stakeholders and development team, making prioritization decisions to keep the product aligned with the vision and goals.

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Business Analyst (BA)** | **Product Owner (PO)** |
| Focus | Business needs, detailed requirements | Product value, roadmap |
| Primary Role | Gathering and analyzing requirements | Defining and prioritizing the product backlog |
| Requirements Approach | Detailed ("how" and "what") | High-level ("why" and value-based) |
| Key Responsibilities | Documenting requirements (BRD, FRD), process analysis | Managing product backlog, defining user stories |
| Team Interaction | Works with business stakeholders, IT, and QA | Works closely with development and product stakeholders |
| Decision Power | Limited decision-making; provides insights | High, makes final decisions on feature priorities |
| Outputs | BRD, FRD, process flows, and models | Product backlog, user stories, acceptance criteria |
| Approach to Change | Analyzes and documents changes in processes or requirements | Evaluates and prioritizes changes to the product based on value |
| Involvement in Agile | Works with teams in all project phases, often providing requirements | Integral in Agile, attends sprint planning, reviews, and retrospectives |
| Stakeholder Focus | Focuses on gathering requirements from stakeholders and translating them to the team | Focuses on ensuring stakeholder needs are represented in the product and backlog |

**Question 17 – Prepare a sample Resume of 3yrs exp Product Owner**

**Sample Resume:**

**Mehul Sonawane**

Email: mehulsonawanegj@gmail.com

Phone: 7775816746

Location: Pune

**SUMMARY**

Dynamic and results-driven Product Owner with 3 years of experience in leading cross-functional teams and delivering high-quality products on time. Expertise in product development, agile methodologies, and continuous process improvement. Adept at gathering and analysing requirements, defining product roadmaps, and aligning business goals with user needs. Passionate about delivering exceptional user experiences and driving business growth.

**PROFESSIONAL EXPERIENCE**

**Product Owner**

MSS Technologies, Pune

Feb 2022 - Present

* Lead product development teams in building customer-centric software products for e-commerce and fintech industries.
* Collaborated with stakeholders to define product vision, strategy, and roadmap, ensuring alignment with business goals.
* Gathered, analyzed, and prioritized product requirements using Agile and Scrum methodologies.
* Worked closely with designers, engineers, and quality assurance teams to ensure timely delivery of high- quality features.
* Defined user stories, acceptance criteria, and worked on backlog grooming to ensure smooth sprint execution.
* Conducted regular product demos to internal stakeholders, presenting updates, insights, and customer feedback.
* Analysed product performance metrics, identifying areas of improvement and implementing solutions for optimization.
* Managed product lifecycle from concept to launch, ensuring stakeholder buy-in and meeting user expectations.

**EDUCATION**

MBA, Pune University 2017 Specialization- Marketing

**SKILLS**

* Agile Methodologies: Scrum, Kanban, Sprint Planning
* Product Management Tools:Jira
* Data Analysis Tools: Google Analytics, Excel
* Collaboration Tools: MS Teams, Zoom
* Requirements Gathering & Documentation: User Stories, BRD, FRD, Use Cases
* Communication: Stakeholder Management, Cross-functional Team Leadership

**CERTIFICATIONS**

* Certified Scrum Product Owner (CSPO)- Scrum Alliance, 2021
* Google Analytics for Beginners- Google, 2020

**PROJECTS**

E-commerce Mobile App Redesign

* Led the redesign of a major e-commerce mobile app, improving the user interface and experience based on customer feedback.
* Resulted in a 15% increase in conversion rates and a 20% decrease in cart abandonment.