**Nurturing Process – Agile Deliverables –V2D2 August 2024**

**Vivek Kumar**

**Document 1: Definition of Done.**

**Ans:** Definition of Done is a technique where the team agrees on, and prominently displays, a list of criteria which must be met before a backlog item is considered done.

 Development **Tasks**

* Code enhancements are written, thoroughly reviewed, and merged into the main branch with no pending merge conflicts.
* Peer reviews are completed, and review feedback is incorporated.

 Testing

* Unit tests are written for all new or modified code with at least 90% test coverage.
* All unit tests pass without failures.
* Integration testing is completed to ensure that enhancements work seamlessly with the existing ATS.
* Regression testing confirms no new issues are introduced to other functionalities.

 Feature **Completion**

* Each user story or feature enhancement meets the acceptance criteria defined during sprint planning.
* Features are tested in a demo environment to validate their expected behavior.

 Collaboration **and Review**

* All stakeholders, including team members and the Product Owner, have reviewed and signed off on the deliverable.
* Feedback from sprint reviews is addressed, if applicable.

 Documentation

* Technical documentation is updated to reflect new workflows, APIs, or system changes.
* Any changes to user-facing documentation are reviewed and published.

 Security **and Compliance**

* New features or changes pass security validation with no high or critical vulnerabilities.

 Deployment **Readiness**

* Code is deployed successfully to the staging environment.
* Deployment pipelines are validated for production readiness.
* The staging environment matches production configurations for accurate testing.

 Final **Sprint Increment**

* The sprint increment is functional, stable, and demonstrated successfully during the sprint review.

**Document 2- Product Vision.**

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| **Vision:** The overarching goal of the ATS enhancement project is to improve the efficiency, usability, and accuracy of the applicant tracking system (ATS) used by recruitment teams. By integrating advanced data analytics, AI-driven recommendations, and streamlined workflows, the project aims to provide a smarter and more efficient hiring process. This will help recruiters make faster, data-driven decisions and reduce manual effort in hiring the right candidates for positions. | | | |
| **Target group**  **Market Segment:**   * **HR and Recruitment Market** * Focus on **SMBs**, **large enterprises**, and **recruitment agencies**.   **Target Users and Customers:**   * **HR Managers** and **Recruiters**. * **Hiring Managers** who require data-driven insights for better decision-making. * **Recruitment Agencies** managing multiple clients. | **Needs**  **Problem the Product Solves:**   * Reduces **manual processes** in ATS, saving time and effort. * Provides **data-driven insights** to improve decision-making. * Ensures **consistent candidate evaluation** using AI to reduce bias.   **Benefit the Product Provides:**   * **Increased hiring efficiency** via automation of routine tasks. * **Faster decision-making** with real-time analytics. * **Fairer recruitment process** using AI for objective recommendations. * **Improved user experience** with a more intuitive and user-friendly interfac | **Product**  **Product Overview:**   * **Enhanced ATS** focused on **automation**, **AI recommendations**, and **data analytics**. * Features include **automated candidate sorting**, **resume screening**, and **real-time analytics**.   **What Makes it Desirable and Special:**   * **AI-Driven Decision Support**: Predicts candidate success and recommends the best candidates. * **Customizable Workflows**: Tailored recruitment process for different organizations. * **Seamless Integration**: Works with job boards, LinkedIn, and social media platforms. * **Real-Time Analytics**: Dashboards for key metrics like time-to-hire, cost-per-hire, and candidate quality.   **Feasibility of Development:**   * Feasible with existing technologies (AI, machine learning, and analytics). * Project aligns with resources, budget, and timeline for development and deployment. | **Value**  **How the Product Benefits the Company:**   * **Increased Recruitment Efficiency**: Automation reduces manual effort and time-to-hire. * **Improved Decision-Making**: Data-driven insights improve the quality of hiring decisions. * **Scalability**: Easily scales to handle more recruitment demands. * **Competitive Advantage**: AI and analytics provide an edge over competitors in recruitment.   **Business Goals:**   * **Reduce Time-to-Hire** by automating tasks and streamlining processes. * **Improve Hiring Quality** through AI-driven candidate selection. * **Increase User Adoption** with a user-friendly system. * **Achieve Customer Satisfaction** by meeting customer needs and improving recruitment efficiency.   **Business Model:**   * **SaaS (Software as a Service)** subscription-based model. * **Tiered Pricing** based on user count, features, and integrations. * **Premium Features**: Advanced analytics, AI assessments, and custom integrations for additional revenue. |

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| **Scrum Project**  **Name:** | Development of Next-Gen Agile ATS Enhancements for a Recruitment Company |  |  |
| **Venue:** | Pune |  |  |
| **Date:** | **Start time: 22/01** | **End time: 22/07** | **Duration: 6 months** |
| **Client:** | Averon Software |  |  |
| **Stakeholder list:** | Mr. Rupesh |  |  |
|  | Mr. Prayag |  |  |
|  | Mr. Santosh |  |  |
| **Scrum Team** | | | |
| **Scrum Master:** | Rohan Wade |  |  |
| **Product owner:** | John Miller |  |  |
| **Scrum Developer 1:** | Jon wick |  |  |
| **Scrum Developer 2:** | Peter |  |  |
| **Scrum Developer 3:** | Ankita Raj |  |  |
| **Tester:** | Ashish |  |  |
| **Business Analyst:** | Vivek Jha |  |  |

**Document 3: User stories.  
  
Ans:**

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| **User story No: 01** | **Tasks:1** | | **Priority: High** |
| **Value statement:**  As a recruiter… I want a communication module so that I can easily interact with candidates throughout the hiring process. | | | |
| **BV: 500** | | **CP: 3** | |
| Acceptance criteria:    Enable sending automated emails for application status updates.   Provide a chat interface for direct communication with candidates.   Log all interactions for future reference. | | | |

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| **User story No: 02** | **Tasks: 1** | | **Priority: Medium** |
| **Value statement:**  As a recruiter… I want AI-driven candidate analysis so that I can make informed hiring decisions faster. | | | |
| **BV: 200** | | **CP:5** | |
| **Acceptance criteria:**  AI models analyse candidate skills and match job requirements.  Provide recommendations for the most suitable candidates.  Include a dashboard for viewing AI insights. | | | |

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| **User story No:03** | **Tasks:2** | | **Priority: High** |
| **Value statement:**  As a recruiter… I want predictive candidate matching so that I can identify the best candidates efficiently. | | | |
| **BV: 500** | | **CP:3** | |
| Acceptance criteria:    Predictive models rank candidates based on job fit.   Enable customization of matching criteria.   Display match percentage for each candidate. | | | |

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| **User story No:04** | **Tasks: 3** | | **Priority: Medium** |
| **Value statement:**  As a recruiter… I want seamless integration with job boards so that I can reach a wider pool of candidates. | | | |
| **BV:500** | | **CP:5** | |
| Acceptance criteria:    Allow job postings to be published across multiple platforms.   Synchronize applications received from job boards.   Ensure consistent formatting of candidate profiles. | | | |

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| **User story No: 05** | **Tasks:1** | | **Priority: low** |
| **Value statement:**  As an HR manager… I want an onboarding module so that I can ensure a smooth transition for new hires. | | | |
| **BV:200** | | **CP:5** | |
| **Acceptance criteria:**  Enable tracking of onboarding tasks.   Provide templates for onboarding documents.   Allow new hires to upload and sign documents digitally. | | | |

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| **User story No:06** | **Tasks:1** | | **Priority: High** |
| **Value statement:**  As an HR manager… I want a payroll management system so that I can handle employee payments within the platform. | | | |
| **BV:500** | | **CP:5** | |
| **Acceptance criteria:**   Calculate salaries and deductions automatically.   Generate and store payslips.   Integrate with accounting software. | | | |

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| **User story No: 07** | **Tasks:2** | | **Priority: Medium** |
| **Value statement:**  As a system administrator… I want to ensure scalability so that the platform can support growth and heavy usage. | | | |
| **BV:500** | | **CP:3** | |
| **Acceptance criteria:**  Support concurrent users without performance degradation.  Conduct load testing to ensure system stability.  Enable horizontal scaling for infrastructure. | | | |

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| **User story No: 08** | **Tasks: 1** | | **Priority: High** |
| **Value statement:**  As a recruiter… I want real-time data updates so that I can make decisions based on the latest information. | | | |
| **BV:200** | | **CP:5** | |
| **Acceptance criteria:** Changes in one module reflect immediately in others.  No data inconsistency across the platform.  Provide alerts for data conflicts, if any. | | | |

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| **User story No: 09** | **Tasks: 2** | | **Priority: low** |
| **Value statement:**  As an international recruiter… I want multi-language support so that I can cater to candidates from diverse regions. | | | |
| **BV:100** | | **CP:3** | |
| **Acceptance criteria:** Provide language options for the user interface.  Translate key recruitment documents.  Allow users to switch languages seamlessly. | | | |

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| **User story No: 10** | **Tasks: 2** | | **Priority: Medium** |
| **Value statement:**  As an admin… I want role-based access control so that I can ensure data security and restrict access appropriately. | | | |
| **BV:500** | | **CP:8** | |
| **Acceptance criteria:**  Define roles (e.g., recruiter, HR manager, admin) with specific permissions.   Restrict sensitive data access to authorized users.   Allow admins to modify roles and permissions as needed. | | | |

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| **User story No: 11** | **Tasks:1** | | **Priority: Low** |
| **Value statement:**  As a recruiter… I want AI-driven candidate search filters so that I can quickly find the most suitable profiles. | | | |
| **BV:500** | | **CP:5** | |
| * **Acceptance criteria:  Enable search based on skillsets, experience, and location.** * **Provide ranked results based on AI scoring.** * **Ensure the search is optimized for speed and relevance.** | | | |

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| **User story No: 12** | **Tasks:2** | | **Priority: Medium** |
| **Value statement:**  As an HR administrator… I want to integrate the ATS with multiple job boards so that I can post openings across platforms with one click. | | | |
| **BV:500** | | **CP:5** | |
| **Acceptance criteria:   Support integration with at least five popular job boards.**  ** Enable one-click posting for new job openings.**  ** Track performance metrics for each platform.** | | | |

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| **User story No: 13** | **Tasks:2** | | **Priority: High** |
| **Value statement:**  As an applicant… I want to track the status of my application so that I stay informed about my progress. | | | |
| **BV:500** | | **CP:5** | |
| **Acceptance criteria:   Display real-time updates on application progress.**  ** Notify applicants via email at key milestones.**  ** Provide a visually intuitive progress bar.** | | | |

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| **User story No: 14** | **Tasks:1** | | **Priority: Low** |
| **Value statement:**  As a hiring manager… I want to conduct video interviews within the ATS so that the process remains centralized. | | | |
| **BV:200** | | **CP:5** | |
| **Acceptance criteria:**  ** Integrate a video conferencing tool into the ATS.**  ** Allow interview scheduling directly from the system.**  ** Save recorded interviews for future reference.** | | | |

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| **User story No: 15** | **Tasks:1** | | **Priority: High** |
| **Value statement:**  As an HR admin… I want to monitor diversity hiring metrics so that I can meet organizational goals. | | | |
| **BV:500** | | **CP:5** | |
| **Acceptance criteria:   Generate reports on diversity metrics, including gender and ethnicity.**  ** Compare diversity metrics to hiring goals.**  ** Visualize trends and identify gaps in the hiring pipeline.** | | | |
| **User story No: 16** | **Tasks:1** | | **Priority: Low** |
| **Value statement:**  As a recruiter… I want to schedule interviews within the ATS so that I can streamline candidate communication. | | | |
| **BV:500** | | **CP:3** | |
| **Acceptance criteria:**  ** Allow candidates to choose available time slots.**  ** Sync with team calendars for scheduling.**  ** Notify both recruiters and candidates of confirmed schedules.** | | | |
| **User story No: 17** | **Tasks:2** | | **Priority: High** |
| **Value statement:**  As a recruiter… I want to set up pre-screening questionnaires so that I can filter unqualified candidates early. | | | |
| **BV:200** | | **CP:3** | |
| **Acceptance criteria:**  ** Allow recruiters to create custom questionnaires for each job posting.**  ** Automate scoring and ranking of responses.**  ** Notify recruiters of candidates meeting minimum criteria.** | | | |
| **User story No: 18** | **Tasks:1** | | **Priority: Medium** |
| **Value statement:**  As an HR admin… I want to configure onboarding workflows so that new hires are onboarded seamlessly. | | | |
| **BV:500** | | **CP:8** | |
| * **Acceptance criteria:  Provide templates for common onboarding workflows.** * **Enable customization of workflows for different roles.** * **Integrate with payroll and compliance systems.** | | | |
| **User story No: 19** | **Tasks:1** | | **Priority: Low** |
| **Value statement:**  As a hiring manager… I want to view candidate availability for interviews so that scheduling conflicts are minimized. | | | |
| **BV:200** | | **CP:1** | |
| **Acceptance criteria:   Allow candidates to share their availability directly in the ATS.**  ** Display a consolidated view of availability for scheduling.**  ** Notify recruiters of conflicts and alternative slots.** | | | |
| **User story No: 20** | **Tasks:2** | | **Priority: High** |
| **Value statement:**  As a recruiter… I want to send bulk updates to applicants so that communication is consistent and efficient. | | | |
| **BV:500** | | **CP:3** | |
| **Acceptance criteria:**  ** Create templates for common applicant updates.**  ** Support personalization in bulk messages.**  ** Track delivery and open rates of messages.** | | | |
| **User story No: 21** | **Tasks:1** | | **Priority: Medium** |
| **Value statement:**  As a recruiter… I want to parse resumes automatically so that I can save time on manual data entry. | | | |
| **BV:200** | | **CP:5** | |
| **Acceptance criteria:   Extract key details such as name, contact, and skills from resumes.**  ** Support multiple file formats (e.g., PDF, DOC, etc.).**  ** Validate extracted data for accuracy.** | | | |
| **User story No: 22** | **Tasks:1** | | **Priority: Low** |
| **Value statement:**  As a hiring manager… I want to collaborate with team members on candidate feedback so that hiring decisions are unified. | | | |
| **BV:500** | | **CP:3** | |
| **Acceptance criteria:   Allow multiple reviewers to comment on a candidate's profile.**  ** Consolidate feedback in a single view.**  ** Enable tagging and filtering of feedback.** | | | |
| **User story No: 23** | **Tasks:2** | | **Priority: High** |
| **Value statement:**  As an HR admin… I want to automate background checks so that the onboarding process is faster. | | | |
| **BV:500** | | **CP:5** | |
| * **Acceptance criteria:  Integrate with third-party background check services.** * **Notify admins when checks are completed.** * **Save completed checks in the candidate’s profile.** | | | |
| **User story No: 24** | **Tasks:2** | | **Priority: Medium** |
| **Value statement:**  As an applicant… I want to see a progress bar for my application so that I stay informed about my status. | | | |
| **BV:200** | | **CP:5** | |
| **Acceptance criteria:**  ** Display clear stages of the application process.**  ** Update progress in real-time based on recruiter actions.**  ** Notify applicants at each completed stage.** | | | |
| **User story No: 25** | **Tasks:3** | | **Priority: High** |
| **Value statement:**  As a payroll manager… I want to link onboarding data to the payroll system so that employee records are updated automatically. | | | |
| **BV:100** | | **CP:3** | |
| **Acceptance criteria:   Sync data fields like salary, joining date, and tax information.**  ** Notify payroll when onboarding is complete.**  ** Validate data to avoid inconsistencies.** | | | |
| **User story No: 26** | **Tasks:3** | | **Priority: Low** |
| **Value statement:**  As a recruiter… I want to rank candidates based on AI-driven scoring so that I can prioritize the most qualified ones. | | | |
| **BV:500** | | **CP:8** | |
| **Acceptance criteria:**  ** Use AI to analyze resumes and application data.**  ** Display scores for each candidate on a dashboard.**  ** Provide justification for the scoring for transparency.** | | | |
| **User story No: 27** | **Tasks:1** | | **Priority: Medium** |
| **Value statement:**  As a recruiter… I want to manage referrals within the system so that I can track and reward employee recommendations. | | | |
| **BV:200** | | **CP:5** | |
| **Acceptance criteria:   Allow employees to submit referrals with minimal effort.**  ** Tag referred candidates for easy tracking.**  ** Automate rewards for successful referrals.** | | | |
| **User story No: 28** | **Tasks:1** | | **Priority: Medium** |
| **Value statement:**  As an applicant… I want to save my progress when filling out an application so that I don’t lose information if interrupted. | | | |
| **BV:100** | | **CP:3** | |
| **Acceptance criteria:**  ** Allow applicants to save partial applications securely.**  ** Notify applicants about incomplete applications.**  ** Automatically save progress after specific intervals.** | | | |
| **User story No: 29** | **Tasks:1** | | **Priority: High** |
| **Value statement:**  As an HR admin… I want to monitor diversity hiring metrics so that I can meet organizational goals. | | | |
| **BV:200** | | **CP:5** | |
| * **Acceptance criteria:  Display metrics for gender, ethnicity, and other diversity factors.** * **Track progress against hiring targets.** * **Generate reports for leadership review.** | | | |
| **User story No: 30** | **Tasks:1** | | **Priority: Medium** |
| **Value statement:**  As a recruiter… I want to save frequently used job descriptions so that posting new openings is quicker. | | | |
| **BV:200** | | **CP:5** | |
| **Acceptance criteria:   Provide a library of reusable job description templates.**  ** Allow customization of templates for specific roles.**  ** Enable version control for templates.** | | | |
| **User story No: 31** | **Tasks:2** | | **Priority: High** |
| **Value statement:**  As a hiring manager… I want to conduct video interviews within the ATS so that the process remains centralized. | | | |
| **BV:100** | | **CP:1** | |
| **Acceptance criteria:**  ** Support integration with popular video conferencing tools.**  ** Schedule and host interviews directly within the system.**  ** Save interview recordings for review.** | | | |
| **User story No: 32** | **Tasks:1** | | **Priority: Medium** |
| **Value statement:**  As a recruiter… I want to track the effectiveness of job boards so that I can focus on platforms with higher ROI. | | | |
| **BV:500** | | **CP:5** | |
| **Acceptance criteria:   Display metrics such as application volume and quality by job board.**  ** Provide insights into cost-per-applicant.**  ** Suggest optimization strategies based on performance data.** | | | |
| **User story No: 33** | **Tasks:1** | | **Priority: Medium** |
| **Value statement:**  As a recruiter… I want to send personalized application responses so that candidates feel valued during the process. | | | |
| **BV:500** | | **CP:8** | |
| **Acceptance criteria:**  ** Provide a library of customizable email templates.**  ** Support dynamic placeholders for names, roles, and statuses.**  ** Track open and reply rates for sent emails.** | | | |
| **User story No: 34** | **Tasks:1** | | **Priority: High** |
| **Value statement:**  As an HR admin… I want to generate recruitment efficiency reports so that I can identify areas for improvement. | | | |
| **BV:100** | | **CP:3** | |
| **Acceptance criteria:**  ** Measure time-to-fill, cost-per-hire, and source efficiency.**  ** Display trends in hiring timelines.**  ** Suggest workflow improvements based on data insights.** | | | |
| **User story No: 35** | **Tasks:2** | | **Priority: Medium** |
| **Value statement:**  As a hiring manager… I want to consolidate feedback on candidates so that the hiring process is more collaborative. | | | |
| **BV:500** | | **CP:3** | |
| **Acceptance criteria:**  ** Allow interviewers to submit structured feedback.**  ** Consolidate feedback into a unified view.**  ** Enable team discussions on candidate fit** | | | |
| **User story No: 36** | **Tasks:1** | | **Priority: Medium** |
| **Value statement:**  As a recruiter… I want the system to suggest candidates based on job criteria so that I can find qualified candidates faster. | | | |
| **BV:500** | | **CP:8** | |
| **Acceptance criteria:**  ** Use AI to match candidate profiles with job requirements.**  ** Highlight top matches with reasoning for recommendations.**  ** Provide an option to refine search criteria.** | | | |
| **User story No: 37** | **Tasks:1** | | **Priority: High** |
| **Value statement:**  As a recruiter… I want to set automated reminders for follow-ups so that I can maintain timely communication with candidates. | | | |
| **BV:100** | | **CP:5** | |
| **Acceptance criteria:**  ** Allow recruiters to set task deadlines with reminders.**  ** Notify recruiters of overdue tasks.**  ** Provide a dashboard view of pending tasks.** | | | |
| **User story No: 38** | **Tasks:2** | | **Priority: Medium** |
| **Value statement:**  As an admin… I want role-based access control so that I can ensure data security and restrict access appropriately. | | | |
| **BV:200** | | **CP:3** | |
| **Acceptance criteria:   Define roles with customizable permissions.**  ** Restrict access to sensitive data based on roles.**  ** Allow admins to modify permissions dynamically.** | | | |
| **User story No: 39** | **Tasks:2** | | **Priority: Medium** |
| **Value statement:**  As an HR admin… I want to generate offer letters within the ATS so that I can streamline the hiring process. | | | |
| **BV:500** | | **CP:5** | |
| **Acceptance criteria:**  ** Provide templates for common offer letters.**  ** Allow customization based on role and candidate details.**  ** Track offer status and notify HR of acceptance.** | | | |
| **User story No: 40** | **Tasks:2** | | **Priority: High** |
| **Value statement:**  As an applicant… I want to upload a video introduction so that I can showcase my personality and skills. | | | |
| **BV:200** | | **CP:5** | |
| **Acceptance criteria:   Allow applicants to upload short video files.**  ** Provide recruiters with an easy way to view videos.**  ** Ensure video uploads are secure and supported in various formats** | | | |

**Document 4: Agile PO Experience.**

Ans:

**Key Responsibilities and Contributions:**

1. **Market Analysis:**
   * Conducted a detailed **analysis of market needs** for recruitment solutions, identifying growing demand for AI-powered ATS platforms.
   * Researched the **availability of similar products** in the market, evaluating features and gaps in competing systems like LinkedIn Recruiter and BambooHR.
2. **Enterprise Analysis:**
   * Performed **due diligence on market opportunities** by engaging with HR professionals, recruitment agencies, and hiring managers to understand pain points in existing workflows.
3. **Product Vision and Roadmap:**
   * Developed a **product vision** focusing on enhancing recruitment efficiency and scalability through AI analytics, predictive candidate matching, and integration with job boards.
   * Created a **product roadmap** outlining high-level features such as onboarding, payroll modules, and performance improvements, with a phased timeline for iterative releases.
4. **Managing Product Features:**
   * Prioritized **critical features** like real-time candidate matching, AI-powered insights, and integration with platforms such as LinkedIn and Indeed based on ROI and user impact.
   * Collaborated with stakeholders to refine expectations and ensure alignment with the product vision.
5. **Managing Product Backlog:**
   * Regularly **prioritized user stories** in the backlog, ensuring the most critical and high-value items were addressed first.
   * Conducted **backlog refinement meetings** to reassess priorities and align with evolving stakeholder needs.
6. **Managing Overall Iteration Progress:**
   * Oversaw sprint progress, participated in **sprint planning meetings**, and monitored the team's progress to ensure alignment with sprint goals.
   * Led **sprint reviews** to demonstrate completed functionalities like predictive analytics and onboarding modules.
   * Facilitated **sprint retrospectives** with the Business Analyst to identify and implement improvements in team workflows.
7. **Sprint Meetings:**
   * Gained hands-on experience in organizing and conducting:
     + **Sprint planning meetings**: Being a Product owner, I worked on planning for the sprint in defining the task and goals.
     + **Daily Scrum meetings**: I was continuously involved in daily scrum meetings to address day to day blockers and to track progress.
     + **Sprint review meetings**: Once the sprint is completed, I was involved in Sprint review meetings to gather feedback on delivered features.
     + **Sprint retrospective meetings:** So, in this meeting I was involved in sprint retrospective meetings to improve processes for subsequent sprints.
     + **Backlog refinement meetings**: Here in this meeting, I was responsible for prioritizing and updating backlog items.
8. **User Story Creation:**
   * Mastered the creation of comprehensive user stories with clear details, including:
     + Story number
     + Tasks and subtasks
     + Priority based on business value (BV) and complexity points (CP)
     + Detailed acceptance criteria to define "done" for development and testing
9. **Cross-Functional Collaboration:**
   * Acted as a liaison between stakeholders and the Scrum team, ensuring seamless communication and alignment on project objectives.
   * Ensured **stakeholders remained informed** about progress, challenges, and upcoming deliverables.
10. **Product Vision and Stakeholder Management:**
    * Developed a vision for the ATS, addressing market demands for AI-driven analytics, candidate matching, and end-to-end recruitment solutions.
    * Effectively **managed stakeholder expectations** by regularly demonstrating product progress and incorporating feedback into future sprints.

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

Ans:

**Product Backlog**

A **prioritized list** of all the features, enhancements, bug fixes, and tasks required for the product, maintained by the **Product Owner**.

**Sprint Backlog**

A **subset of the Product Backlog** that includes tasks the team commits to completing during a sprint. It’s managed by the **Development Team**.

**Product Burndown Chart**

A **visual representation** of the remaining work (in terms of story points or effort) for the entire project over time. It shows the progress toward completing the product.

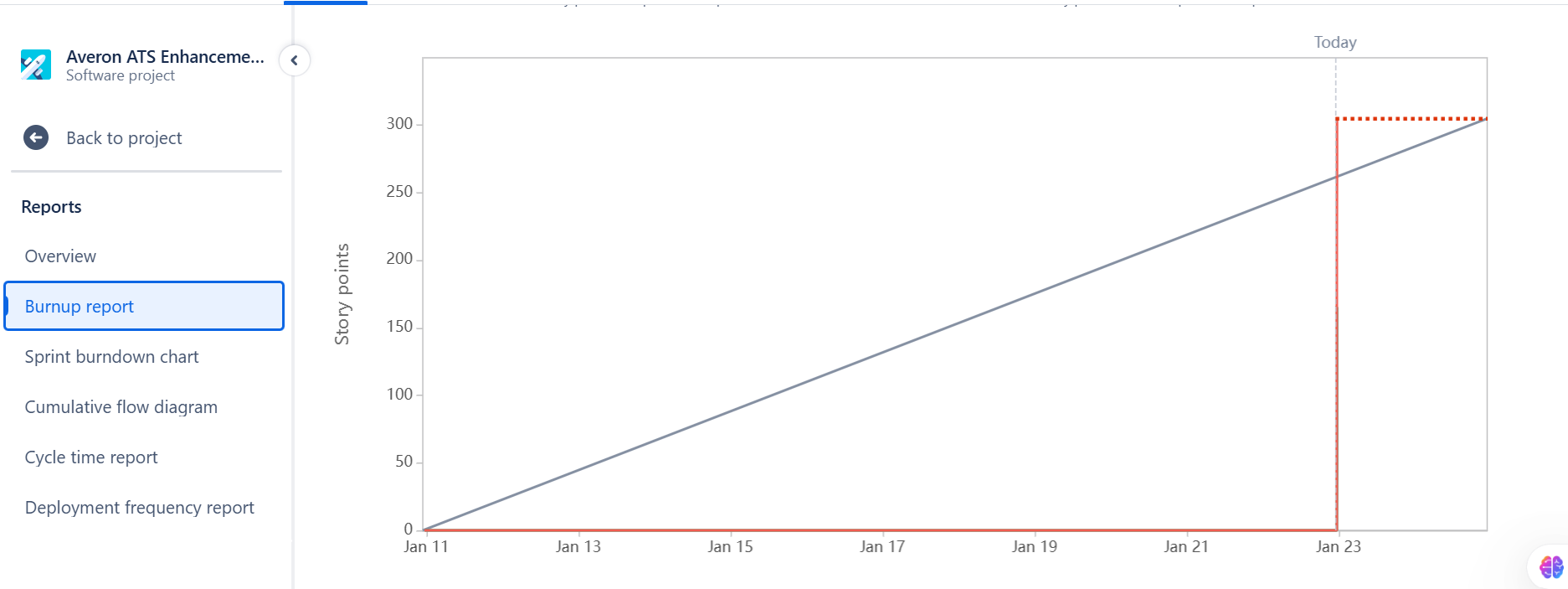
**Sprint Burndown Chart**

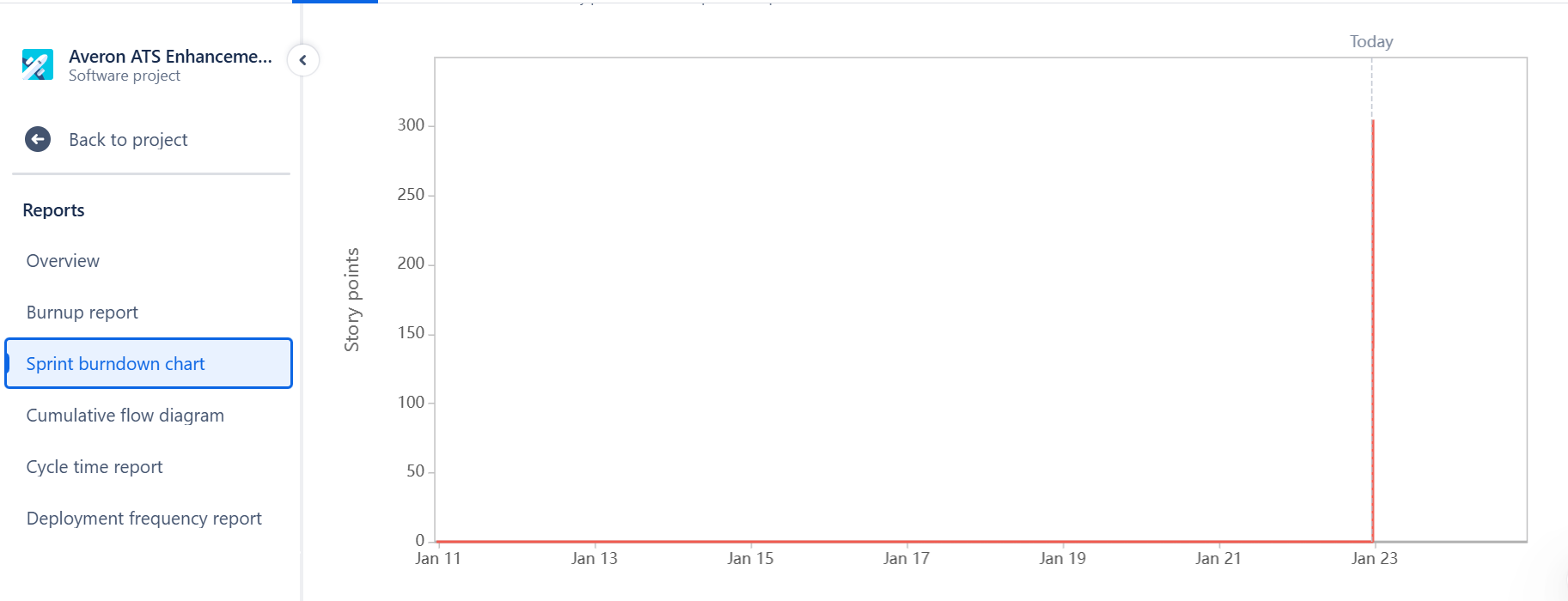
A **graph showing the remaining tasks or work** for the sprint, updated daily to track the team's progress toward sprint goals.

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| **Product Backlog** |  |  |  |  |  |
| **User Story ID** | **User Story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| 1 | As a recruiter, I want a communication module so that I can easily interact with candidates. | 1 | High | 500 | 3 |  |
| 2 | As a recruiter, I want AI-driven candidate analysis so that I can make informed hiring decisions. | 1 | Medium | 200 | 5 |  |
| 3 | As a recruiter, I want predictive candidate matching so that I can identify the best candidates. | 2 | High | 500 | 3 |  |
| 4 | As a recruiter, I want seamless integration with job boards to reach a wider pool of candidates. | 3 | Medium | 500 | 5 |  |
| 5 | As an HR manager, I want an onboarding module to ensure a smooth transition for new hires. | 1 | Low | 200 | 5 |  |
| 6 | As an HR manager, I want a payroll management system to handle employee payments. | 1 | High | 500 | 5 |  |
| 7 | As a system admin, I want to ensure scalability to support growth and heavy usage. | 2 | Medium | 500 | 3 |  |
| 8 | As a recruiter, I want real-time data updates for decision-making based on the latest information. | 1 | High | 200 | 5 |  |
| 9 | As an international recruiter, I want multi-language support to cater to candidates worldwide. | 2 | Low | 100 | 3 |  |
| 10 | As an admin, I want role-based access control to ensure data security. | 2 | Medium | 500 | 8 |  |
| 11 | As a recruiter, I want AI-driven search filters to find suitable profiles quickly. | 1 | Low | 500 | 5 |  |
| 12 | As an HR admin, I want to integrate the ATS with job boards to post openings efficiently. | 2 | Medium | 500 | 5 |  |
| 13 | As an applicant, I want to track my application status to stay informed. | 2 | High | 500 | 5 |  |
| 14 | As a hiring manager, I want to conduct video interviews within the ATS for centralization. | 1 | Low | 200 | 5 |  |
| 15 | As an HR admin, I want to monitor diversity hiring metrics to meet organizational goals. | 1 | High | 500 | 5 |  |
| 16 | As a recruiter, I want to schedule interviews within the ATS to streamline communication. | 1 | Low | 500 | 3 |  |
| 17 | As a recruiter, I want pre-screening questionnaires to filter unqualified candidates. | 2 | High | 200 | 3 |  |
| 18 | As an HR admin, I want to configure onboarding workflows for seamless onboarding. | 2 | Medium | 500 | 8 |  |
| 19 | As a hiring manager, I want to view candidate availability to minimize scheduling conflicts. | 1 | Low | 200 | 1 |  |
| 20 | As a recruiter, I want to send bulk updates to applicants for consistent communication. | 2 | High | 500 | 3 |  |
| 21 | As a recruiter, I want to parse resumes automatically to save time on manual data entry. | 1 | Medium | 200 | 5 |  |
| 22 | As a hiring manager, I want to collaborate on candidate feedback to unify hiring decisions. | 1 | Low | 500 | 3 |  |
| 23 | As an HR admin, I want to automate background checks to speed up the onboarding process. | 2 | High | 500 | 5 |  |
| 24 | As an applicant, I want a progress bar for my application to stay informed about my status. | 2 | Medium | 200 | 5 |  |
| 25 | As a payroll manager, I want to link onboarding data to payroll to update employee records automatically. | 3 | High | 100 | 3 |  |
| 26 | As a recruiter, I want to rank candidates using AI scoring to prioritize the most qualified ones. | 3 | Low | 500 | 8 |  |
| 27 | As a recruiter, I want to manage referrals within the system to track and reward employee recommendations. | 1 | Medium | 200 | 5 |  |
| 28 | As an applicant, I want to save my progress during application completion to avoid data loss. | 1 | Medium | 100 | 3 |  |
| 29 | As an HR admin, I want to monitor diversity hiring metrics to meet organizational goals. | 1 | High | 200 | 5 |  |
| 30 | As a recruiter, I want to save frequently used job descriptions for quicker job posting. | 1 | Medium | 200 | 5 |  |
| 31 | As a hiring manager, I want to conduct video interviews within the ATS to centralize the process. | 2 | High | 100 | 1 |  |
| 32 | As a recruiter, I want to track job board effectiveness to focus on high-ROI platforms. | 1 | Medium | 500 | 5 |  |
| 33 | As a recruiter, I want to send personalized application responses so candidates feel valued. | 1 | Medium | 500 | 8 |  |
| 34 | As an HR admin, I want to generate recruitment efficiency reports to identify areas for improvement. | 1 | High | 100 | 3 |  |
| 35 | As a hiring manager, I want to consolidate candidate feedback to make the process collaborative. | 2 | Medium | 500 | 3 |  |
| 36 | As a recruiter, I want the system to suggest candidates based on job criteria to find qualified candidates faster. | 1 | Medium | 500 | 8 |  |
| 37 | As a recruiter, I want automated reminders for follow-ups to maintain timely communication. | 1 | High | 100 | 5 |  |
| 38 | As an admin, I want role-based access control to ensure data security and restrict access appropriately. | 2 | Medium | 200 | 3 |  |
| 39 | As an HR admin, I want to generate offer letters within the ATS to streamline the hiring process. | 2 | Medium | 500 | 5 |  |
| 40 | As an applicant, I want to upload a video introduction to showcase my personality and skills. | 2 | High | 200 | 5 |  |

**Sprint Backlog:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Tasks** | **Owner** | **Status** | **Estimated Effort (Hours)** |
| 2 | Integrate AI-powered analytics | Develop predictive models | Data Analyst | In Progress | 10 |
| 2 | Integrate AI-powered analytics | Design analytics dashboard UI | Designer | In Progress | 8 |
| 3 | Predictive candidate matching | Implement candidate matching logic | Developer | Not Started | 12 |
| 3 | Predictive candidate matching | Create test cases for matching algorithm | QA Engineer | Not Started | 5 |
| 4 | Onboarding module | Design onboarding workflow | Business Analyst | Done | 6 |
| 4 | Onboarding module | Build onboarding template library | Developer | In Progress | 8 |
| 5 | Job board integration | API integration with LinkedIn | Developer | Not Started | 10 |
| 5 | Job board integration | Test job posting synchronization | QA Engineer | Not Started | 4 |

Sprint Burn up report:  
  


Sprint Burndown chart:  
  


**Document 6: Sprint meetings.**

**Ans:**

**Meeting Type 1: Sprint Planning Meeting**

**Date: 18/01/2025  
Time: 21:30 pm  
Location: Pune  
Prepared By: [Vivek Kumar]  
Attendees: Scrum Master, Product Owner (Vivek Kumar), Developers, QA Engineers, Designers**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Presenter** | **Time Allotted** |
| **Review Product Backlog** | **Product Owner** | **15 minutes** |
| **Define Sprint Goal** | **Scrum Master** | **10 minutes** |
| **Select and Estimate User Stories** | **Development Team** | **30 minutes** |
| **Finalize Sprint Backlog** | **Scrum Master** | **15 minutes** |

**Meeting Type 2: Sprint review meeting**

**Date: 28/01/2025  
Time: 21:51 pm  
Location: Pune  
Prepared By: [Vivek Kumar]  
Attendees: Scrum Team, Stakeholders, Product Owner**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sprint Status** | **Things to Demo** | **Quick Updates** | **What’s Next** |
| **Sprint Goals Met** | **AI-powered analytics dashboard, onboarding module** | **Predictive matching algorithm started** | **Complete job board API integration** |

**Meeting Type 3: Sprint Retrospective Meeting  
  
Date: 30/01/2025  
Time: 21:51 pm  
Location: Pune  
Prepared By: [Vivek Kumar]  
Attendees: Scrum Master, Product Owner, Development Team**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda** | **What Went Well** | **What Didn’t Go Well** | **Questions** | **Reference** |
| **Sprint Review** | **Successfully delivered analytics module** | **Integration delays with job boards** | **How can we improve testing?** | **Sprint 3 Objectives** |
| **Retrospective Plan** | **Improved team collaboration** | **Inconsistent backlog refinement** | **How to better estimate effort?** | **Sprint Goals** |

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

**Week “3” (from 20/01/2025 to 27/01/2025)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Question** | **Name/Role** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **What did you do yesterday?** | **Developer 1** | **Worked on AI module** | **Completed UI design** | **API integration setup** | **Testing matching algo** | **Debugging API calls** | **-** | **-** |
|  | **Developer 2** | **Designed workflows** | **Reviewed codebase** | **Developed endpoints** | **Tested API responses** | **UI improvements** | **-** | **-** |
|  | **Developer 3** | **Worked on onboarding** | **Created test cases** | **Reviewed backlog items** | **Sprint demo prep** | **Fixed bugs** | **-** | **-** |
| **What will you do today?** | **Developer 1** | **Start testing AI** | **Review analytics** | **Add dashboard tweaks** | **Debug onboarding issue** | **API sync testing** | **-** | **-** |
|  | **Developer 2** | **Finalize workflows** | **Develop job posting** | **Fix API errors** | **Test with live data** | **Optimize queries** | **-** | **-** |
|  | **Developer 3** | **Collaborate on demo** | **Review UI consistency** | **Refine onboarding flow** | **Prepare for review** | **Update test cases** | **-** | **-** |
| **What is blocking your progress?** | **Developer 1** | **API access issues** | **-** | **Connectivity errors** | **-** | **Pending approvals** | **-** | **-** |
|  | **Developer 2** | **Server deployment** | **-** | **-** | **-** | **Coordination with QA** | **-** | **-** |
|  | **Developer 3** | **Incomplete inputs** | **-** | **Pending test feedback** | **-** | **-** | **-** |  |