**Document 1: Definition of Done**

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.

For the Darwinbox HR software enhancement project, the Definition of Done ensures that each sprint delivers a functional, tested, and approved increment that aligns with HR and IT requirements.

The best representation of the DoD is a checklist of activities that validate the value and quality of a user story. This checklist includes:

* Acceptance criteria – Ensuring the feature meets HR and employee expectations.
* Quality criteria – Compliance with HR policies, security, and performance standards.

For the Darwin box project, DoD is defined at multiple levels:

* User Story Level – Features meet functional and non-functional requirements.
* Sprint Level – All stories within a sprint are tested and reviewed.
* Release Level – The final product is approved by stakeholders and ready for deployment.

Checklist for DOD:

1. Produced code for presumed functionalities
* Code follows best practices and coding standards
* Code is modular, maintainable, and reusable
1. Assumptions of User Story met
* Requirements are documented and validated
* Business logic aligns with HRMS (Human Resource Management System) needs
1. Project builds without errors
* Build process runs successfully
* Versioning and tagging of build artifacts are done
1. Unit tests written and passing
* Unit tests and integration tests pass
* Key functionalities work as expected
1. Project deployed on the test environment identical to production platform
* Test environment matches production settings
* Test data reflects real-world HR scenarios
1. Tests on devices/browsers listed in the project assumptions passed
2. Feature ok-ed by UX designer
* Design consistency across the platform is maintained
* User experience is validated
1. QA performed & issues resolved
* Functional, security, and performance testing completed
* All bugs and issues are fixed and verified
1. Feature is tested against acceptance criteria
* All business and functional requirements are satisfied
* Any deviations are documented and approved
1. Feature ok-ed by Product Owner
* Feature is reviewed and signed off by the Product Owner
1. Refactoring completed
* Code is optimized for performance and readability
1. Any configuration or build changes documented
* Any changes in configuration or build process are documented
1. Documentation updated
* Help guides and release notes are revised
1. Peer Code Review performed
* Code is reviewed, and feedback is incorporated

**Document 2- Product Vision**

|  |  |
| --- | --- |
| **Scrum project name** | **Darwinbox HRMS Enhancement** |
| **Venue** | **Kochi, Kerala** |
| **Date:**  | **Start Time:20-Mar-2025** | **End Time:20-Feb-2026** | **Duration:1 Year** |
| **Client** | **Kotak Securities** |
| **Stakeholder List:** | **Project Stakeholders:**BAProject ManagerDevelopment TeamTech ExpertTesting TeamOperations (Network, Training)UI Designer | **Business Stakeholders:**Project ManagerBusiness OwnerBusiness SponsorOperations TeamSubject Matter Expert | **3rd Party Stakeholders:**AuditorsLegal TeamVendorManufacturer |

Scrum Team:

|  |  |
| --- | --- |
| **Role** | **Team Member** |
| **Scrum Master:** |  George |
| **Product Owner:** | Haleem |
| **Scrum Developer 1:** |  Rohit |
| **Scrum Developer 2:** |  Ashwin |
| **Scrum Developer 3:** |  Nihal |
| **Scrum Developer 4:** |  Aneek |
| **Scrum Developer 5:** |  Abhinand |
| **UI Designer:** |  Gayathri |
| **Tester:** |  Rasal |
| **Business Analyst:** | Vishnu UT |

|  |  |
| --- | --- |
| **Vision:** | To enhance and optimize Darwin box HRMS at Kotak Securities for better employee experience, efficiency, and automation. |
| **Target Group** | **Needs** | **Product** | **Value** |
| Employees, HR Team, and Management at Kotak Securities | Employees and HR teams need a more streamlined, automated, and user-friendly HRMS for efficient payroll, leave management, recruitment, and performance tracking. | Enhancing the Darwin box HRMS platform to improve user experience, add automation features, and integrate with other internal systems. | Increased efficiency by 40-60%, reduced manual work for HR, improved employee satisfaction, and better analytics for management decisions. |

**Document 3: User stories**

**User stories:** are simple descriptions of a feature or requirement from the user's perspective. They help explain how a system should work in a way that is easy to understand, making requirement gathering more straightforward.

**Business Value (BV)** refers to how important a feature (user story) is to the business. A higher BV means the feature has a greater impact.

**Complexity Points (CP)** represent the effort required by developers to implement the feature. They help estimate the time and difficulty involved, often rated using CP points (e.g., Poker cards).

**Acceptance Criteria** define the conditions that a software feature must meet to be considered complete and functional. While user stories describe what a user wants to do, acceptance criteria explain how the system should behave to fulfill that requirement. These criteria ensure the feature meets user expectations and works as intended.

**User story 1 - Employee Login**

|  |  |  |
| --- | --- | --- |
| **User Story: 1** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS A USER,I WANT TO LOGIN SO THAT I CAN VIEW MY ID |
| **BV:** 500 | **CP:** 1 |
| **Acceptance Criteria:**User can enter personal details like name, email, and password.System validates the email format.User receives a confirmation email upon successful registration. |

**User story 2 - Leave Request Management**

|  |  |  |
| --- | --- | --- |
| **User Story:** 2 | **Tasks:** 1 | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO APPLY FOR LEAVE ONLINESO THAT I CAN AVOID MANUAL APPROVALS |
| **BV:500** | **CP: 1** |
| **Acceptance Criteria:**User can apply for leave through the portal.System shows available leave balance.Manager can approve/reject leave requests. |

**User story 3 - Pay slip Download**

|  |  |  |
| --- | --- | --- |
| **User Story**: 3 | **Tasks:** 1 | **Priority:** High |
| **Value statement:** AS A USER,I WANT TO VIEW AND DOWNLOAD MY PAYSLIPSO THAT I CAN KEEP TRACK OF MY SALARY |
| **BV:** 450 | **CP:** 2 |
| **Acceptance Criteria:**User can access and download payslips from the system.Payslips show salary breakdown with deductions. |

**User story 4 - Employee Attendance Tracking**

|  |  |  |
| --- | --- | --- |
| **User Story:** 4 | **Tasks**: 1 | **Priority:** High |
| **Value statement:** AS AN EMPLOYEE,I WANT TO CHECK MY ATTENDANCE RECORDSSO THAT I CAN TRACK MY WORK HOURS |
| **BV:** 500 | **CP:** 3 |
| **Acceptance Criteria:**System records attendance via biometric integration.Employees can view their attendance history. |

**User story 5 - Expense Reimbursement**

|  |  |  |
| --- | --- | --- |
| **User Story:** 5 | **Tasks:** 1 | **Priority:** Medium |
| **Value statement:** AS AN EMPLOYEE,I WANT TO SUBMIT EXPENSE CLAIMSSO THAT I CAN GET REIMBURSED EASILY |
| **BV:** 350 | **CP:** 3 |
| **Acceptance Criteria:**User can upload receipts and submit claims.System tracks claim status and approvals. |

**User story 6 – Recruitment Process Automation**

|  |  |  |
| --- | --- | --- |
| **User Story:** 6 | **Tasks:** 1 | **Priority:** High |
| **Value statement:** AS A RECRUITER,I WANT TO AUTOMATE HIRING WORKFLOWSSO THAT I CAN REDUCE PAPERWORK |
| **BV:** 600 | **CP:** 2 |
| **Acceptance Criteria:**Job applications can be tracked in real-time.Candidates receive email updates about application status. |

**User story 7 – Performance Evaluation**

|  |  |  |
| --- | --- | --- |
| **User Story:** 7 | **Tasks:** 1 | **Priority:** Medium |
| **Value statement:** AS A MANAGER,I WANT TO ASSESS EMPLOYEE PERFORMANCESO THAT I CAN PROVIDE FEEDBACK EFFECTIVELY |
| **BV:** 450 | **CP:** 3 |
| **Acceptance Criteria:**Managers can assign and review employee ratings.Employees can see their performance history. |

**User story 8 – Training & Development Portal**

|  |  |  |
| --- | --- | --- |
| **User Story:** 8 | **Tasks:** 1 | **Priority:** Medium |
| **Value statement:** AS AN EMPLOYEE,I WANT TO ACCESS ONLINE TRAININGSSO THAT I CAN IMPROVE MY SKILLS |
| **BV:** 400 | **CP:** 3 |
| **Acceptance Criteria:**Employees can enroll in available training sessions.System tracks training completion status. |

**User story 9 – HR Analytics Dashboard**

|  |  |  |
| --- | --- | --- |
| **User Story:** 9 | **Tasks:** 1 | **Priority:** High |
| **Value statement:** AS AN HR EXECUTIVE,I WANT TO VIEW HR REPORTSSO THAT I CAN MAKE INFORMED DECISIONS |
| **BV:** 550 | **CP:** 2 |
| **Acceptance Criteria:**Dashboard shows real-time HR analytics.Reports can be exported in multiple formats. |

**User story 10 – Mobile App Access**

|  |  |  |
| --- | --- | --- |
| **User Story: 10** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO USE THE MOBILE APPSO THAT I CAN ACCESS HRMS FEATURES ON THE GO |
| **BV:** 600 | **CP:** 2 |
| **Acceptance Criteria:**Employees can log in via mobile app.Core HRMS functions (leave, payroll, attendance) are available. |

**User Story 11 - Employee Profile Management**

|  |  |  |
| --- | --- | --- |
| **User Story:** 11 | **Tasks:** 1 | **Priority:** High |
| **Value statement:** AS AN HR MANAGER,I WANT TO UPDATE EMPLOYEE PROFILES WITH NEW CERTIFICATIONSSO THAT RECORDS ARE ALWAYS UP TO DATE |
| **BV:** 550 | **CP:** 2 |
| **Acceptance Criteria:**HR can update employee profiles with new certifications.Employees receive notifications upon profile updates.System maintains a log of all profile modifications. |

**User Story 12 - Leave Approval Workflow**

|  |  |  |
| --- | --- | --- |
| **User Story: 12** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS A MANAGER,I WANT TO APPROVE OR REJECT LEAVE REQUESTS FROM MY TEAMSO THAT I CAN MANAGE WORKFORCE AVAILABILITY |
| **BV: 600** | **CP: 2** |
| **Acceptance Criteria:**Managers can view pending leave requests.Managers can approve or reject leave applications.Employees receive notifications regarding leave decisions. |

**User Story 13 – Payroll Processing Automation**

|  |  |  |
| --- | --- | --- |
| **User Story: 12** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS A FINANCE TEAM MEMBER,I WANT PAYROLL TO BE PROCESSED AUTOMATICALLY EVERY MONTHSO THAT SALARIES ARE PAID ON TIME |
| **BV: 700** | **CP: 3** |
| **Acceptance Criteria:**Payroll is auto-processed based on attendance data.Employees receive salary slips automatically.Payroll discrepancies can be raised and resolved online. |

User Story 14 – Employee Attendance Dashboard

|  |  |  |
| --- | --- | --- |
| **User Story: 14** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN HR EXECUTIVE,I WANT TO VIEW ATTENDANCE REPORTS FOR ALL EMPLOYEESSO THAT I CAN TRACK PUNCTUALITY AND ABSENTEEISM |
| **BV: 620** | **CP: 2** |
| **Acceptance Criteria:**HR can generate daily, weekly, and monthly attendance reports.Employees with frequent absences are flagged.Managers can request justifications for unapproved absences. |

**User Story 15 – New Employee Onboarding Checklist**

|  |  |  |
| --- | --- | --- |
| **User Story: 15** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN HR ADMIN,I WANT A CHECKLIST FOR NEW HIRESSO THAT THEY CAN COMPLETE ALL JOINING FORMALITIES SMOOTHLY |
| **BV: 580** | **CP: 2** |
| **Acceptance Criteria:**System provides a structured checklist for new hires.Employees can track their onboarding progress.HR receives notifications when onboarding is complete. |

**User Story 16 – Automated Onboarding Process**

|  |  |  |
| --- | --- | --- |
| **User Story: 16** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS A NEW EMPLOYEE,I WANT TO COMPLETE MY ONBOARDING TASKS DIGITALLYSO THAT I CAN START WORK WITHOUT DELAYS |
| **BV: 750** | **CP: 3** |
| **Acceptance Criteria:**Employees can upload necessary documents online.System verifies submitted documents automatically.HR can track onboarding progress. |

**User Story 17 – Automated Exit Management**

|  |  |  |
| --- | --- | --- |
| **User Story: 17** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT A DIGITAL EXIT PROCESSSO THAT I CAN COMPLETE MY EXIT FORMALITIES HASSLE-FREE |
| **BV: 700** | **CP: 2** |
| **Acceptance Criteria:**Employees can request an exit online.HR can approve exit and process final settlements.Exit interview feedback can be recorded. |

**User Story 18 – HR Helpdesk & Support**

|  |  |  |
| --- | --- | --- |
| **User Story: 18** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO RAISE HR QUERIES ONLINESO THAT I CAN GET QUICK SUPPORT |
| **BV: 650** | **CP: 2** |
| **Acceptance Criteria:**Employees can raise HR-related queries via a helpdesk.HR team can track and resolve tickets.Automated notifications for query resolution. |

**User Story 19 – Travel & Expense Management**

|  |  |  |
| --- | --- | --- |
| **User Story: 19** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO SUBMIT MY TRAVEL EXPENSES ONLINESO THAT I CAN GET REIMBURSED EFFICIENTLY |
| **BV: 750** | **CP: 3** |
| **Acceptance Criteria:**Employees can submit travel expenses with receipts.Managers can approve or reject claims.Automated reimbursement processing. |

**User Story 20 – Employee Wellness & Engagement**

|  |  |  |
| --- | --- | --- |
| **User Story: 20** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO ACCESS WELLNESS PROGRAMSSO THAT I CAN MAINTAIN WORK-LIFE BALANCE |
| **BV: 600** | **CP: 2** |
| **Acceptance Criteria:**Employees can enroll in wellness activities.HR can track participation and feedback.Wellness resources are accessible via portal. |

**User Story 21 – Tax Declaration & Investment Proof Submission**

|  |  |  |
| --- | --- | --- |
| **User Story: 21** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO SUBMIT MY TAX DECLARATIONS ONLINESO THAT I CAN PLAN MY TAX SAVINGS EFFICIENTLY |
| **BV: 700** | **CP: 2** |
| **Acceptance Criteria:**Employees can upload tax-saving investment proofs.System calculates tax deductions automatically.HR can approve/reject submitted proofs. |

**User Story 22 – Asset Management & Tracking**

|  |  |  |
| --- | --- | --- |
| **User Story: 22** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN ADMIN,I WANT TO TRACK COMPANY ASSETS ASSIGNED TO EMPLOYEESSO THAT I CAN ENSURE PROPER ASSET UTILIZATION |
| **BV: 600** | **CP: 2** |
| **Acceptance Criteria:**Employees can request assets through the system.Admin can assign and track company assets.System generates reports on asset allocation and usage. |

**User Story 23 –Travel & Expense Claims**

|  |  |  |
| --- | --- | --- |
| **User Story: 23** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO SUBMIT TRAVEL AND EXPENSE CLAIMS ONLINESO THAT I CAN GET REIMBURSED EFFICIENTLY |
| **BV: 750** | **CP: 3** |
| **Acceptance Criteria:**Employees can upload expense receipts.System calculates reimbursement based on company policies.Approvers can approve/reject claims with comments. |

User Story 24 – Timesheet Management

|  |  |  |
| --- | --- | --- |
| **User Story:24**  | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS A PROJECT MANAGER,I WANT TO TRACK EMPLOYEE WORK HOURSSO THAT I CAN MONITOR PROJECT PROGRESS |
| **BV: 700** | **CP: 3** |
| **Acceptance Criteria:**Employees can log their work hours daily/weekly.System validates timesheets based on predefined rules.Managers can review and approve submitted timesheets. |

**User Story 25 – Employee Exit & Offboarding**

|  |  |  |
| --- | --- | --- |
| **User Story: 25** | **Tasks: 1** | **Priority: Medium** |
| **Value statement:** AS AN HR MANAGER,I WANT TO MANAGE EMPLOYEE EXIT PROCESSESSO THAT I CAN ENSURE A SMOOTH OFFBOARDING EXPERIENCE |
| **BV: 650** | **CP: 2** |
| **Acceptance Criteria:**Employees can submit resignation requests.System initiates clearance process across departments.HR can generate full & final settlement reports. |

**User Story 26 – Remote Work Request & Approval**

|  |  |  |
| --- | --- | --- |
| **User Story: 26** | **Tasks:**  | **Priority: Medium** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO REQUEST REMOTE WORK ONLINESO THAT I CAN WORK FROM HOME WHEN NEEDED |
| **BV: 600** | **CP: 2** |
| **Acceptance Criteria:**Employees can submit remote work requests.Managers can approve or reject requests.System keeps track of remote work history. |

**User Story 27 – Employee Survey & Feedback System**

|  |  |  |
| --- | --- | --- |
| **User Story: 27** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN HR MANAGER,I WANT TO CONDUCT EMPLOYEE SURVEYSSO THAT I CAN GATHER FEEDBACK FOR IMPROVEMENTS |
| **BV: 750** | **CP: 3** |
| **Acceptance Criteria:**Employees can participate in surveys.System generates reports based on feedback.HR can analyze responses to improve policies. |

**User Story 28 – Training Completion & Certification**

|  |  |  |
| --- | --- | --- |
| **User Story: 28** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO TRACK MY TRAINING PROGRESSSO THAT I CAN COMPLETE COURSES AND OBTAIN CERTIFICATION |
| **BV: 800** | **CP: 3** |
| **Acceptance Criteria:**Employees can enroll in training sessions.System tracks training completion progress.Employees receive certificates upon course completion. |

**User Story 29 – Shift Management & Scheduling**

|  |  |  |
| --- | --- | --- |
| **User Story: 29** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS A TEAM MANAGER,I WANT TO ASSIGN WORK SHIFTS ONLINESO THAT I CAN ENSURE PROPER STAFF ALLOCATION |
| **BV: 750** | **CP: 3** |
| **Acceptance Criteria:**Managers can schedule shifts for employees.Employees receive notifications of assigned shifts.System tracks shift changes and approvals. |

**User Story 30 – Employee Health & Wellness Programs**

|  |  |  |
| --- | --- | --- |
| **User Story: 30** | **Tasks: 1** | **Priority: Medium** |
| **Value statement:** AS AN HR MANAGER,I WANT TO PROMOTE WELLNESS INITIATIVESSO THAT EMPLOYEES CAN IMPROVE THEIR WELLBEING |
| **BV: 600** | **CP: 2** |
| **Acceptance Criteria:**Employees can enroll in wellness programs.System tracks participation in health initiatives.HR receives reports on engagement levels. |

**User Story 31 – Compliance & Policy Acknowledgment**

|  |  |  |
| --- | --- | --- |
| **User Story: 31**  | **Tasks: 1** | **Priority: Medium** |
| **Value statement:** AS AN HR MANAGER,I WANT EMPLOYEES TO ACKNOWLEDGE COMPANY POLICIESSO THAT WE ENSURE COMPLIANCE WITH REGULATIONS |
| **BV: 650** | **CP: 2** |
| **Acceptance Criteria:**Employees can review and acknowledge policies online.System logs policy acknowledgments for compliance.HR can track pending acknowledgments. |

**User Story 32 – Grievance Redressal System**

|  |  |  |
| --- | --- | --- |
| **User Story: 32** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO RAISE WORKPLACE CONCERNS ONLINESO THAT THEY CAN BE ADDRESSED CONFIDENTIALLY |
| **BV: 700** | **CP: 3** |
| **Acceptance Criteria:**Employees can submit grievances online.HR can track and resolve issues.Employees receive resolution updates. |

User Story 33 – Employee Referrals & Rewards

|  |  |  |
| --- | --- | --- |
| **User Story: 33** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO REFER CANDIDATES FOR JOB OPENINGSSO THAT I CAN HELP MY COMPANY HIRE GOOD TALENT |
| **BV: 750** | **CP: 3** |
| **Acceptance Criteria:**Employees can submit referrals through the portal.HR tracks referred candidates.System rewards employees for successful referrals. |

**User Story 34 – Organizational Chart & Employee Directory**

|  |  |  |
| --- | --- | --- |
| **User Story: 34** | **Tasks: 1** | **Priority: Medium** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO VIEW THE ORGANIZATION CHARTSO THAT I CAN EASILY FIND COLLEAGUES AND REPORTING STRUCTURES |
| **BV: 600** | **CP: 2** |
| **Acceptance Criteria:**Employees can search for colleagues in the directory.System displays organizational hierarchy.HR can update employee information. |

**User Story 35 – HR Helpdesk & Ticketing System**

|  |  |  |
| --- | --- | --- |
| **User Story: 35** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO RAISE HR-RELATED QUERIES ONLINESO THAT I CAN GET QUICK SUPPORT |
| **BV: 750** | **CP: 3** |
| **Acceptance Criteria:**Employees can submit HR tickets.HR tracks and resolves tickets.System notifies employees of ticket updates. |

User Story 36 – Background Verification Tracking

|  |  |  |
| --- | --- | --- |
| **User Story: 36** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN HR MANAGER,I WANT TO TRACK CANDIDATE BACKGROUND VERIFICATION STATUSSO THAT I CAN ENSURE A SMOOTH ONBOARDING PROCESS |
| **BV: 700** | **CP: 3** |
| **Acceptance Criteria:**System updates background verification status.HR receives alerts for pending verifications.Candidates are notified of verification completion. |

**User Story 37 – Multi-language Support for HRMS**

|  |  |  |
| --- | --- | --- |
| **User Story: 37** | **Tasks: 1** | **Priority: Medium** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO ACCESS HRMS IN MY PREFERRED LANGUAGESO THAT I CAN NAVIGATE EASILY |
| **BV: 650** | **CP: 2** |
| **Acceptance Criteria:**Employees can select their preferred language.System translates key HRMS functionalities.HR ensures accuracy of translations. |

**User Story 38 – AI Chatbot for HR Queries**

|  |  |  |
| --- | --- | --- |
| **User Story: 38** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT AN AI CHATBOT TO ANSWER MY HR QUERIESSO THAT I CAN GET INSTANT RESPONSES |
| **BV: 800** | **CP: 3** |
| **Acceptance Criteria:**Employees can ask HR-related questions.Chatbot provides instant responses based on HR policies.System escalates complex queries to HR personnel. |

**User Story 39 – Employee Birthday & Work Anniversary Reminders**

|  |  |  |
| --- | --- | --- |
| **User Story: 39** | **Tasks: 1** | **Priority: Medium** |
| **Value statement:** AS AN HR MANAGER,I WANT TO AUTOMATE EMPLOYEE BIRTHDAY & ANNIVERSARY NOTIFICATIONSSO THAT WE CAN IMPROVE WORKPLACE ENGAGEMENT |
| **BV: 600** | **CP: 2** |
| **Acceptance Criteria:**System sends automated birthday and anniversary reminders.Managers receive notifications to send greetings.Employees can acknowledge and celebrate milestones. |

**User Story 40 – HR Document Management & E-Signatures**

|  |  |  |
| --- | --- | --- |
| **User Story: 40** | **Tasks: 1** | **Priority: High** |
| **Value statement:** AS AN EMPLOYEE,I WANT TO ACCESS AND SIGN HR DOCUMENTS ONLINESO THAT I CAN COMPLETE PAPERWORK DIGITALLY |
| **BV: 750** | **CP: 3** |
| **Acceptance Criteria:**Employees can view and download HR documents.System allows digital signatures for approvals.HR can track signed and pending documents. |

**Document 4: Agile PO Experience**

The Product Owner (PO) plays a key role in shaping the Darwinbox product by combining domain expertise, industry insights, and market needs to ensure the development of a competitive HRMS solution.

**Responsibilities of a PO in the Darwinbox Project:**

* **Market Analysis**

Conduct an in-depth assessment of the HR technology market, analyzing competitors, industry trends, and customer pain points. This analysis helps refine Darwinbox’s positioning and ensures that features align with market demand.

* **Enterprise Analysis**

Identify business opportunities within HR tech, define an efficient architecture, and determine investment priorities. A strong enterprise analysis ensures that Darwinbox remains a strategic solution for organizations aiming to digitize and automate HR processes effectively.

* **Product Vision and Roadmap**

Define a clear vision for Darwinbox, outlining what the product aims to achieve and how it will transform HR management. Develop a structured roadmap that includes feature releases, integrations, and upgrades to improve usability and efficiency.

* **Managing Product Features in Darwinbox**
* HR market research & user research to gather insights from HR professionals.
* Employee lifecycle management (recruitment, onboarding, payroll, performance, and exit).
* AI-driven automation for HR workflows.
* Integration capabilities with third-party tools (payroll, attendance, benefits, etc.).
* Customizable dashboards for analytics & insights.
* Mobile-first approach ensuring accessibility for employees and HR teams.
* MVP release & continuous feedback collection to refine features.
* **Managing Product Backlog**
* Regular backlog refinement before sprint planning to align with HR priorities.
* Categorization of backlog items based on impact (short-term vs. long-term).
* Removing outdated or irrelevant features based on user feedback.
* Strict adherence to the roadmap to prevent scope creep.
* Prioritization based on business value & customer impact.
* **Managing Overall Iteration Progress**

The iteration manager ensures that each sprint delivers tangible improvements to Darwinbox. They coordinate cross-functional teams, track key milestones, and ensure the development aligns with the overall HR transformation strategy.

* Through this project, I have gained hands-on experience in managing Agile Sprint Meetings, ensuring smooth collaboration between teams and effective product delivery.
* **Sprint Planning Meeting**
* Identify key HRMS feature requirements for the sprint.
* Determine feasibility and expected delivery timelines within the Scrum framework.
* Align sprint goals with business priorities (e.g., payroll automation, compliance tracking, AI-driven HR insights).
* **Daily Scrum Meeting**

Helps maintain transparency and track sprint progress effectively.

A 10-minute stand-up where each team member shares updates:

* What they worked on yesterday.
* What they plan to do today.
* Any blockers preventing progress.
* **Sprint Review Meeting**
* Demonstrate the completed HRMS features (e.g., employee onboarding automation, benefits management, or analytics dashboards) to stakeholders.
* Gather feedback from HR professionals, clients, and internal users.
* Based on feedback, refine product backlog items for enhanced functionality and usability.
* **Sprint Retrospective Meeting**
* Review sprint performance using a burndown chart.
* Discuss what worked well and areas for improvement.
* Identify process optimizations for faster and more efficient product development.
* **Backlog Refinement Meeting**
* Analyze the remaining product backlog with the Scrum team.
* Re-prioritize backlog items based on customer needs, compliance updates, or business goals.
* Plan new sprints focusing on critical HR functionalities like performance management automation or AI-based candidate screening.
* Each feature in the Darwinbox HRMS follows a structured user story format to ensure clarity and alignment with HR needs.

**User Story**

User Story Structure:

As a [type of user],

I want [an action or feature],

So that [benefit or value].

* A list of specific tasks required to complete each user story. These are individual steps or actions needed to implement the feature.

**Tasks**

Feature: Employee Leave Management System

Tasks:

Develop a "Request Leave" button on the employee dashboard.

Integrate a real-time leave balance tracker.

Implement automated approval workflows based on company policies.

Notify managers and HR via email or in-app notifications.

* Indicates the importance or urgency of the user story in the overall project. Priorities are categorized as High, Medium, or Low based on business impact and user needs.

**Priority**

Examples in Darwinbox:

High Priority: Critical for the next release (e.g., Automated Payroll Processing)

Medium Priority: Important but can wait for the next iteration (e.g., Custom Employee Reports)

Low Priority: Nice-to-have, can be considered later (e.g., Dark Mode UI Enhancement)

* A set of conditions or criteria that must be met for the user story to be considered complete. Ensures the feature meets HR team expectations.

**Acceptance Criteria**

Example for Leave Request Feature:

Employee can submit a leave request.

Manager receives a leave approval notification.

System auto-calculates leave balance and restricts invalid requests.

* Defines how the user story benefits the business or HR teams. Helps in prioritizing feature development.

**Business Value**

Examples in Darwinbox:

High Business Value: Increases efficiency & compliance (e.g., Automated Tax Computation)

Medium Business Value: Adds a useful feature but not critical (e.g., Employee Self-Service Portal Enhancements)

Low Business Value: Minimal impact but enhances user experience (e.g., Personalized HR Dashboards)

* An estimation of the effort required to implement the user story, helping with capacity planning and sprint commitments.

**Complexity Points**

Simple (1-3 points): UI enhancements, minor API fixes.

Moderate (3-5 points): Workflow automation, integration with third-party systems.

Complex (5-8 points): Custom AI-driven HR insights, compliance automation modules.

* In Scrum, the Product Owner acts as the key liaison between HR teams, business stakeholders, and the development team. They gather requirements from HR leaders, payroll teams, and employees to ensure the platform meets business needs.
* The Product Owner defines the vision for HR automation features, such as payroll processing, leave management, and employee performance tracking. They break these requirements into product backlog items, ensuring the Scrum team develops features that enhance HR efficiency and compliance.

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

The product backlog in Darwinbox HRMS consists of new HR automation features, payroll integrations, employee self-service enhancements, and bug fixes. It is a dynamic list maintained by the Product Owner, ensuring that the highest-priority HR functionalities are delivered first.

Backlog items should be easily added, modified, or removed to maintain agility. The development team works on refining backlog items to improve HR operations, compliance, and workforce engagement.

**Product Backlog Table for Darwinbox HRMS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User storyID** | **User story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| US01 | As an HR Manager, I want to add a new employee to the system, so that I can maintain accurate employee records. | Design employee onboarding UIDevelop database integrationImplement role-based access control | High  |  500 |  3 |  1 |
| US02 | As an Employee, I want to apply for leave online, so that I can track my leave balance easily.  | Create leave request UIImplement leave approval workflowGenerate email notifications |  High |  400 |  2 |  2  |
| US03 | As a Payroll Admin, I want to automate payroll processing, so that I can ensure accurate salary calculations. | Integrate payroll module with attendanceGenerate salary slips automaticallyImplement compliance tax deductions |  High |  600 |  3 | 1 |
| US04 | As an Employee, I want to view my payslip and salary breakdown, so that I can understand my deductions and benefits. | Create employee self-service portalIntegrate payslip download optionImplement multi-device compatibility |  Medium |  350 | 2  |  2 |
| US05 | As an HR Manager, I want to track employee performance reviews, so that I can monitor productivity and appraisals.  | Develop performance review formsIntegrate manager feedback systemImplement automated reminders | High  |  500 |  3 |  2 |
| US06 | As an Admin, I want to manage user roles and permissions, so that I can control access to sensitive data.  |  Design role-based access control systemImplement admin dashboard for user managementAudit user activity logs |  High | 550  | 3  |  3 |
| US07 | As an Employee, I want to update my personal details, so that I can keep my records up-to-date.  | Create self-service profile edit pageEnable HR approval for updatesValidate data fields to ensure accuracy |  Medium | 300 | 2  | 3  |
| US08 | As a Recruiter, I want to post job openings and track applications, so that I can hire efficiently.  | Develop job posting interface Integrate applicant tracking systemAutomate email notifications for applicants |  High | 600  |  3 |  4 |
| US09 | As an HR Manager, I want to generate custom HR reports, so that I can analyze workforce data effectively.  |  Implement report builder toolEnable export to Excel and PDFAutomate monthly reports | High  |  700 | 5  | 4  |
| US10 |  As an Admin, I want to implement multi-factor authentication (MFA), so that I can enhance security. | Integrate MFA with login systemImplement OTP-based authenticationSupport authentication apps like Google Authenticator |  High | 750  |  5 |  5 |
| US11 | As an HR Manager, I want to update employee profiles with new certifications so that records are always up to date. | Develop profile update UI, Implement notification system, Maintain audit log | High | 550 | 2 | 4 |
| US12 | As a Manager, I want to approve or reject leave requests from my team so that I can manage workforce availability. | Develop leave approval interface, implement approval workflow, Configure notification system | High | 600 | 2 | 4 |
| US13 | As a Finance Team Member, I want payroll to be processed automatically every month so that salaries are paid on time. | Integrate payroll with attendance, automate salary slip generation, Implement payroll discrepancy resolution system | High | 700 | 3 | 5 |
| US14 | As an HR Executive, I want to view attendance reports for all employees so that I can track punctuality and absenteeism. | Develop attendance reporting UI, Implement absence flagging system, Enable manager justification requests | High | 620 | 2 | 6 |
| US15 | As an HR Admin, I want a checklist for new hires so that they can complete all joining formalities smoothly. | Develop onboarding checklist UI, Implement progress tracking for new hires, Enable HR notifications for completion | High | 580 | 2 | 7 |
| US16 | As a new employee, I want to complete my onboarding tasks digitally so that I can start work without delays. | Develop document upload feature, Implement automated document verification, Enable HR tracking for onboarding progress | High | 750 | 3 | 8 |
| US17 | As an employee, I want a digital exit process so that I can complete my exit formalities hassle-free. | Develop exit request module, Implement HR approval workflow, Enable exit interview feedback recording | High | 700 | 2 | 9 |
| US18 | As an employee, I want to raise HR queries online so that I can get quick support. | Develop HR helpdesk module, Implement ticket tracking system, Enable automated notifications for query resolution | High | 620 | 2 | 9 |
| US19 | As an employee, I want to submit my travel expenses online so that I can get reimbursed efficiently. | Develop expense submission module, implement approval workflow, Automate reimbursement processing | High | 750 | 3 | 10 |
| US20 | As an employee, I want to access wellness programs so that I can maintain work-life balance. | Develop wellness enrollment module, Track participation and feedback, Provide access to wellness resources | High | 600 | 2 | 10 |
| US21 | As an employee, I want to submit my tax declarations online so that I can plan my tax savings efficiently. | Develop tax declaration submission module, Implement automated tax deduction calculations, Enable HR approval/rejection workflow | High | 700 | 2 | 10 |
| US22 | As an admin, I want to track company assets assigned to employees so that I can ensure proper asset utilization. | Develop asset request module, Implement asset assignment and tracking, Generate asset allocation reports | High | 600 | 2 | 10 |
| US23 | As an employee, I want to submit travel and expense claims online so that I can get reimbursed efficiently. | Develop expense submission module, Implement automated reimbursement calculations, Create approval workflow for claims | High | 750 | 3 | 10 |
| US24 | As a project manager, I want to track employee work hours so that I can monitor project progress. | Develop timesheet logging module, Implement validation rules, Create approval workflow for managers | High | 700 | 3 | 10 |
| US25 | As an HR Manager, I want to manage employee exit processes so that I can ensure a smooth offboarding experience. | Develop resignation request module, Implement clearance process workflow, Generate full & final settlement reports | Medium | 650 | 2 | 10 |
| US26 | As an Employee, I want to request remote work online so that I can work from home when needed. | Develop remote work request form, Implement approval/rejection workflow, Track remote work history | Medium | 600 | 2 | 10 |
| US27 | As an HR Manager, I want to conduct employee surveys so that I can gather feedback for improvements. | Develop survey creation module, Enable employees to submit responses, Implement reporting and analytics for feedback | High | 750 | 3 | 10 |
| US28 | As an Employee, I want to track my training progress so that I can complete courses and obtain certification. | Develop training enrollment module, Track progress and completion, Generate and issue certificates | High | 800 | 3 | 10 |
| US29 | As a Team Manager, I want to assign work shifts online so that I can ensure proper staff allocation. | Develop shift scheduling module, Implement notification system, Track shift changes and approvals | High | 750 | 3 | 11 |
| US30 | As an HR Manager, I want to promote wellness initiatives so that employees can improve their wellbeing. | Develop wellness program module, Implement enrollment system, Generate participation reports | Medium | 600 | 2 | 12 |
| US31 | As an HR Manager, I want employees to acknowledge company policies so that we ensure compliance with regulations. | Develop policy acknowledgment module, Implement tracking system, Generate compliance reports | Medium | 650 | 2 | 12 |
| US32 | As an employee, I want to raise workplace concerns online so that they can be addressed confidentially. | Develop grievance submission module, Implement tracking system, Set up automated resolution updates | High | 700 | 3 | 12 |
| US33 | As an employee, I want to refer candidates for job openings so that I can help my company hire good talent. | Develop referral submission portal, Implement candidate tracking, Set up reward distribution system | High | 750 | 3 | 12 |
| US34 | As an employee, I want to view the organization chart so that I can easily find colleagues and reporting structures. | Develop employee directory, Implement search functionality, Design organizational hierarchy view, Enable HR updates to employee details | Medium | 600 | 2 | 13 |
| US35 | As an employee, I want to raise HR-related queries online so that I can get quick support. | Develop ticket submission interface, Implement HR ticket tracking system, Enable automated notifications for ticket updates, Provide resolution tracking dashboard | High | 750 | 3 | 14 |
| US36 | As an HR manager, I want to track candidate background verification status so that I can ensure a smooth onboarding process. | Implement status update system, Develop alert mechanism for pending verifications, Enable candidate notifications for verification completion | High | 700 | 3 | 15 |
| US37 | As an employee, I want to access HRMS in my preferred language so that I can navigate easily. | Implement language selection feature, integrate translation service for key functionalities, Validate translation accuracy with HR | Medium | 650 | 2 | 16 |
| US38 | As an employee, I want an AI chatbot to answer my HR queries so that I can get instant responses. | Develop AI chatbot, Integrate chatbot with HR policies database, Implement escalation for complex queries | High | 800 | 3 | 17 |
| US39 | As an HR manager, I want to automate employee birthday & anniversary notifications so that we can improve workplace engagement. | Develop automated reminder system, Integrate notifications for managers and employees, Enable acknowledgment and celebration features | Medium | 600 | 2 | 18 |
| US40 | As an employee, I want to access and sign HR documents online so that I can complete paperwork digitally. | Develop document viewing and downloading feature, Integrate e-signature functionality, Enable tracking for signed and pending documents | High | 750 | 3 | 19 |

**Product Burndown Chart**

A product burn down chart shows how much work remains for the entire project, whereas a sprint burndown chart shows how much work remains in a specific iteration. A product burn down chart collects a larger amount of data.



**Interpretation:**
Remaining Effort (Blue Line & Dots) :

* Shows the actual remaining effort/tasks throughout the project timeline.
* The trend indicates how quickly the team is progressing

Ideal Burndown (Green Line):

* Represents the expected pace of progress for smooth project completion.
* If the actual effort stays close to this line, the project is on track.

Completed Tasks (Orange Bars):

* Indicates the number of tasks completed on each day.
* Higher bars suggest productive days, while shorter bars may indicate bottlenecks.

In this chart;

* The blue line follows the green line closely, meaning the project is progressing at a steady pace.
* There are some deviations where the actual effort is above the ideal line, showing slight delays in some phases.
* Completed tasks are consistent, but some fluctuations suggest varying task complexity.
* The project reaches completion within the expected timeline, indicating effective task management.

**Sprint Burndown Chart**

It can be used to track the total work remaining in the sprint, and to project the likelihood of achieving the sprint goal. By tracking the remaining work throughout the sprint, a team can manage its progress and respond to trends accordingly.



**Interpretation:**

Initial Sprint Planning & Total Workload:

* The sprint started with 70 points (likely story points or tasks).
* The ideal burndown line (dotted line) represents the expected progress if work were completed evenly across all iterations.

Progress Over Iterations:

* Iterations 1 to 3: The team consistently completed 5 points per iteration, maintaining a steady pace.
* Iterations 4 to 6: A slight fluctuation in work completion, indicating possible challenges (e.g., dependencies, unplanned issues).
* Iteration 7: A higher completion rate, showing improved efficiency.
* Iteration 8: A small amount of work remained, meaning not all planned tasks were completed by the end of the sprint.

Observations & Insights:

* Steady work pace was maintained initially, but progress varied in later iterations.
* The burndown does not fully reach zero, meaning some work was left unfinished.
* The dotted line (ideal burndown) suggests that work should have been completed more evenly.

**Document 6: Sprint meetings**

**Meeting Type 1: Sprint Planning meeting**

|  |  |
| --- | --- |
| **Date** | 23-Mar-2025 |
|  **Time** |  11 am to 1 pm |
| **Location** | Kochi, Kerala |
| **Prepared By** | Vishnu UT |
| **Attendees** | Scrum Master |   |
| Product Owner |   |
| Developer 1 |   |
| Developer 2 |   |
| BA | Vishnu UT |
| UI Designer |   |
| Tester |   |

**Agenda Topics**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Presenter** | **Time allotted** |
| Scopes |  BA | 11 am to 11:15 am  |
| Strategy & Planning |  SM, BA, PO |  11:15 am to 11:30 am |
|  Resource Management |  Scrum Master |  11:30 am to 11:50 am |
|  Billing & invoices |  BA |  11:50 am to 12 pm |
|  GD | Product owner  |  12 pm to 1 pm |

**Other Information**

|  |  |
| --- | --- |
| **Observers** | Testing team, SME  |
| **Resources** | Manpower: Business stakeholder from Kotak Securities, BA, developers and another project team.Time: 1 YearBudget: Rs. 2 CrOther: Database, internet, past transactions history, reports |
| **Special Notes** | Clients would be onboarded virtually from the Darwin Box platform  |

**Meeting Type 2: Sprint review meeting**

|  |  |
| --- | --- |
| **Date** | 29-Mar-2025 |
|  **Time** |  10 am to 12 pm |
| **Location** | Kochi, Kerala |
| **Prepared By** | Vishnu UT |
| **Attendees** | Scrum Master |   |
| Product Owner |   |
| Developer 1 |   |
| Developer 2 |   |
| BA | Vishnu UT |
| Tester 1 |   |
| Tester 2 |   |

**Sprint Status:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sprint status** | **Things to Demo** | **Quick updates** | **What’s next** |
|  Sprint 1: Done | Employee Onboarding module, Leave Management system, Attendance tracking  |  All features enabled | Deploy in live environment  |

**Meeting Type 3: Sprint retrospective meeting**

|  |  |
| --- | --- |
| **Date** | 01-Apr-2025 |
|  **Time** |  10 am to 12 pm |
| **Location** | Kochi, Kerala |
| **Prepared By** | Vishnu UT |
| **Attendees** | Scrum Master |   |
| Product Owner |   |
| Developer 1 |   |
| Developer 2 |   |
| BA | Vishnu UT |
| Tester 1 |   |
| Tester 2 |   |

**Discussion Points**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda** | **What went well** | **What didn’t go well** | **Questions** | **Reference** |
| Sprint Analysis  |  All sprint backlog covered in time. Sign-off taken for first iteration |  Issues in Payroll processing module |  UAT and unit testing needs completion |  SME, PO |

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

|  |  |  |
| --- | --- | --- |
| **Question** | **Name/ Role** | **Week “X” (from dd-mm-yyyy to dd-mm-yyyy)** |
| **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** |
| **What didyou doyesterday?** | **Dev 1** |  Worked on employee profile module |  Completed profile page UI |  Integrated API for employee data |  Debugged API responses |  Finalized employee workflow |
| **Dev 2** | Worked on payroll processing logic | Completed payroll calculations | Validated salary components | Fixed tax deduction issues | Finalized payroll report generation |
| **Dev 3** |  Worked on attendance tracking | Completed shift management feature | Integrated leave policies | Fixed holiday calendar issues |  Deployed attendance module |
| **What willyou dotoday?** | **Dev 1** |  Complete profile update functionality |  Fix UI inconsistencies |  Test profile updates |  Deploy profile module |  Document API endpoints |
| **Dev 2** |  Review payroll audit logs | Handle bonus & deductions | Optimize payroll queries | Test payroll calculations | Prepare payroll documentation |
| **Dev 3** | Implement real-time attendance sync | Work on biometric integration | Fix data syncing errors | Test attendance reports | Prepare release notes |
| **What (ifany) isblockingyourprogress?** | **Dev 1** | API response delays |  No issues |  UI feedback pending |  No issues |  Minor CSS issues |
| **Dev 2** | Tax calculation discrepancies | Data mismatch in reports |  No issues |  Payroll approval delays |  No issues |
| **Dev 3** | Attendance sync failures |  No issues |  Server downtime |  No issues |  No issues |