**Agile Documents Part 2**

**Document 1 : Definition Of Done**

**Definition Of Done (DoD)** is a shared agreement among all team members on the criteria that must be met before a backlog item is considered complete. This ensures transparency, quality, and alignment with business requirements.

The DoD is structured as a checklist that ensures :

* **Customer acceptance criteria** are satisfied.
* **Quality criteria** are met to ensure a reliable and maintainable product.
* **Team alignment** on what constitutes “done” at different project levels ( user story, sprint, release ).

***Checklist for Definition of Done***

1. **Development Criteria :**
* **Product code** for all required functionalities.
* **User Story assumptions met** as per business requirements.
* **Project builds without errors** and compiles successfully.
* **Unit tests written and passing** for all developed features.
1. **Testing & Quality Assurance :**
* **Project deployed** on a test environment identical to production.
* **Tests passed** on all required devices, browsers, and platforms.
* **Features validated by UX designer** to ensure usability.
* **QA performed & issues resolved,** including functional, integration, and performance testing.
* **Features tested against acceptance criteria** and meets all defined requirements.
1. **Product Validation & Approval :**
* **Features approved by Product Owner** and aligns with business needs.
* **Refactoring completed,** ensuring clean and maintainable code.
* **Any configuration or build changes documented** for future reference.
1. **Documentation & Deployment Readiness :**
* **End-user documentation updated** for training and support.
* **Technical documentation updated** for developers and IT teams.
* **Peer code review performed** to ensure coding standards and best practices.

By adhering to this **Definition of Done**, Volkswagen Financial Services ensures that each completed feature is high-quality, fully functional, and ready for deployment.

**Document 2 : Product Vision**

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| **Scrum Project** **Name :**  | VWFS ( Volkswagen Financial Services ) |
| Venue :  | Pune |  |  |
| Date :  | Start time : 07/08/2022 | End time : 07/08/2023 | Duration : 12 months  |
| Client :  | Volkswagen  |  |  |
| Stakeholder list :  | Volkswagen Financial Services Management | Volkswagen Dealerships  | Finance & Compliance Teams |
|  | IT & Development Teams  | Customers ( Car Buyers Seeking Financing )  |  |
|  |  |  |  |
| Scrum Team  |
| Scrum Master : | Mr. Krishna |  |  |
| Product Owner : | Mr. Shivanand  |  |  |
| Scrum Developer 1: | Mr. Vaibhav |  |  |
| Scrum Developer 2: | Mr. Daulat |  |  |
| Scrum Developer 3: | Mr. Vinayak  |  |  |
| Scrum Developer 4: | Ms. Deepika |  |  |
| Scrum Developer 5: | Ms. Madhuri  |  |  |

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| ***Vision :*** The Volkswagen Financial Services POS Application aims to **generate quotations & Contracts, maintain inventory data, service records, customer information, and streamline the vehicle financing process** for Volkswagen dealership and customers by providing a **flat, transparent, and user-friendly digital solution.** This application will integrate seamlessly with dealership systems, enabling **real-time loan approvals, compliance checks, and enhanced customer experience,** ultimately driving business efficiency and sales growth.  |
| **Target group** **Market Segment :*****Automotive financing industry***, specially Volkswagen dealerships and their customers. ***Digital financial services*** for faster, paperless loan processing. **Target Audience :** *Primary Users (B2B -Volkswagen Dealerships & Finance Teams )**End Customers (B2C – Car Buyers seeking for Financing )* | **Needs****Seamless integration** with Volkswagen’s CRM, ERP, and financial systems. ***Reduced system downtime***, transaction failures, and technical issues. Easiest way to ***generate quotations*** and save customer’s details. ***Automated and real-time credit approvals*** to speed up financing.***User-friendly customer interface*** for easy loan tracking and approvals.  | **Product**A **user-friendly, digital POS solution** integrated with Volkswagen dealership systems to generate quotations, save customer data, offer real-time credit checks, loan approvals, service records , inventory management, and compliance validation.  | **Value****Value :****Speed –** Reduces financing processing time. **Integration –** Seamlessly connects with existing systems.**Transparency –** Provides real-time loan status updates to customers. **Business Growth –** Boosts sales conversions by reducing loan approval delays. **Business goals :** * Accelerate financing approvals.
* Enhance dealership efficiency.
* Ensure compliance with financial regulations.
* Reduce operational costs by automating manual loan processes.

**Business Model :** * **Service fees** from dealerships using the POS system.
* **Transaction-based commission** on approved loans.
* **Premium API integrations** for financial institutions.
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**Document 3 : User Stories**

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| **User Story No: US-001** | **Tasks :01** | **Priority : Highe** |
| As a Admin I want to login to the application to view the available showroom stock So that I can maintain inventory.  |
| **BV : 10** | **CP : 9** |
| **Acceptance Criteria :** User can enter login Id and password. System validates entered credentials. User is logged in system.  |

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| **User Story : US-002** | **Tasks : 3** | **Priority : High** |
| As a sales Manager I want to generate quotation which include all necessary required information of customer and customer’s requirement. So that I can save the customer’s data and I can understand the requirement.  |
| **BV : 9** | **CP : 10** |
| **Acceptance Criteria :** User can able to generate quotation Text box to enter the informationClick on submitInformation saved and quotation generated |

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| **User Story No: US-003** | **Tasks : 04** | **Priority : High**  |
| As a cur buyer, I want to submit s financing application through the POS system So that I can get quick approval for my car purchase.  |
| **BV : 10** | **CP: 10** |
| **Acceptance Criteria :** User can enter personal and financial details System validates all required fields. Application is submitted successfully. Confirmation message is displayed.  |

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| **User Story : US-004** | **Tasks : 02** | **Priority : Medium**  |
| As a dealership finance manager, I want to perform an instant credit check for a customer, So that I can determine their loan eligibility immediately.  |
| **BV : 8** | **CP : 9** |
| **Acceptance Criteria :** Dealership manager can enter customer’s CIBIL score and financial details. System checks and validates the details. As per credit score loan should be approved or rejected.  |

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| **User Story : US-005** | **Tasks : 03** | **Priority : Medium**  |
| As a showroom Manager I want to view the showroom’s revenue reportSo that I can view the revenue and profits.  |
| **BV : 8** | **CP : 8** |
| **Acceptance Criteria :** Select reports Select Revenue Reports Select month and year Generate Report Download report in EXCEL |

**Document 4 : Agile PO Experience**

Role of the Product Owner (PO) in the Volkswagen Financial Services POS Application Project :

1. **Product Vision & Market Experience :**

The Product Owner (PO) plays a crucial role in defining the **vision, strategy, and execution** of the Volkswagen Financial Services POS Application by leveraging **industry experience and market needs.**

1. **Responsibilities of the Product Owner :**
* Market Analysis :
* Conducts **market research** to identify the demand for a digital POS financing solution.
* Evaluates **existing similar products** in the financial services and automotive industry.
* Analyzes **competitor solutions** and identifies unique value propositions.
* Enterprise Analysis :
* Performs **due diligence** on market opportunities and potential challenges.
* Assesses **business feasibility and ROI** for the Volkswagen Financial Services POS system.
* Product Vision and Roadmap :
* Defines a **clear product vision** aligned with market needs.
* Develops a **high-level product roadmap** with key features and timeline.
* Managing Product Features :
* Engages with stakeholders to gather business and technical requirements.
* **Prioritizes epics, stories, and features** based on business impact and ROI.
* Manages **stakeholder expectations**  and ensures alignment with business objectives.
* Managing the Product Backlog :
* **Prioritizes user stories** based on business and customer needs.
* Continuously **refines the backlog** by reprioritizing tasks based on changing requirements.
* Ensures proper **epic planning and sprint alignment.**
* Managing Overall Iteration Process
* Reviews **sprint process** to ensure alignment with project goals.
* Conducts **reprioritization of sprints and epics** based on business needs.
* Leads **sprint retrospectives** with the Business Analyst to refine processes.
1. **Sprint Meetings & Agile Execution :**

From this project, I have gained experience in handling the following **Agile Scrum meetings :**

* **Sprint Planning Meeting –** Defining sprint scope, backlog items, and goals.
* **Daily Scrum Meetings –** Monitoring progress, addressing blockers, and aligning team efforts.
* **Sprint Review Meeting –** Showcasing completed work and gathering stakeholder feedback.
* **Sprint Retrospective Meeting –** Reviewing sprint performance and identifying improvements.
* **Backlog Refinement Meeting –** Adjusting user stories, reprioritizing, and ensuring clarity.
1. **User Story Creation & Key Elements :**

In this project I have worked on **user story creation,** ensuring they include the following details :

* **Story Number –** Unique ID for tracking.
* **Tasks –** Breakdown of development and testing work.
* **Priority –** Categorization ( High, Medium, Low ) based on business impact.
* **Acceptance Criteria –** Clear conditions that must be met for the story to be considered “done”.
* **BV & CP value ( Business Value & Customer Priority ) –** Ensuring alignment with business goals.
1. **Product Owner as the Communication Bridge :**

As a **Product Owner,** I acted as a **liaison** between different areas of the organization, ensuring :

* **Effective communication with business stakeholders** to align product goals.
* **Collaboration with Scrum teams** to guide development priorities.
* **Regular updates to all teams** on project progress and changes.

The **Product Owner’s vision** for the Volkswagen Financial Services POS application helped define the product’s **features, priorities, and backlog items,** ensuring smooth execution and successful delivery.

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

**Product Backlog :**

The Product Backlog is a prioritizes list of all features, enhancements, and bug fixes required for the Volkswagen Financial Services POS application.

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| User Story ID  | User Story  | Tasks  | Priority  | BV  | CP  | Sprint  |
| US-001 | As a Admin I want to login to the application to view the available showroom stock So that I can maintain inventory.  | UI Design, Database setup | High  | 10 | 9 | Sprint 1 |
| US-002 | As a sales Manager I want to generate quotation which include all necessary required information of customer and customer’s requirement. So that I can save the customer’s data and I can understand the requirement. | UI Form, PDF Generation, Data storage  | High  | 9 | 10 | Sprint 1 |
| US-003 | As a cur buyer, I want to submit s financing application through the POS system So that I can get quick approval for my car purchase. | UI Form, API Integration, Data validation  | High  | 10 | 10 | Sprint 2 |
| US-004 | As a dealership finance manager, I want to perform an instant credit check for a customer, So that I can determine their loan eligibility immediately.  | Credit Check API, UI Update  | Medium  | 8 | 9 | Sprint 2 |
| US-005 | As a showroom Manager I want to view the showroom’s revenue reportSo that I can view the revenue and profits.  | Report Generation, Database Queries, UI Design | Medium  | 8 | 8 | Sprint 3 |

Sprint Backlog :

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| --- | --- | --- | --- | --- | --- |
| User Story ID | User Story  | Tasks  | Owner  | Status  | Estimated Effort |
| US-001 | Admin login & showroom stock view  | UI Design  | Developer A | In Progress | 6 hrs  |
| US-001 | Admin login & showroom stock view  | Database Setup  | Developer B | Not Started  | 8 hrs  |
| US-002 | Generate customer quotation | UI Form | Developer C  | Completed  | 5 hrs  |
| US-002 | Generate customer quotation  | PDF Generation | Developer D | In Progress  | 6 hrs  |
| US-003 | Submit financing application  | UI Form & API Integration  | Developer A | Not Started  | 10 hrs  |
| US-003 | Submit financing application  | Data Validation  | Developer B | Not Started  | 5 hrs  |
| US-004 | Perform instant credit check  | Credit Check API Integration  | Developer C | Completed  | 7 hrs  |
| US-004 | Perform instant credit check  | UI Update  | Developer D | In Progress  | 4 hrs  |
| US-005 | View revenue report  | Report Generation  | Developer A | Not Started  | 9 hrs  |
| US-005 | View revenue report  | Database Queries  | Developer B | Not Started  | 6 hrs  |

**Product Burndown :**



Explanation :

* **X-axis :** Represents **Sprint Days** ( 1 to 10 ).
* **Y-axis** : Shows **Story Points Remaining** ( starting at 50 ).
* **Blur Line :** Indicates the actual progress of completed work.
* **Dashed Line ( Sprint Goal ) :** Represents the goal to complete all work by the end of the sprint.

As seen in the chart, work is being completed consistently, leading to a successful sprint.

**Sprint Burndown :**



Explanation :

* **X-axis :** Sprint Days (1 to 10)
* **Y-axis :** Hours of work Remaining (starting at 55)
* **Red Line :** Represents actual work completed each day.
* **Dashed Line :** Sprint goal (target to complete all work by day 10)

This chart shows a steady **decrease in remaining work,** ensuring successful sprint completion.

**Document 6 : Sprint Meetings**

**Meeting type 1 : Sprint Planning Meeting**

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| --- | --- |
| **Date**  | 16/08/2022 |
| **Time**  | 10:00 AM  |
| **Location**  | Pune  |
| **Prepared By** | Purbhaji Bharkad  |
| **Attendees**  | Stakeholders, Project Managers, Development Team, QA Team, Database Administrator, Scrum Master, Product Owner.  |

**Agenda Topics**

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| --- | --- | --- |
| **Topic**  | **Presenter**  | **Time Allotted**  |
| Sprint Goal Discussion  | Scrum Master  | 10 mins  |
| Reviewing Product Backlog Items | Product Owner  | 15 mins  |
| Prioritizing User Stories for Sprint  | Product Owner  | 10 mins  |
| Task Breakdown & Estimations  | Development Team  | 20 mins  |
| Identifying Dependencies & Risks  | Scrum Master  | 10 mins  |
| Sprint commitment & Scope Finalization  | Entire Team  | 10 mins  |
| Q&A and Next Steps  | Scrum Master  | 10 mins  |

**Other Information**

|  |  |
| --- | --- |
| Observers | All Team Members  |
| Resources  | Sprint Backlog, JIRA, Required Documents, Burndown Chart.  |
| Special Notes  |  |

**Meeting Type 2 : Sprint review meeting**

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| --- | --- |
| **Date**  | 08/09/2022 |
| **Time**  | 4:00 Pm |
| **Location**  | Pune  |
| **Prepared By**  | Purbhaji Bharkad  |
| **Attendees**  | Scrum Team, Product Owner, Stakeholders, Business Analysts |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sprint Status**  | **Things to Demo**  | **Quick Updates**  | **What’s Next**  |
| **Sprint Goal**: Implement and test core POS functionalities, including financing applications and credit checks.  | Admin login & Stock Management (US-001)  | **Stakeholder Feedback:** Positive response to the credit check functionality. Suggested UI improvements for the quotation generation screen.  | **Carry Forward Work:** Complete showroom revenue report feature (US-005). Finalize API integration for financial reporting.  |
| **Completed User Stories :** US-001: Admin login & showroom stock view. US-002: Generate customer quotation.US-003: Submit financing application through POSUS-004: Perform instant credit check | Quotation Generation (US-002) | **Challenges Faced :** API integration issues caused delays in the revenue report feature. Initial issues with from validation for financing applications | **Upcoming Sprint Goals:** Implement payment processing for financing applications. Enhance reporting & analytics features. Conduct performance testing on POS application.  |
| **Pending User Stories :** US-005: Perform instant credit check  | Financing Application (US-003) | **Fixes Implemented :**Enhanced from validation for financing applications. Minor UI changes implemented in the quotation section.  | **Testing Focus :** Validate different financing scenarios. Ensure smooth POS integration with external credit check providers.  |
| **Burndown Chart Analysis:** Initial estimated effort: 55 hours Work completed: 48 hours Remaining effort: 7 hours | Instant Credit Check (US-004) |  | **Next Sprint Planning :** Schedule backlog refinement meeting. Prioritize new feature requests from stakeholders.  |

**Meeting Type 3: Sprint retrospective meeting**

|  |  |
| --- | --- |
| **Date**  | 20/09/2022 |
| **Time**  | 10:00 AM |
| **Location**  | Pune  |
| **Prepared By** | Purbhaji Bharkad  |
| **Attendees**  | Scrum Team, Product Owner, Scrum Master  |

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| **Agenda**  | **What went well**  | **What didn’t go well**  | **Questions**  | **Reference**  |
| Review the sprint’s successes and challenges.  | Successful implementation of core functionalities (Admin login, financing application, credit check).  | API integration issues delayed the revenue report feature.  | How can we improve AP integration timelines?  | Sprint Backlog & Burndown Chart  |
| Identify areas for improvement.  | Positive stakeholder feedback on financing application and credit check.  | Initial difficulties in financing from validation.  | What strategies can we use to prevent last-minute UI changes?  | Stakeholder feedback from sprint review |
| Discuss actionable steps for the next sprint.  | Collaboration between development and testing teams improved efficiency.  | Some last-minute UI changes caused minor delays.  | How can we ensure daily stand-ups remain time-efficient? | Issue tracker & Bug reports |
|  | Burndown chart showed steady progress with minimal scope creep.  | Daily stand-up sometimes ran longer than scheduled.  | Are there any blockers that need immediate attention for the next sprint? |  |

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

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| --- | --- | --- |
| **Question**  | **Name/Role**  | **Week “X” (from dd-mm-yyyy to dd-mm-yyyy)** |
| Monday  | Tuesday  | Wednesday  | Thursday  | Friday  | Saturday  | Sunday  |
| What did you do yesterday?  | Ganesh  | Project Alpha’s deliverables  | Project Alpha’s deliverables  | Project Alpha’s deliverables  | Presentation A  | Presentation B  |  |  |
| Vaibhav  |
| Daulat  |
| What will you do today ? | Ganesh  | Project Beta’s deliverables  | Project Beta’s deliverables  | Project Beta’s deliverables  | Presentation A | Presentation B |  |  |
| Vaibhav  |
| Daulat  |
| What (if any) is blocking your progress ? | Ganesh  | Need to connect with development team  |  |  |  |  |  |  |
| Vaibhav  |
| Daulat  |