

Document 1: Definition of Done

Definition of Done (DOD) checklist (the Employee Self-Service Performance Review feature)

- Has code been produced for all presumed functionalities?
Yes, all intended functionalities have been coded.
- Have the assumptions of the User Story been fully met?
Yes, all assumptions from the user story are satisfied.
- Does the project build without any errors?
Yes, the project builds cleanly with no errors.
- Are all unit tests written and passing?
Yes, unit tests are complete and passing.
- Has the feature been deployed on a test environment identical to production?
Yes, it has been deployed in a matching staging/test environment.
- Have tests on the required devices and browsers, listed in project assumptions, passed?
Yes, successful testing has been carried out on all listed devices and browsers.
- Has the feature been reviewed and approved by the UX designer?
Yes, user experience has been ok-ed by the designer.
- Has QA testing been performed and all issues resolved?
Yes, QA has tested the feature and all identified issues are resolved.
- Has the feature been tested against all acceptance criteria?
Yes, it meets all defined acceptance criteria.
- Has the Product Owner reviewed and approved the feature?
Yes, the Product Owner has signed off.
- Has code refactoring been completed as needed?
Yes, necessary refactoring has been done.
- Have all configuration or build changes been documented?
Yes, these changes are captured in documentation.
- Has user and technical documentation been updated?
Yes, all relevant documentation is updated.
- Has a peer code review been performed?
Yes, the code has been reviewed by peers.

Document 2- Product Vision

Scrum Project Name:	Nexus Drive		
Venue:	Chennai		
Date: 17-10-2025	Start Time: 12:00 PM	End Time: 8:00 PM	Duration: 6 Months
Client:	XYMA Analytics Private Limited		
Stakeholder list:	Dr. Nishanth Raja	CEO, XYMA Analytics	
	Mr. Aswin Kumar	VP of Operations	
	Mr. Jamesh Babu	Project Manager	
	Ms. Saliha	Lead Architect	
	Mr. Stephan Antony	Lead Developer	
	Mr. Saravana Babu	Lead UX Designer	
	Mr. Yuvanesh	QA Manager	
	Mr. Sylvester	Technical Writer	
Scrum Team			
Scrum Master:	Mr. Iftikhaar		
Product owner:	Mr. Naveen		
Scrum Developer 1:	Ms. Tharani		
Scrum Developer 2:	Mr. Vignesh		
Scrum Developer 3:	Mr. Jude		
Scrum Developer 4:	Mr. Ramesh		
Scrum Developer 5:	Mr. Karthik		
Scrum Developer 6:	Ms. Namrita		
Scrum Developer 7:	Mr. Manish		
Scrum Developer 8:	Mr. Shiva		

Vision: To build a single smart platform that helps every department work faster and smarter by automating tasks, connecting teams, and making business data easy to use for better decisions.

Target Group	Needs	Product	Value
Small manufacturers, engineering workshops, and start-up teams needing better workflow and simple automation for staff and operations.	The product solves manual tracking, slow approval, and data handling issues by making everyday processes digital and seamless.	It is an all-in-one workplace tool for small teams—combining performance reviews, training management, simple reporting, and inventory tracking.	It will help the company save time, reduce manual errors, and boost overall team productivity.
Target users and customers are staff, engineers, team leads, and managers who need better tools for daily work and simple process automation.	It provides faster daily work, reduces manual effort, improves team tracking, and makes reviews and reports quick and easy.	It is special because it keeps everything simple, combines multiple business needs in one place, and lets small teams do more with fewer tools and less effort.	Business goals are to make operations smoother, improve employee performance, and help the company grow efficiently with smart digital tools.
		Yes, it is feasible to develop with standard web and cloud technologies—for small teams, development is practical and cost-effective.	The business model is based on affordable software subscriptions or licenses, with optional add-ons and support services for small businesses.

Document 3: User stories

User Story No: 1	Tasks: Employee self-service login	Priority: High
Value Statement: As a user, I want to securely log into my account, so that I can access my performance review module.		
BV: 200	CP: 20	
Acceptance Criteria: User can enter credentials Login fails for incorrect info Login succeeds and redirects to Home Page		

User Story No: 2	Tasks: Submit performance review	Priority: High
Value Statement: As a user, I want to fill and submit my performance self-review, so that my manager can evaluate my progress.		
BV: 200		CP: 13
Acceptance Criteria: User can fill form fields Submission validates all required inputs Confirmation message shown on success		

User Story No: 3	Tasks: View training courses	Priority: High
Value Statement: As a user, I want to see available training courses, so that I can enroll and improve my skills.		
BV: 200	CP: 20	
Acceptance Criteria: Courses list loads with details User can filter by topic Enroll button is functional		

User Story No: 4	Tasks: Generate monthly stock report	Priority: High
Value Statement: As a warehouse manager, I want to generate a monthly stock report, so that I can track inventory levels and plan orders.		
BV: 500		CP: 13
Acceptance Criteria: Reports generate with correct data Can export to PDF and Excel Access is role-based		

User Story No: 5	Tasks: Advanced reporting dashboard	Priority: Medium
Value Statement: As a finance officer, I want an interactive dashboard showing key metrics, so that I can monitor financial health in real-time.		
BV: 50	CP: 20	
Acceptance Criteria: Dashboard loads metrics properly Charts update dynamically User customizations are saved		

User Story No: 6	Tasks: View performance review history	Priority: Medium
Value Statement: As an employee, I want to view my past performance reviews, so that I can track my growth over time.		
BV: 20	CP: 13	
Acceptance Criteria: History displays previous reviews Details include scores, feedback Can sort by date		

User Story No: 7	Tasks: Manager submits team review	Priority: Medium
Value Statement: As a manager, I want to submit performance evaluations for my team, so that I can manage promotions and improvements.		
BV: 100	CP: 20	
Acceptance Criteria: Manager accesses team review page Can rate, comment and submit Notifies employee of submission		

User Story No: 8	Tasks: Upload training certificates	Priority: Medium
Value Statement: As a user, I want to upload my training certificates, so that my qualifications are recorded.		
BV: 50	CP: 20	
Acceptance Criteria: File upload works for supported formats Upload is linked to user profile Document retrievable on profile		

User Story No: 9	Tasks: Manager assigns course	Priority: Medium
Value Statement: As a manager, I want to assign training courses to my team, so that learning targets are met.		
BV: 100	CP: 20	
Acceptance Criteria: Course selection available Assignment is tracked Notification sent to assigned user		

User Story No: 10	Tasks: Employee marks course complete	Priority: Medium
Value Statement: As a manager, I want to assign training courses to my team, so that learning targets are met.		
BV: 50	CP: 20	
Acceptance Criteria: Course selection available Assignment is tracked Notification sent to assigned user		

User Story No: 11	Tasks: Generate leave report	Priority: High
Value Statement: As an HR admin, I want to generate a leave utilization report, so that I can track and plan staffing.		
BV: 200	CP: 13	
Acceptance Criteria: Report shows leave types, totals Allows export to CSV/PDF Filters for department and date		

User Story No: 12	Tasks: Real-time notification for approvals	Priority: High
Value Statement: As an approver, I want instant notifications for pending approvals, so that I never miss requests.		
BV: 200	CP: 20	
Acceptance Criteria: App sends real-time alerts Approval link included in notification Status updates after approval		

User Story No: 13	Tasks: Monthly inventory check	Priority: High
Value Statement: As a store in-charge, I want reminders and tools for monthly inventory checks, so that stock data is always current.		
BV: 500	CP: 20	
Acceptance Criteria: Sends reminder each month Checklist for items Marks inventory status as updated		

User Story No: 14	Tasks: Export analytics dashboard	Priority: Medium
Value Statement: As a user, I want to export dashboard charts and data, so that I can share reports.		
BV: 100	CP: 20	
Acceptance Criteria: Export option supports PDF, PNG Captures all visual metrics Download completes without error		

User Story No: 15	Tasks: Access control for modules	Priority: High
Value Statement: As an admin, I want to set access levels for module features, so that team members only see their allowed data.		
BV: 200	CP: 13	
Acceptance Criteria: Role-based access lists Permissions enforce feature visibility Access changes sync instantly		

User Story No: 16	Tasks: Employee submits leave request	Priority: Medium
Value Statement: As a user, I want to submit a leave request, so that my manager can approve it.		
BV: 100	CP: 20	
Acceptance Criteria: Form captures dates and type Request sends to manager User notified on approval/rejection		

User Story No: 17	Tasks: Manager approves leave requests	Priority: Medium
Value Statement: As a manager, I want to approve or reject leave requests, so that team availability is clear.		
BV: 100	CP: 20	
Acceptance Criteria: Manager views pending requests Can approve/reject with comments Status updates notify employee		

User Story No: 18	Tasks: Notify upcoming training deadlines	Priority: Medium
Value Statement: As a user, I want reminders for upcoming training deadlines, so that I complete courses on time.		
BV: 100	CP: 20	
Acceptance Criteria: Sends alerts via email/app Alerts configurable by admin Alerts stop after completion		

User Story No: 19	Tasks: Track monthly stock usage	Priority: Medium
Value Statement: As a warehouse manager, I want reports on monthly stock usage, so that I can plan purchases.		
BV: 100	CP: 20	
Acceptance Criteria: Shows usage per department Forecasts reorder needs Export function available		

User Story No: 20	Tasks: User updates profile information	Priority: Low
Value Statement: As a user, I want to update my profile data, so that information stays current.		
BV: 20		CP: 20
Acceptance Criteria: Editable fields for contact info Changes save and confirm Security checks in place		

User Story No: 21	Tasks: Admin assigns user roles	Priority: High
Value Statement: As an admin, I want to assign roles to users, so that access is controlled.		
BV: 200	CP: 20	
Acceptance Criteria: Role lists available Assignments update permissions Immediate effect without errors		

User Story No: 22	Tasks: Generate training completion certificates	Priority: Medium
Value Statement: As a user, I want to download certificates after training, so that I have proof of completion.		
BV: 100	CP: 20	
Acceptance Criteria: Downloads valid certificates Certificate linked to course Accessible from profile		

User Story No: 23	Tasks: Track task progress in dashboards	Priority: Medium
Value Statement: As a team lead, I want to monitor task progress on dashboards, so that I can manage deadlines.		
BV: 100		CP: 13
Acceptance Criteria: Dashboard shows status per task Updates in real-time Filters by assignee/projects		

User Story No: 24	Tasks: Export performance data for appraisal	Priority: Medium
Value Statement: As HR, I want to export employee performance data, so that I can prepare appraisal documents.		
BV: 100		CP: 20
Acceptance Criteria: Export formats supported (CSV, PDF) Data is accurate and filtered Export confirms success		

User Story No: 25	Tasks: Auto-send performance reminders	Priority: High
Value Statement: As HR, I want automatic reminders for performance review deadlines, so that reviews happen timely.		
BV: 200		CP: 13
Acceptance Criteria: Reminders scheduled automatically Sends via email/app Logs reminder history		

Document 4: Agile PO Experience

Market Analysis:

The Indian market for HR, training, reporting, and stock management software is growing fast, driven by SME digitization and demand for simple, integrated solutions. There are established competitors, but small businesses still look for more affordable and user-friendly tools.

Enterprise Analysis:

The market for integrated HR, LMS, and reporting tools is expanding rapidly among India's small businesses. Strong demand, favorable digital adoption trends, and gaps in ease-of-use offer a clear opportunity for new, affordable enhancement platforms.

Product Vision and Roadmap:

Product Vision:

Deliver an integrated platform for HR, training, reporting, and inventory modules, focused on the needs of Indian SMEs—emphasizing simplicity, affordability, and seamless digital experience.

Product Roadmap (High-Level):

- Phase 1 (0-3 months): Release core HR management and leave modules
 - Phase 2 (4-6 months): Launch training management and certificate features
 - Phase 3 (7-12 months): Integrate reporting, dashboards, and inventory tools
- All phases follow a timeline driven by user feedback and market priorities.

Managing Product Features:

Product features are managed by gathering input from stakeholders, refining needs, and prioritizing epics and stories by their business impact and ROI. Features like HR modules, LMS, and reporting tools are delivered first, with continuous re-evaluation to keep the product aligned with user and business goals.

Managing Product Backlog

Sprint progress is tracked and reviewed regularly. Items in the product backlog are reprioritized every sprint, focusing first on the highest ROI and most critical features. Business Analyst and Product Owner collaborate in sprint retrospectives to refine future priorities and ensure alignment with business needs.

Managing Overall Iteration Progress

Overall sprint progress is reviewed at each iteration, with reprioritization of tasks and epics as needed. Retrospectives with the Business Analyst help improve process, ensuring enhancements are delivered on time and aligned with business outcomes.

XYMA Analytics enhancement modules case, all major Agile meetings are followed to ensure smooth project delivery:

- **Daily scrum meetings** are held to review team progress and quickly address any blockers in HR, training, reporting, or inventory modules.
- **Sprint review meetings** help demo completed features like new dashboards or leave workflows and gather immediate stakeholder feedback for continuous improvement.
- **Sprint retrospective meetings** are conducted with the Business Analyst and team after each sprint to reflect, identify lessons learned, and fine-tune future processes.
- **Backlog refinement meetings** are regularly organized to review, update, and reprioritize enhancement stories and tasks, making sure the highest value items are always ready for development.

XYMA Analytics, user stories are created using this structure:

- **Story no:** Unique ID for each story (e.g., 1, 2, 3...)
- **Tasks:** Specific feature or functional area (e.g., "Submit performance review", "Generate stock report")
- **Priority:** Importance level, set based on business value and urgency (e.g., High, Medium, Low)
- **Acceptance criteria:** Clear, testable conditions for completion (e.g., "Can fill and submit review form", "Exported report matches data shown")
- **BV & CP value:** Business Value (BV) and Complexity Points (CP) assigned to gauge impact and effort

Scrum:

For the enhancement modules case, the Product Owner acts as a bridge between all business areas and Scrum teams. The PO regularly updates stakeholders, clarifies priorities, and ensures every HR, training, reporting, and inventory feature is developed based on business needs and team feedback, keeping the whole company informed and aligned throughout the project.

The product owner:

For the same enhancement modules case, the Product Owner creates a clear product vision and defines core HR, training, reporting, and inventory features. These high-level concepts are then broken down into specific product backlog items, allowing the Scrum team to build and deliver each enhancement in manageable user story increments.

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

Product Backlog:

User story ID	User story	Tasks	Priority	BV	CP	Sprint
1	Employee self-service login	Authentication	High	200	20	1
2	Submit performance review	Form submission	High	200	13	1
3	View training courses	Course list/filter	High	200	20	1
4	Generate monthly stock report	Inventory/export	High	500	20	1
5	Advanced reporting dashboard	Dashboard	Medium	50	20	3
6	View performance review history	Review history	Medium	20	13	3
7	Manager submits team review	Team evaluation	Medium	100	20	3
8	Upload training certificates	File upload/profile	Medium	50	20	4
9	Manager assigns course	Assignment/notification	Medium	100	20	4
10	Employee marks course complete	Track/notify	Medium	50	20	3
11	Generate leave report	Leave report/export	High	200	13	2
12	Real-time notification for approvals	Notification link/status	High	200	20	2
13	Monthly inventory check	Sends reminder, checklist, update status	High	500	20	2
14	Export analytics dashboard	Export PDF/PNG	Medium	100	20	4
15	Access control for modules	Role access/perm	High	200	13	2
16	Employee submits leave request	Leave request	Medium	100	20	5
17	Manager approves leave requests	Approve/reject with comments	Medium	100	20	5
18	Notify upcoming training deadlines	Send alerts via email/app	Medium	100	20	5
19	Track monthly stock usage	Show usage, forecast reorder, export	Medium	100	20	5
20	User updates profile information	Editable contact info, save/confirm	Low	20	20	6
21	Admin assigns user roles	Role list, update permissions	High	200	20	3
22	Generate training completion certificates	Download, profile access	Medium	100	20	6
23	Track task progress in dashboards	Status dashboard, real-time filter	Medium	100	13	6
24	Export performance data for appraisal	Export (CSV, PDF), filter, verify	Medium	100	20	6
25	Auto-send performance reminders	Scheduled/email reminders, log	High	200	13	3

Sprint Backlog:

User story ID	User story	Tasks	Owner	Status	Estimated effort
1	Employee self-service login	Authentication	Ms. Tharani	In Progress	3
2	Submit performance review	Form submission	Mr. Vignesh	In Progress	4
3	View training courses	Course list/filter	Mr. Jude	To Do	3
4	Generate monthly stock report	Inventory/export	Mr. Ramesh	In Progress	5
5	Advanced reporting dashboard	Dashboard	Mr. Karthik	To Do	4
6	View performance review history	Review history	Ms. Namrita	To Do	4
7	Manager submits team review	Team evaluation	Mr. Manish	In Progress	3
8	Upload training certificates	File upload/profile	Mr. Shiva	To Do	5
9	Manager assigns course	Assignment/notification	Ms. Tharani	In Progress	5
10	Employee marks course complete	Track/notify	Mr. Vignesh	To Do	4
11	Generate leave report	Leave report/export	Mr. Jude	To Do	5
12	Real-time notification for approvals	Notification link/status	Mr. Ramesh	In Progress	6
13	Monthly inventory check	Sends reminder, checklist, update status	Mr. Karthik	To Do	4
14	Export analytics dashboard	Export PDF/PNG	Ms. Namrita	To Do	3
15	Access control for modules	Role access/perm	Mr. Manish	In Progress	7
16	Employee submits leave request	Leave request	Mr. Shiva	To Do	4
17	Manager approves leave requests	Approve/reject with comments	Ms. Tharani	In Progress	5
18	Notify upcoming training deadlines	Send alerts via email/app	Mr. Vignesh	To Do	4
19	Track monthly stock usage	Show usage, forecast reorder, export	Mr. Jude	In Progress	6
20	User updates profile information	Editable contact info, save/confirm	Mr. Ramesh	In Progress	6
21	Admin assigns user roles	Role list, update permissions	Mr. Karthik	To Do	3
22	Generate training completion certificates	Download, profile access	Ms. Namrita	To Do	6
23	Track task progress in dashboards	Status dashboard, real-time filter	Mr. Manish	In Progress	7
24	Export performance data for appraisal	Export (CSV, PDF), filter, verify	Mr. Shiva	To Do	5
25	Auto-send performance reminders	Scheduled/email reminders, log	Ms. Tharani	To Do	3

Sprint Burnup Chart

Spaces / Nexus Drive / Reports

Burnup report

> How to read this report

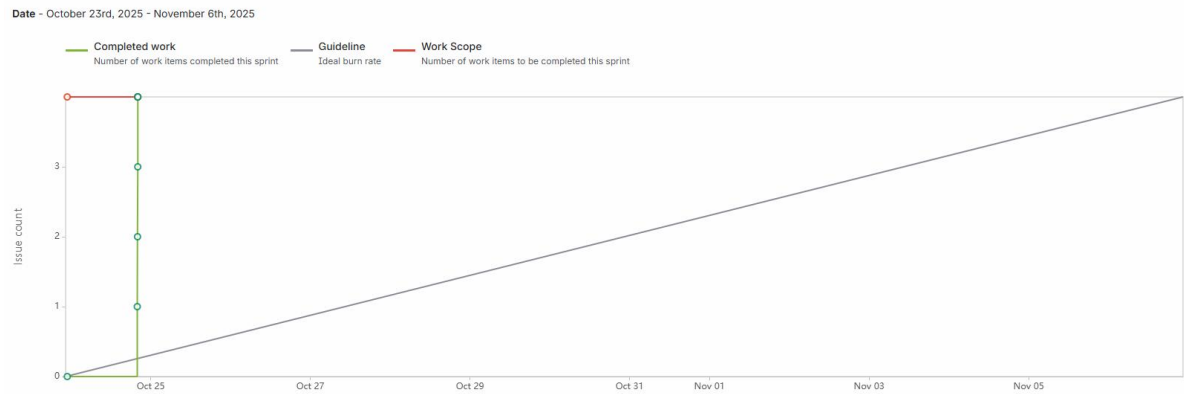
Sprint

NEX Sprint 5

Estimation field

Work item count

...



Sprint Burndown Chart

Spaces / Nexus Drive / Reports

Sprint burndown chart

> How to read this report

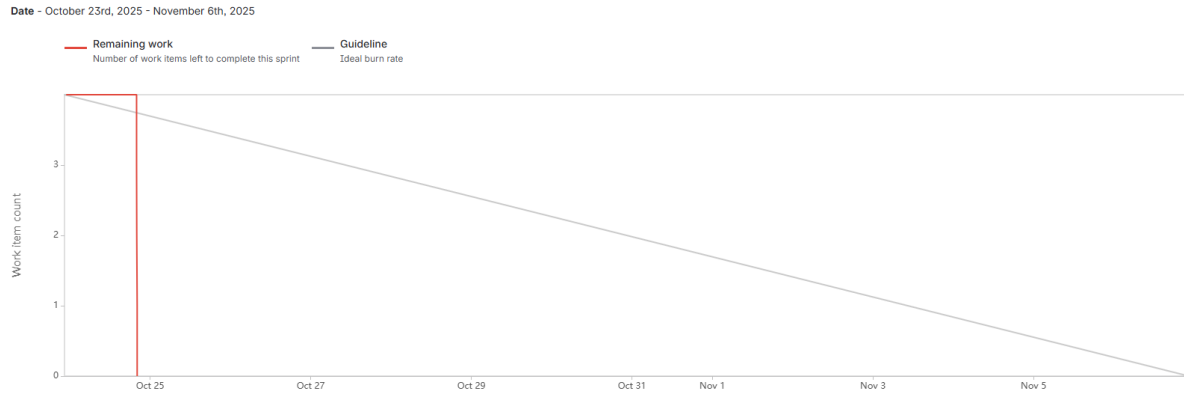
Sprint

NEX Sprint 5

Estimation field

Work item count

...



Document 6: Sprint meetings

Meeting Type 1: Sprint Planning meeting

Date	24-Oct-2025
Time	10:00 AM – 11:30 AM
Location	Main Conference Room / Online (MS Teams)
Prepared By	Ms. Tharani (Scrum Master)
Attendees	Product Owner, Scrum Developers 1–8, Business Analyst, QA Team

Agenda Topics

Topic	Presenter	Time allotted
Sprint goal & overview	Product Owner	15 min
User story estimation	Scrum team	30 min
Task breakdown	Developers	25 min
Capacity planning	Scrum Master	10 min
Q&A, next steps	All	10 min

Other Information

Observers	QA Lead, Stakeholders
Resources	Jira board, past sprint data
Special Notes	Remote join link shared; ensure story details are finalized before meeting

Meeting Type 2: Sprint review meeting

Date	30-Oct-2025
Time	4:00 PM – 5:00 PM
Location	Main Conference Room / MS Teams
Prepared By	Mr. Ramesh (Scrum Master)
Attendees	Product Owner, Scrum Developers 1–8, Business Analyst, QA Team, Stakeholders

Sprint status	Things to demo	Quick updates	What's next
85% completed; major stories done	Performance dashboard, leave approvals, and monthly inventory reports	Bug fixes pending; 2 user stories to carry forward	Prepare backlog refinement & plan next sprint; address open issues

Meeting Type 3: Sprint retrospective meeting

Date	31-Oct-2025
Time	5:15 PM – 6:00 PM
Location	Main Conference Room / MS Teams
Prepared By	Ms. Namrita (Business Analyst)
Attendees	Scrum Master, Product Owner, Scrum Developers 1–8, QA, Stakeholders

Agenda	What went well	What didn't go well	Questions	Reference
Team collaboration	Open communication; quick blocker resolutions	Estimates for 2 stories were off	Can we improve estimation process?	Sprint Board
Quality & delivery	Most stories accepted on first QA pass	Slow onboarding for new devs	Any feedback for onboarding docs?	QA Notes

Meeting Type 4: Daily Stand-up meeting

Question	Name/Role	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
What did you do yesterday?	Developer 1	Fixed login bug	Worked on frontend UI	Completed API link	Peer code review	Refactored login module	Docs update	Knowledge blog
	Developer 2	Wrote test cases	Set up database schema	Developed API methods	PR for leave module	Dashboard config changes	Reviewed code	Personal study
	Developer 3	Updated requirements	Module configuration	QA fixes	Demo setup	Cleaned backlog	QA testing	Sprint prep
What will you do today?	Developer 1	Design UI	Unit testing	Dashboard logic	Fix dashboard issue	Sprint deployment	Write report	Rest
	Developer 2	Bug fixing	Data mapping	Test API endpoints	Sprint review tasks	Release documentation	Refactor tasks	Read articles
	Developer 3	Perform UAT	DB migration	Implement scripts	Demo sprint features	Sprint retrospective	Plan next sprint	Plan next week
What (if any) is blocking your progress?	Developer 1	None	Awaiting test data	Delay in API response	None	None	No blockers	No blockers
	Developer 2	Access to old DB	None	Permission request	None	None	No blockers	No blockers
	Developer 3	Waiting for feedback	Server downtime	None	None	None	No blockers	No blockers