**1.Write Agile Manifesto:**Agile manifesto is consisting of four main values and twelve principles of agile methodology. **Four main values:** 1. Individuals and interactions over processes and tools
 2. Working software over comprehensive documentation
 3. Customer collaboration over contract negotiation
 4. Responding to change over following a plan

**Twelve Principle of Agile methodology:** 1. Our highest priority is to satisfy the customer through early and continuous delivery of valuable software.
2.Welcome changing requirements, even late in development. Agile processes harness change for the customer’s competitive advantage.
 3. Deliver working software frequently, from a couple of weeks to a couple of months, with a preference to the shorter timescale.
4.Business people and developers must work together daily throughout the project.
5.Build projects around motivated individuals. Give them the environment and support they need, and trust them to get the job done.
6. The most efficient and effective method of conveying information to and within a development team is face-to-face conversation.
7.Working software is the primary measure of progress.
8.Agile processes promote sustainable development. The sponsors, developers, and users should be able to maintain a constant pace indefinitely.
9. Continuous attention to technical excellence and good design enhances agility.
10.Simplicity—the art of maximizing the amount of work not done—is essential.
11.The best architectures, requirements, and designs emerge from self-organizing teams.
12.At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behavior accordingly.

**2.Write minimum 40 User stories and their Acceptance Criteria along with their BV and CP**

|  |  |  |
| --- | --- | --- |
| User story no: 01 | Tasks :2 | Priority: HIGHEST |
| AS A DELIVERY BOY I WANT TO REGISTER IN SCRUM FOODS SO THAT I CAN DELIVER ORDERS  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:Registration Screen Text Boxes for User Name, Password, Nation ID, Mobile No, Email, Address, Phone Number. Click on Register Button. Send Successful Notification to the user  |

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

|  |  |  |
| --- | --- | --- |
| User story no: 03 | Tasks :2 | Priority: HIGHEST |
| AS A HOTEL OWNER I WANT TO REGISTER IN SCRUM FOODS SO THAT I CAN ADD FOOD ITEMS TO DIFFERENT CATEGORY |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:Registration Screen Text Boxes for User Name, Password, Nation ID, Mobile No, Email, Address, Phone Number. Click on Register Button. Send Successful Notification to the user |

|  |  |  |
| --- | --- | --- |
| User story no: 04 | Tasks :3 | Priority :HIGHEST |
| AS A RESTAURANT OWNER I WANT TO VIEW ORDERS SO THAT I CAN VIEW THE LIST OF ORDERS |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA: View Order, Display List of orders in the tabular Form |

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| --- | --- | --- |
| User story no: 05 | Tasks :2 | Priority: HIGHEST |
| AS A CUSTOMER I WANT TO ADD THE ADDRESS SO THAT I CAN GET THE ORDER TO MY ADDRESS  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:Text Box to enter. Business Rules: Within the radius of 5 km  |

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| --- | --- | --- |
| User story no: 06 | Tasks :2 | Priority: HIGH |
| AS A CUSTOMER I WANT TO ADD FEEDBACK TO RESTAURANTSO THAT I CAN WRITE A FEEDBACK FOR RECEIVED FOOD |
| BV: 400 | CP:02 |
| ACCEPTANCE CRITERIA:Text Box to enter. Tab to upload photos.Business Rules: Max 300 words |

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| --- | --- | --- |
| User story no: 07 | Tasks :2 | Priority: HIGHEST |
| AS A CUSTOMER I WANT TO ADD MEMBERSHIP OF APP SO THAT I CAN GET MULTIPLE OFFERS AND DISCOUNT AT RESTAUTANT  |
| BV: 400 | CP:02 |
| ACCEPTANCE CRITERIA:Text Box to enter. DIFFERENT MEMBERSHIP PLAN.ABLE TO CHHOOSE AND PURCHASE MEMBERSHIP PLANBusiness Rules: Respective amount should be paid for membership |

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| --- | --- | --- |
| User story no: 08 | Tasks :2 | Priority: HIGHEST |
| AS A CUSTOMERI WANT TO SELECT THE PAYMENT MODE  SO THAT I CAN MAKE PAYMENT OF MY CHOICE |
| BV: 400 | CP:02 |
| ACCEPTANCE CRITERIA:Display payment modes, radio buttons to select payment modes, payments button. Business Rule. Can select only one payment mode |

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| User story no: 09 | Tasks :2 | Priority: HIGHEST |
| AS AN ADMIN I WANT TO VIEW THE RESTAURANTS SO THAT I CAN APPROVE THEIR REGISTRATION |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA :List of restaurant, select Restaurants, verify restaurant details, approve button, reject button, notification to the restaurant. |

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| --- | --- | --- |
| User story no: 10 | Tasks :2 | Priority: LOW |
| AS A CUSTOMERI WANT TO VIEW THE PRICE SO THAT I CAN ORDER THE FOOD |
| BV: 50 | CP:01 |
| ACCEPTANCE CRITERIA:1. Display price in the list of menu items |

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| --- | --- | --- |
| User story no: 11 | Tasks :2 | Priority: HIGHEST |
| AS A RESTAURANT OWNER I WANT TO ADD THE ADDRESS OF RESTAURANT SO THAT I CAN GET MULTIPLE ORDERs OFFLINE  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:Text Box to enter the address detailAble to add images of food and hotel interiorALL ADDRESS RELATED FIELDS, |

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| --- | --- | --- |
| User story no: 12 | Tasks :2 | Priority:Low |
| AS A CUSTOMER I WANT TO VIEW THE CONTACT NUMBER OF DELIVERY BOY SO THAT I CAN CONTACT DELIVERY BOY FOR THE STATUS |
| BV: 100 | CP:01 |
| ACCEPTANCE CRITERIA:1. Display delivery boy mobile number 2. Display delivery boy name in tracking field 3. Display delivery boy picture |

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| --- | --- | --- |
| User story no: 13 | Tasks :1 | Priority: Medium |
| AS A RESTATURANT ONWERI WANT TO VIEW THE ORDER LIST SO THAT I CAN MANAGE THE DISH TO BE PREPARED |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:1. Display LIST OF ORDER  |

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| --- | --- | --- |
| User story no: 14 | Tasks :2 | Priority: HIGHEST |
| AS A CUSTOMER I WANT TO SEE THE FOOD DELIVERY STATUS  SO THAT I CAN KNOW HOW MUCH TIME IT WILL TAKE TO REACH MY PLACE  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:1. Order delivery status should be displayed 2. The Time at which the delivery boy will reach also displayed |

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| --- | --- | --- |
| User story no: 15 | Tasks :3 | Priority: LOW |
| AS A RESTAURANT OWNER I WANT TO PROVIDE TIME SLOTS SO THAT CUSTOMER CAN CHECK OPENING AND CLOSING HOURS |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:1. Click on restaurant dashboard 2. Add from time to time 3. Click on submit 4. Display updated successfully |

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| User story no: 16 | Tasks :2 | Priority: HIGH |
| AS A CUSTOMER I WANT TO ADD RAISE THE COMPLAINT SO THAT I CAN GET MY REIMERBUSMENT OR ANY OFFER THAT MATCH THE MY LOSS  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:A text box to be provided to raise the conplaintAllocate the Tracking id of complaintBusiness Rules: Within the 1hr of food delivered.  |

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| --- | --- | --- |
| User story no: 17 | Tasks :2 | Priority: LOW |
| AS A CUSTOMER I WANT TO PROFILE PICTURE SO THAT I CAN DISPLAY MYSELF ON MY PROFILE  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:1. Have feature to upload profile pic2. Display over the app main page  |

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| --- | --- | --- |
| User story no: 18 | Tasks :2 | Priority: HIGH |
| AS A ADMIN I WANT TO ADD NEW HOTEL ACCESS SO THAT I CAN GIVE ACCESS OF APP TO NEW RESTAURANT OWNER  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:Allow to create different access for RESTAURANT OWNERBusiness Rules: ALL BASIIC INFO SHOULD BE FIELD  |

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| --- | --- | --- |
| User story no: 19 | Tasks :2 | Priority: HIGHEST |
| AS AN ADMIN I WANT TO REMOVE ANY OF DELIVERY BOY ACCESS SO THAT I CAN DISCONTINUE HIS SERVICE WITH APP  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:Allow to remove the access for DELIVERY AGENT Business Rules: ALL SATISFYING REASON SHOULD BE PROVIDED |

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| --- | --- | --- |
| User story no: 20 | Tasks :2 | Priority: MEDIUM |
| AS A CUSTOMER I WANT TO EDIT THE ADDRESS SO THAT I CAN GET THE ORDER TO MY ADDRESS  |
| BV: 100 | CP:02 |
| ACCEPTANCE CRITERIA:AN EDIT OPTION PROVIDED TO EDIT THE ADDRESS ANYTIME. |

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| --- | --- | --- |
| User story no: 21 | Tasks :3 | Priority: MEDIUM |
| AS A RESTURANT OWNER I WANT TO GET CHART OF MONTHLY ORDER AND ORDER CANCELLED SO THAT I CAN REVISE MY ITEMS LIST  |
| BV: 200 | CP:02 |
| ACCEPTANCE CRITERIA:Should prepare chart for every month sale.Enlist the mostly saleable dish for particular restaurant |

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| --- | --- | --- |
| User story no: 22 | Tasks :2 | Priority: HIGHEST |
| AS A RESTURANT OWNER I WANT TO ADD NEW DISH TO CATEGORY  SO THAT I CAN SHOWCASE AND SALE NEW DISH |
| BV: 400 | CP:02 |
| ACCEPTANCE CRITERIA:Text Box to enter. Business Rules: Within the radius of 5 km  |

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| --- | --- | --- |
| User story no: 23 | Tasks :2 | Priority: HIGHEST |
| AS A CUSTOMER I WANT TO ADD THE ADDRESS SO THAT I CAN GET THE ORDER TO MY ADDRESS  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:Text Box to enter. Business Rules: Within the radius of 5 km  |

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| --- | --- | --- |
| User story no: 24 | Tasks :2 | Priority: HIGH |
| AS A BUSINESS OWNER I WANT TO VIEW RESTAURANT REVENUE REPORT SO THAT I CAN VIEW THE RESTAURANT’S REVENUE |
| BV: 300 | CP:04 |
| ACCEPTANCE CRITERIA:Select Reports Select Revenue Reports Select to and from date Select Region (can select all) Generate Report Download Report in EXCEL |

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| --- | --- | --- |
| User story no: 25 | Tasks :2 | Priority:HIGHEST |
| AS A REG ADMIN I WANT TO MANAGE REGIONAL RESTAURANTS, SO THAT, I CAN TRACK THE PERFORMANCE OF REGIONAL RESTAURANTS. |
| BV: 300 | CP:03 |
| ACCEPTANCE CRITERIA:CLICK ON PERFORMANCE OF RESTAURANTS SELECT FROM DATE TO DATE CLINCK ON GENERATE REPORT WHICH INCLUSES RESTAURANTS ID, NAME, REVENUE CLICK ON DOWNLOAD REPORT SHOULD BE IN EXCEL |

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| --- | --- | --- |
| User story no: 26 | Tasks :3 | Priority: HIGHEST |
| AS A CUSTOMER I WANT TO CHAT WITH REG ADMIN SO THAT I CAN REQUEST FOR REFUND |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:1) BR-ALL MANDATORY 2) TEXT BOX FIELDS 3) DISPLAY ORDER ID 4) TEXT BOX, FOR DESCRIPTION 5) SUBMIT BUTTON 6) GENERATE ISSUE ID 7) DISPLAY SUCCESSFUL |

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| --- | --- | --- |
| User story no: 27 | Tasks :1 | Priority: HIGHEST |
| AS A CUSTOMER I WANT TO GET INVOICE SO THAT I CAN MANAGE BILLS  |
| BV: 300 | CP:03 |
| ACCEPTANCE CRITERIA:After the payment, a invoice should be generated and sent over mail |

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| --- | --- | --- |
| User story no: 28 | Tasks :2 | Priority: LOW |
| AS A CUSTOMER I WANT TO ADD RESTAURANT TO FAV LIST SO THAT I CAN IMMEDIATELY ORDER FROM THAT PARTICULAR RESTURANT  |
| BV: 100 | CP:03 |
| ACCEPTANCE CRITERIA:FAVORITE ICON SHOULD BE GIVEN FOR EACH RECORDA FAV LIST SHOULD BEGENERATED IF ADDED |

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| --- | --- | --- |
| User story no: 29 | Tasks :3 | Priority: HIGHEST |
| AS A CUSTOMER I WANT TO ADD OFFER COUPON WHILE BILLING SO THAT I CAN GET DISCOUNT ON MY TOTAL BILL  |
| BV: 500 | CP:04 |
| ACCEPTANCE CRITERIA:A text box should be implemented to add offer coupons.Validation of coupon.Give discount on the total Bill |

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| --- | --- | --- |
| User story no: 30 | Tasks :2 | Priority: HIGHEST |
| AS ARESTAURANT ONWER I WANT TO GIVE FESTIVAL OFFERS SO THAT I CAN GET MORE ORDER FROM CUSTOMER  |
| BV: 400 | CP:03 |
| ACCEPTANCE CRITERIA:ADD offer sticker, icon from RestaurantValidate offer applied Give discount.  |

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| --- | --- | --- |
| User story no: 31 | Tasks :3 | Priority: MEDIUM |
| AS A CUSTOMER I WANT TO ADD PHOTOS OF RECEIVED ORDER SO THAT I CAN RAISE A COMPLAIN VERY SMOOTHLY  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:Text box to enter detail.ADD image box to upload pictures. |

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| --- | --- | --- |
| User story no: 32 | Tasks :2 | Priority: HIGHEST |
| AS AN ADMIN I WANT TO ADD BANNER TO APP  SO THAT I CAN PROMOTE SOME OF THE OFFERS  |
| BV: 400 | CP:04 |
| ACCEPTANCE CRITERIA:Image box to upload banner for app feed.Description box for description and details. |

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| --- | --- | --- |
| User story no: 33 | Tasks :4 | Priority: MEDIUM |
| AS A CUSTOMER I WANT TO ADD SECURITY LOCK FOR APP SO THAT NO ONE CAN PLACE OREDER WITHOUT MY CONSENT |
| BV: 300 | CP:03 |
| ACCEPTANCE CRITERIA:Text Box to enter security pinConfirm the pin & saveBusiness Rules: LOCK THE APP after 2min.  |

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| --- | --- | --- |
| User story no: 34 | Tasks :4 | Priority: HIGH |
| AS AN ADMIN  I WANT TO GET THE REGIONWISE FOOD PREFERENCES SO THAT I CAN PLAN STRATEGIES FOR REGIONAL FOOD  |
| BV: 500 | CP:04 |
| ACCEPTANCE CRITERIA:Select Reports Select Regional Reports Select to and from date Select Region (can select all) Generate Report Download Report in EXCEL |

|  |  |  |
| --- | --- | --- |
| User story no: 35 | Tasks :2 | Priority:HIGHEST |
| AS A RESTAURANT OWNER I WANT TO CHANGE THE ADDRESS SO THAT I CAN TAKE THE ORDER FROM NEW AREA |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:EDIT FEATURE FOR RESTAURANT ADDRESSBusiness Rules: Within the radius of 5 km  |

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| --- | --- | --- |
| User story no: 36 | Tasks :2 | Priority:HIGHEST |
| AS A CUSTOMER I WANT TO ORDER FOR FRIEND  SO THAT I CAN ORDER FOR DISTICT PLACE  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:Text Box to enter ADDESS for otherRelationship text box and message boxBusiness Rules: Distance wise extra charges will be applied. |

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| --- | --- | --- |
| User story no: 37 | Tasks :2 | Priority: MEDIUM |
| AS A CUSTOMER I WANT SHARE THE DISH WITH OTHER USER SO THAT I CAN REFER AESTAURANT”S DISH TO MY FRIEND |
| BV: 300 | CP:03 |
| ACCEPTANCE CRITERIA:SHARE ICON TO ALL FOOD ITEMS LISTED.Able to share the particular dish with their friend |

|  |  |  |
| --- | --- | --- |
| User story no: 38 | Tasks :2 | Priority: HIGHEST |
| AS A CUSTOMER I WANT TO DELETE MY ACCOUNT SO THAT I CAN STOP USE OF APP  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:DELETE option for userConfirmation Pop up |

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| --- | --- | --- |
| User story no: 39 | Tasks :2 | Priority:HIGHEST |
| AS AN ADMIN I WANT TO LOG OUT OF THE APP SO THAT I CAN LOG OUT AND STOP USAGE OF APP  |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:LOG OUT option for userConfirmation Pop up |

|  |  |  |
| --- | --- | --- |
| User story no: 40 | Tasks :3 | Priority: HIGHEST |
| AS A RESTAURANT OWNER I WANT TO LOG OUT OF THE APP SO THAT I CAN LOG OUT AND STOP USAGE OF APP |
| BV: 500 | CP:02 |
| ACCEPTANCE CRITERIA:LOG OUT option for userConfirmation Pop up |

**3.What is epic? Write 2 epics:**An Epic is a large body of work that can be broken down into multiple user stories. It represents a big feature, goal, or capability that is too large or complex to complete in a single sprint.

 Characteristics of an Epic:
 High-level requirement or feature.
 Spans across multiple sprints or even releases.
 Often gets refined over time into smaller, manageable user stories.
 Helps teams align on larger goals while working iteratively.

Examples of Epics:

Example 1: **"User Authentication System"**

 This Epic might include:
 As a user, I want to sign up with email so I can create an account.
 As a user, I want to log in with Google or Facebook.
 As a user, I want to reset my password via email.

Example 2: **"Shopping Cart and Checkout"**

This Epic might include:
 As a user, I want to add/remove items from my cart.
 As a user, I want to view my cart summary.
 As a user, I want to checkout using a credit card or PayPal.

**4.What is the difference between BV and CP**In Agile software development, user stories often include Business Value and Complexity Points (also called Story Points) to help prioritize and plan work more effectively. Here's a breakdown of each:

 **Business Value (BV)**

A numerical estimate of how much a user story contributes to the business or customer. Represents the benefit or impact the feature will deliver once implemented.

-It Helps prioritize stories that offer the greatest return on investment.
-It Ensures that teams are working on the most valuable features first.

This is estimated by Scrum Currency Notes. We provide Rs 1000. Rs 500, Rs 100, Rs 50, Rs 20 and Rs 10 Denominations. These estimations are done by the Stakeholders (Clients). If different values are selected by the stakeholders, then discussions will happen, and they agree to one BV value to that user story.

**Complexity Points (Story Points)**
An estimate of how hard or time-consuming a user story is to complete. Measures effort, risk, and uncertainty—not just time.
 -It helps teams estimate velocity and plan sprints.
 -Allows for better capacity planning and realistic expectations.

Typical scale: Usually Fibonacci numbers (1, 2, 3, 5, 8, 13…). Higher number = more complex.

| **Attribute** | **Business Value** | **Complexity Points** |
| --- | --- | --- |
| Focus | Impact / Benefit | Effort / Difficulty |
| Estimated by | Product Owner / Stakeholders | Development Team |
| Helps With | Prioritization | Sprint Planning |
| Scale | Custom, Fibonacci, 1-100 | Fibonacci (1, 2, 3, …) |

**5. Explain about Sprint**

A Sprint is a short, fixed-length timebox (usually 2–4 weeks) in which an Agile team works to complete a set of selected user stories or tasks. It’s the heartbeat of Scrum and Agile development—designed to deliver working software or a potentially shippable product increment at the end of each cycle.
A **Sprint Team** (or Scrum Team) is a **cross-functional group** of people who collaborate during a sprint to **plan, build, test, and deliver** a usable product increment.

They work together throughout the sprint, following Agile/Scrum principles.

Typically, a Sprint Team includes **3 key roles**:

**1. Product Owner (PO)
 Voice of the customer** and stakeholders.
 Prioritizes the **Product Backlog**.
 Defines the **Sprint Goal**.
 Ensures the team is building **the right thing**.

**2. Scrum Master (SM)
 Facilitator and coach** for the team.
 Removes blockers or obstacles.
 Ensures Agile practices are followed.
 Helps the team improve continuously.

**3. Development Team (Dev Team)**

* A group of developers, designers, testers, and other specialists.
Self-organizing and collaborative.
Responsible for building and delivering the product increment.

Following meeting we carry out during the sprint:
**1. Sprint Planning**

**When:** At the **start** of the sprint
**Purpose:** Decide **what to work on** in the sprint and **how to do it**
**Attendees:** Product Owner, Scrum Master, Development Team
**Outcome:** A **Sprint Goal** and a **Sprint Backlog** (list of tasks to complete)

**2. Daily Standup (Daily Scrum)**

**When:** **Every day**, usually 15 minutes
**Purpose:** Quick sync to answer:

* What did I do yesterday?
* What will I do today?
* Any blockers?

**Attendees:** Development Team (PO and SM can join but don’t lead)

**3. Sprint Review**

**When:** At the **end of the sprint**
**Purpose:** **Demo the work** done and get **feedback** from stakeholders
**Attendees:** Scrum Team + Stakeholders
**Outcome:** Input for next sprint and potential backlog updates

**4. Sprint Retrospective**

**When:** Right **after the Sprint Review**
**Purpose:** Reflect on the sprint and identify **what went well**, **what didn’t**, and **how to improve**
**Attendees:** Scrum Team only
**Outcome:** Action items for continuous improvement

**Burn Down chart:**
A **Burndown Chart** is a visual tool used in Agile to **track progress** during a Sprint or project. It shows how much work is left to do **vs. time remaining**.

* **X-axis** = Time (e.g., days of the sprint)**Y-axis** = Work remaining (e.g., story points, tasks, or hours)
The chart “burns down” from the total amount of work to **zero** as the sprint progresses.

**6.Explain Product backlog & Sprint backlog:**

**Product Backlog**It is a master list of everything that might be needed in the product. It includes features, enhancements, bug fixes, technical work, etc. It is Owned by: The Product Owner.

* **Characteristics**:
Ordered by priority (most valuable items at the top).
Continuously evolving as new needs are discovered.
Items are called Product Backlog Items (PBIs) or user stories.

**e.g.** User can reset password via email, Add dark mode to the app, Improve database query performance.

 **Sprint Backlog** It is a subset of the Product Backlog selected for development during a single sprint.
 Owned by: The Development Team.

* **Characteristics**:
 Includes selected Product Backlog items + a plan to deliver them.
 Becomes the team’s **to-do list** for the current sprint.
 It's more detailed than the Product Backlog and often includes tasks.

**7. What is impediments log? write 2 impediments:** An Impediments Log is a list used by the Scrum Master (or team) to track issues that block or slow down the team's progress. These are things that prevent the team from working efficiently during a sprint.

Purpose:
 Identify obstacles early, Keep transparency on issues, Ensure accountability for resolving them,
Help the Scrum Master prioritize and remove blockers.

 Example of 2 Impediments:
 Impediments log:

|  |
| --- |
| 1. Development environment is down The team can’t test or deploy code because the server is not accessible.
2. Product Owner unavailable for clarification User stories are blocked because the team can’t get answers to key questions.
 |

**8.** **Explain Velocity of the Team:** Velocity is a measurement of how much work a team can complete in a single sprint. It's typically expressed in story points, hours, or number of completed user stories—but story points are the most common.

It helps **predict future sprint capacity.**
It aids in **release planning.**
It encourages **realistic commitments.

9. Draw Sprint Burn Charts n Product Burn Down Charts:
Sprint Burn Down Chart**A Sprint Burn Down Chart shows the progress of work during a single sprint (typically 1–4 weeks). It visualizes how much work is left day by day.

-Helps the team track whether they’re on pace to complete sprint goals.
-Highlights delays or sudden progress changes.

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**Product Burn Down Chart**A Product Burn Down Chart tracks the team’s progress across multiple sprints towards completing the entire product backlog. **-**Gives a big-picture view of the project. **-**Useful for release planning and forecasting delivery.

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**10.** **Explain about Product Grooming:**Product Grooming is a collaborative process where the Scrum team reviews and updates the Product Backlog to ensure it's ready for upcoming sprints. It’s usually done regularly (often once per sprint) to keep the backlog organized, prioritized, and actionable.

Key Activities in Product Grooming:

1. Reviewing Backlog Items: Go through user stories and tasks already in the backlog.
2. Clarifying Requirements: Make sure all backlog items are well-understood by the team.
3. Estimating Effort: Assign story points or effort estimates (e.g., via planning poker).
4. Prioritizing Items: Product Owner adjusts the order based on value, urgency, or risk.
5. Splitting Large Stories: Break down epics or large user stories into smaller, sprint-sized pieces.

**11.Explain the roles of Scrum Master and Product Owner:**

**Scrum Master:**Helps the team follow Scrum correctly and efficiently. **“The team’s servant leader and process coach”**
 **Key Responsibilities:**
Coach & Guide the team on Agile practices
Facilitate Scrum events (Daily Scrum, Sprint Planning, Review, Retrospective)
Remove impediments that block team progress
Protect the team from outside interruptions
Promote a collaborative and self-organizing team culture

**Product Owner:**Maximize the value of the product by managing the Product Backlog. **“The voice of the customer and business within the team”**

**Key Responsibilities:**

Define and prioritize Product Backlog items
Clarify requirements and provide context to the team
Ensure backlog items are ready for sprints (grooming/refinement)
Make business decisions on what to build and when
Act as the bridge between stakeholders and the team

| **Aspect** | **Scrum Master** | **Product Owner** |
| --- | --- | --- |
| **Focus** | **Process** and team efficiency | **Product** and maximizing value |
| **Primary Goal** | Ensure team follows Scrum and works smoothly | Deliver the **right product** with high value |
| **Responsibility** | Facilitate Scrum events, remove blockers | Manage and prioritize the **Product Backlog** |
| **Interaction With** | Development team, Scrum team, organization | Stakeholders, customers, development team |
| **Owns** | Scrum framework and team process | The **Product Backlog** and its prioritization |
| **Decision Making** | Helps the team decide how to do the work | Decides **what** the team should work on |
| **Authority Level** | No direct authority, acts as a servant leader | Has **decision-making power** over the product |
| **Success Measure** | Team health, smooth sprints, Scrum adoption | Product value, ROI, stakeholder satisfaction |

 **12. Explain all Meetings Conducted in Scrum Project**In a Scrum project, several key meetings (also called *events* or *ceremonies*) are conducted to ensure transparency, inspection, and adaptation. These meetings foster collaboration among the Scrum Team and stakeholders. Here's a breakdown of all the main meetings in a typical Scrum framework:

**1. Sprint Planning**

 Conducted at the beginning of each Sprint. Scrum Master, Product Owner, and Development Team are the attendees.

* Purpose:
- Define what can be delivered in the Sprint (Sprint Goal).
- Plan how the work will be achieved.
* Inputs:
 - Product Backlog.
 - Latest product increment.
 - Team's capacity.
* Output:
 - Sprint Backlog (list of tasks for the Sprint).
 -Sprint Goal.

**2. Daily Scrum (Daily Stand-up)**

Conducted Every day during the Sprint (15 minutes). Development Team (Scrum Master and Product Owner can attend but not required) are the attaindees.

* Purpose:
- Synchronize activities.
- Inspect progress toward the Sprint Goal.
- Adjust the plan for the next 24 hours.
* Questions Asked:
	+ What did I do yesterday?
	+ What will I do today?
	+ Are there any impediments?

**3. Sprint Review**Conducted at the end of the Sprint.Scrum Team and stakeholders are attaindees.

* Purpose:
 - Inspect the increment.
 - Gather feedback.
 - Adapt the Product Backlog if needed.
* Activities:
- Demo of what was done.
- Discuss what went well, problems faced, and how they were solved.

**4. Sprint Retrospective**

Conducted after the Sprint Review and before the next Sprint Planning. Scrum Team will attaindees.

* Purpose:
 - Reflect on the past Sprint.
 - Identify what went well and what could be improved.
 - Plan for improvements in the next Sprint.
* Output:
- Actionable improvement items.

**13. Explain Sprint Size and Scrum Size
 Sprint Size (Duration of a Sprint)**

Sprint Size refers to the length (duration) of a Sprint — the fixed time period in which the Scrum Team works to complete a set of tasks and deliver a usable product increment.

* Commonly 2 to 4 weeks, most often 2 weeks.
Keep it short enough to stay agile but long enough to deliver meaningful work.
2-week Sprints are a sweet spot for many teams.

 **Scrum Size (Team Size)**Scrum Size refers to the number of people on the Scrum Team, which includes: Product Owner, Scrum Master, Developers (cross-functional development team)

 Recommended Team Size: 10 -12 member

 **14.** **Explain DOR and DOD:
 Definition of Ready (DoR)**

DOR is a checklist that defines the minimum criteria a Product Backlog Item (PBI) must meet before the team pulls it into a Sprint. It's about readiness to start working.

* Ensure that backlog items are well-defined, clear, and actionable.
Avoid confusion or missing information during the Sprint.

**"Is this item clear enough that the team can confidently start working on it?"**

**Definition of Done (DoD)**DOD is a shared agreement within the Scrum Team that defines what it means for a work item to be complete. It ensures quality and consistency in deliverables.

* Ensure that work meets the expected quality standards.
Avoid misunderstandings about whether something is truly "done."

**"Can we confidently say this is done and shippable?"**

 **15. Explain Prioritization Techniques and MVP**Prioritization helps the Product Owner decide what to build first based on value, risk, and effort. Here are some of the most popular techniques:

**1. MoSCoW Method**

* Must Have – essential features
* Should Have – important but not critical
* Could Have – nice to have
* Won’t Have

 **MVP – Minimum Viable Product**

An MVP is the simplest version of a product that delivers enough value to solve a core user problem, while collecting feedback for future improvement.

 Purpose:
Validate ideas early and cheaply
Minimize time to market
Learn from real users before building too much

MVP in Scrum:

* MVP can be the goal of one or more Sprints.
* Product Owner selects highest-priority items to build the MVP incrementally.

 **16.** **Difference between Business Analyst n Product Owner:**

| **Aspect** | **Business Analyst (BA)** | **Product Owner (PO)** |
| --- | --- | --- |
| Primary Focus | Understanding and documenting requirements | Maximizing product value and backlog prioritization |
| Role in Scrum | Not an official Scrum role (supportive/optional) | Official Scrum role |
| Reports To | Project Manager, Product Manager, or business side | Typically reports to stakeholders or leadership |
| Customer Interaction | May interact with users indirectly | Direct contact with customers/stakeholders |
| Owns the Backlog? | May help refine or suggest items | Owns the Product Backlog |
| Decision Maker? | Provides input, not the final decision-maker | Yes – prioritizes features and trade-offs |
| Requirements Work | Gathers, analyzes, and documents user needs | Converts needs into actionable backlog items |
| Scope | Broader business analysis (processes, systems) | Product-focused (features, value, releases) |
| Tools Used | BPMN, UML, Use Cases, process maps | User stories, backlogs, product roadmaps |
| Typical Deliverables | BRDs, process diagrams, requirement specs | Product backlog, user stories, acceptance criteria |

**Name: Chinmay Sanjay Kulkarni.
Mail id**:  cskulkarni09@gmail.com
**Mobile No:** +91-8390320922

**Objective:-**

 To be a focused, dedicated, resourceful, innovative and result driven Product owner.

**Professional Summary:**

* 3+ years of experience as Product Owner.
* Experience of leading cross-functional teams in delivering innovative digital solutions that align with business goals and user needs.
* Having experience in **CRM application** with **onshore & business teams.**
* Having experience in **Robotic Process Automation** (RPA) using **Blue prism & UI Path**.
* Proven ability to manage product roadmaps, prioritize backlogs, and translate complex requirements into clear user stories.
* Adept at stakeholder management, agile methodologies (**Scrum)** and data-driven decision-making to optimize product performance.
* Known for strong communication skills, strategic thinking, and a collaborative approach to driving product success from concept to launch.
* Sound knowledge of **SDLC**, **STLC, Bug life cycle.**
* Given demo of process execution to customer & helped to perform UAT with customer.
* Excellent hands-on **ADO**, **Jira** and **Confluence** tools.
* Completed Diploma of **Product owner**.

**Experience Summary:**

* Working as Product owner as in Mitratech (WFH) From August 2024 to till date, a year of experience in Flexim EMT.
* Worked as Product owner in DASSAULT SYSTEMES, Pune from August 2022-August24, almost 2 year experience of CRM Application testing which include migration, Functional & integration testing. Plus defined the P2 & P3 level requirements.

**Academic Qualification:**

* Bachelor of Electronics & telecommunication Engineering from University of Pune (2020).
* Diploma in Electronics & telecommunication Engineering from MSBTE (2017).
* SSC from Maharashtra state Board (2014).

**Technical Skills:**

 **Languages**

 Proficient in: RPA (**Blue Prism**)

 Familiar with: **Ui Path**, Basic MS SQL.

**Certificates**

Completed **ISTQB** certification in 2023.
 Completed **UI path BA** certification in 2023

**Project 1: My Client Engagement**

**Client** **: In house project**

 **Role**: Product owner

**Description:** Dassault system previously using an Oracle based application called 3Dx for client. But due to few limitations & licensing issues they decide to build a very similar in-house application which will mimic the same behavior of the 3Dx for client application.

My client Engagement it is an application here business analyst, sales person creates Leads, Opportunities, some client contacts & keep them up to date. The status of Business deals & progress can be calculated & reviewed. Here they can maintain the clients data GEO wise all together.

**Project 2: Flexim (Employee Data Handling)– Robot Automation**

**Client** **: Kesko, Finland**

 **Role**: Product owner

**Technologies:** BLUE PRISM

**Description:** The SAP SuccessFactors maintains employee master data, which includes personal information, payroll information, job type and salary information, need to Updated at legacy system called “Flexim”.

Automation can be used to eliminate the need to manually enter the details across multiple systems and navigate through different applications/tabs to reduce processing time and error rates.

**Declaration**

 I hereby declare that the above information is true and correct to the best of my Knowledge and belief.

 Date:
 Place:

 Mr. Kulkarni C. S.