

## **AGILE DOCUMENTS**

### **Document 1: Definition of Done**

As Per Agile Extension to the BABOK® Guide v2, Definition of Done is a technique where the team agrees on, and prominently displays, a list of criteria which must be met before a backlog item is considered done.

That is the team has to create a well-defined, unambiguous, measurable, agreed-upon, and shared Definition of Done between all team members.

The best form of Definition of Done representation is a checklist of activities that has to demonstrate the agreed value and quality of a user story. So, this checklist should include:

- acceptance criteria (to satisfy customer requirements for a product)

- quality criteria (to satisfy quality requirements for a product)

Definition of Done may be defined for different levels of project work. For example, in Agile / Scrum framework these levels of work could be user story, sprint, and release.

#### **Checklist for DOD:**

- User guides or admin manuals are prepared
- Functional and technical documentation is updated
- Course Assessments and Tests.
- Integration testing completed
- No open critical or high-severity bugs.
- Functionality and Usability
- Student data (e.g., ID, grades, contact details) is stored securely.
- Role-based access is verified
- Accessibility
- User Experience Optimization.
- Technical Optimization.
- Assumptions of User Story met
- Project builds without errors
- Unit tests written and passed
- Project deployed on the test environment identical to production platform
- Tests on devices/browsers listed in the project assumptions passed
- Feature ok-ed by UX designer
- QA performed & issues resolved
- Feature is tested against acceptance criteria
- Feature ok-ed by Product Owner
- Refactoring completed

- Any configuration or build changes documented
- Documentation updated
- Database schema updated in documentation.
- Ready for release or included in the next scheduled deployment.
- Feature is deployed to UAT/staging environment.
- All related API endpoints tested and documented (e.g., for SMS alerts).
- Notifications (email/SMS) are triggered and verified.
- Related reports (e.g., attendance, grades, fee due) are functional and accurate
- Meets **security, legal, or compliance** requirements.
- Follows **performance and accessibility** guidelines.
- Story is marked as **"Done" in the board** (e.g., Jira, Trello).

## Document 2- Product Vision

|                            |                                                                                                                                     |                          |                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|
| <b>Scrum Project Name:</b> | EVS SMS                                                                                                                             |                          |                           |
| <b>Venue:</b>              | Chennai                                                                                                                             |                          |                           |
| <b>Date:</b> 10.03.2025    | <b>Start time:</b> 9.00AM                                                                                                           | <b>End time:</b> 6.00 PM | <b>Duration:</b> 8 months |
| <b>Client:</b>             | EVS college                                                                                                                         |                          |                           |
| <b>Stakeholder list:</b>   | Students<br>Faculty<br>Business Owner<br>Administrator<br>Regional Administrator<br>E-Learning Project Manager<br>Technical Experts |                          |                           |

|                           |                        |  |  |
|---------------------------|------------------------|--|--|
|                           | Upper Management       |  |  |
| <b>Scrum Team</b>         |                        |  |  |
| <b>Scrum Master:</b>      | David George           |  |  |
| <b>Product owner:</b>     | Monisha<br>Moudivender |  |  |
| <b>Scrum Developer 1:</b> | Keerthana              |  |  |
| <b>Scrum Developer 2:</b> | Deepak Kumar           |  |  |
| <b>Scrum Developer 3:</b> | Priyadharshan          |  |  |
| <b>Scrum Developer 4:</b> | Sindhuja               |  |  |
| <b>Scrum Developer 5:</b> | Gracy                  |  |  |

**Vision:** To create a centralized, secure, and user-friendly Student Management System that streamlines academic administration, enhances data accuracy, real-time communication, generates reports, and supports informed decision-making for educational institutions.

| <b>Target Group</b>                                                                                                                                                                                                         | <b>Needs</b>                                                                                                                                                                                                            | <b>Product</b>                                                                                                                                                             | <b>Value</b>                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The product addresses the <b>education sector</b>, specifically colleges, universities, and training centers that require digital tools to manage student data efficiently.</p> <p><b>Target Users and Customers</b></p> | <p>EVS struggle with student data, manual processes, and delayed reporting.</p> <p><b>This product solves those problems by:</b></p> <p>Digitizing student registration, attendance, grading, and course management</p> | <p>The Student Management System is a web and mobile based application that centralizes student and management related functions into a single platform.</p> <p>It is:</p> | <p>The product delivers value by:</p> <p>Reducing administrative costs and paperwork</p> <p>Improving operational efficiency and compliance</p> <p>Enabling timely decisions through real-time data</p> |

|                                             |                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                   |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrators                              | Automating reporting and notifications                                                                                                                                                                                                                                                                           | <b>Desirable:</b><br>User-friendly interface, role-based access, supports academic workflows<br><br><b>Special:</b><br>Customizable for different education levels and institutions needs<br><br><b>Feasible:</b> Built using scalable, secure technology with modular components | Supporting institutional goals such as academic excellence, student tracking, and digital transformation                                                                          |
| Teachers and Faculty                        | Reducing errors and delays in academic operations                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                   |
| Students                                    | Providing quick access to accurate records for staff and leadership                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                   |
| Institutional Management (Upper Management) | <b>Student Management System – Key Benefits</b><br><br>Saves time and reduces manual work<br><br>Easy online access for students and staff<br><br>Improves communication via alerts<br><br>Centralizes student data<br><br>Helps management with quick decisions<br><br>Reduces errors and ensures data security |                                                                                                                                                                                                                                                                                   | <b>Business Goals:</b><br><br>Accelerate institutional digitalization<br><br>Increase user satisfaction and efficiency<br><br>Provide scalable solutions for regional deployments |

### Document 3: User stories

|                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |               |
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| User Story No:1                                                                                                                                                                                                                                                                                                                                                                                                                                          | Task:2 | Priority:HIGH |
| Value Statement:<br><br>AS A STUDENT<br>I WANT TO LOGIN TO MY ACCOUNT<br>SO THAT I CAN VIEW MY PROFILE                                                                                                                                                                                                                                                                                                                                                   |        |               |
| BV:1000                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        | CP:2          |
| Acceptance Criteria:<br><br>Login page, User ID and password field, login option<br><br>Basic Flow:<br><br>Open the application<br>Enter the credentials (User ID, Password)<br>Click login<br>Homepage is shown<br><br>Alternative Flow:<br><br>Incorrect password or user id<br>Show error message<br>Prompt to re-enter credentials<br><br>Exceptional Flow:<br><br>Showing network error<br>Multiple incorrect credentials leads to lock the account |        |               |

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|------------------------------------------------------------------------------------------------------|--------|---------------|
| User Story No:2                                                                                      | Task:2 | Priority:HIGH |
| Value Statement:<br><br>AS A FACULTY<br>I WANT TO LOGIN TO MY ACCOUNT<br>SO THAT I CAN UPDATE GRADES |        |               |

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| BV:1000                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CP:2 |
| <p>Acceptance Criteria:</p> <p>Login page, User ID and password field, login option</p> <p>Basic Flow:</p> <p>Open the application<br/> Enter the credentials (User ID, Password)<br/> Click login<br/> Homepage is shown</p> <p>Alternative Flow:</p> <p>Incorrect password or user id<br/> Show error message<br/> Prompt to re-enter credentials</p> <p>Exceptional Flow:</p> <p>Showing network error<br/> Multiple incorrect credentials leads to lock the account</p> |      |

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|-------------------------------------------------------------------------------------------------|--------|---------------|
| User Story No:3                                                                                 | Task:2 | Priority:HIGH |
| Value Statement:<br><br>AS AN ADMIN<br>I WANT TO LOGIN TO MY ACCOUNT<br>SO THAT I CAN DO MY JOB |        |               |
| BV:1000                                                                                         |        | CP:2          |
| Acceptance Criteria:<br><br>Login page, User ID and password field, login option                |        |               |

Basic Flow:

Open the application  
Enter the credentials (User ID, Password)  
Click login  
Homepage is shown

Alternative Flow:

Incorrect password or user id  
Show error message  
Prompt to re-enter credentials

Exceptional Flow:

Showing network error  
Multiple incorrect credentials leads to lock the account

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| User Story No:4                                                                                                                                                                                                                                                                 | Task:2 | Priority:HIGH |
| Value Statement:<br><br>AS AN ADMIN<br>I WANT REGISTER<br>SO THAT I CAN LOGIN TO MY ACCOUNT                                                                                                                                                                                     |        |               |
| BV:1000                                                                                                                                                                                                                                                                         |        | CP:2          |
| Acceptance Criteria:<br><br>Registration Screen<br>Text Boxes for User Name, Password, Nation ID, Mobile No, Email, Address, Phone Number.<br>Click on Register Button.<br>Send Successful Notification to the user<br><br>Basic Flow:<br><br>Open login page<br>Click register |        |               |

Enter Name, phone number, address, email ID, and other details  
Create user id and password  
Click submit

Alternative Flow:

Show empty fields and prompt enter details  
Invalid character in fields  
Fill mandatory field

Expectational Flow:

Show User already exists

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| User Story No:5                                                                                                                                                                                                                                                                                                                                                                                  | Task:2 | Priority:HIGH |
| Value Statement:<br><br>AS AN ADMIN<br>I WANT REGISTER STUDENT WITH THEIR DETAILS<br>SO THAT THE STUDENT CAN LOGIN TO HIS ACCOUNT                                                                                                                                                                                                                                                                |        |               |
| BV:1000                                                                                                                                                                                                                                                                                                                                                                                          |        | CP:2          |
| Acceptance Criteria:<br><br>Registration Screen<br>Text Boxes for User Name, Password, Nation ID, Mobile No, Email, Address, Phone Number.<br>Click on Register Button.<br>Send Successful Notification to the user<br><br>Basic Flow:<br><br>Open login page<br>Click register<br>Enter Name, phone number, address, email ID, and other details<br>Create user id and password<br>Click submit |        |               |

Alternative Flow:

Show empty fields and prompt enter details

Invalid character in fields

Fill mandatory field

Expectational Flow:

Show User already exists

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| User Story No:6                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Task:2 | Priority:HIGH |
| Value Statement:<br><br>AS AN ADMIN<br>I WANT REGISTER A FACULTY<br>SO THAT HE CAN LOGIN TO HIS ACCOUNT                                                                                                                                                                                                                                                                                                                                                                    |        |               |
| BV:1000                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        | CP:2          |
| Acceptance Criteria:<br><br>Registration Screen<br>Text Boxes for User Name, Password, Nation ID, Mobile No, Email, Address, Phone Number.<br>Click on Register Button.<br>Send Successful Notification to the user<br><br>Basic Flow:<br><br>Open login page<br>Click register<br>Enter Name, phone number, address, email ID,and other details<br>Create user id and password<br>Click submit<br><br>Alternative Flow:<br><br>Show empty fields and prompt enter details |        |               |

Invalid character in fields  
Fill mandatory field

Expectational Flow:

Show User already exists

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| User Story No:7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Task:1 | Priority:MEDIUM |
| Value Statement:<br><br>AS A TEACHER<br>I WANT TO MARK THE ATTENDANCE IN MY CLASS<br>SO THAT THEIR PRESENCE AND ABSENCE ARE RECORDED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |                 |
| BV:500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        | CP:1            |
| Acceptance Criteria:<br><br>Teacher should be able to select the class and date from a dropdown/calendar.<br><br>The system should display a list of enrolled students in that class.<br><br>Teacher should be able to mark each student as Present, Absent, or Excused.<br><br>Once submitted, the attendance data should be saved and not editable (unless permitted).<br><br>System should confirm submission and display a success message.<br><br>Attendance records should be visible in the reports module.<br><br>Basic Flow:<br><br>Teacher selects a class from timetable.<br>System loads the student list.<br>Teacher marks present/absent. |        |                 |

System saves attendance data.

Alternative Flow:

Teacher uploads attendance via file template.

Exceptional Flow:

System fails to load list displays error.

Unauthorized user tries to mark attendance access denied.

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| User Story No:8                                                                                                                                                                                                                                                                                                                                                                                                                                       | Task:2 | Priority:HIGH |
| Value Statement:<br><br>AS AN ADMIN<br>I WANT ENROLL STUDEN IN A COURSE<br>SO THAT HE CAN ATTEND THE CLASS                                                                                                                                                                                                                                                                                                                                            |        |               |
| BV:1000                                                                                                                                                                                                                                                                                                                                                                                                                                               |        | CP:2          |
| Acceptance Criteria:<br><br>Administrator can select a student and view eligible courses based on grade/program.<br><br>Administrator can assign one or more courses to the student.<br><br>System should prevent duplicate course enrollment.<br><br>Confirmation message is shown upon successful enrollment.<br><br>Enrolled courses should reflect in the student's profile.<br><br>Basic Flow:<br><br>Admin logs in and views available courses. |        |               |

Student selects desired courses.  
System checks course prerequisites and availability.  
Admin submits enrollment request.  
System confirms enrollment.

Alternative Flow:

Student adds courses to a wishlist first and enrolls later.

Exceptional Flow:

Course full system shows “course not available”.

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| User Story No:9                                                                                                                                                                                                                                                                                                        | Task:2 | Priority:MEDIUM |
| Value Statement:<br><br>AS AN ADMIN<br>I WANT TO RECORD AND TRACK PAYMENT<br>SO THAT I KNOW THE DUES AND GENERATE REPORTS                                                                                                                                                                                              |        |                 |
| BV:500                                                                                                                                                                                                                                                                                                                 |        | CP:2            |
| Acceptance Criteria:<br><br>Admin can select a student and view fee structure.<br><br>Admin can enter paid amount and mode of payment.<br><br>System should update outstanding balance automatically.<br><br>Payment history should be saved and viewable.<br><br>A receipt should be generated upon successful entry. |        |                 |

Basic Flow:

Admin selects report type and filters.

System gathers data.

Admin clicks Generate.

Report displayed and exportable.

Alternative Flow:

Admin schedules report generation automatically.

Exceptional Flow:

No data report empty.

Export fails retry option.

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| User Story No:10                                                                                                                                                                                                                                                                                                                               | Task:1 | Priority:MEDIUM |
| Value Statement:<br><br>AS AN ADMIN<br>I WANT TO SEND NOTIFICATIONS<br>SO THAT STUDENTS STAY UPDATED                                                                                                                                                                                                                                           |        |                 |
| BV:500                                                                                                                                                                                                                                                                                                                                         |        | CP:1            |
| Acceptance Criteria:<br><br>Admin can select notification type (e.g., fee reminder, exam schedule).<br><br>Admin can select recipients (individual or batch).<br><br>Notification message can be previewed before sending.<br><br>System should send SMS/email using integrated API.<br><br>Sent notifications should be logged for reference. |        |                 |

Basic Flow:

Admin drafts notification.

Selects target group (students, staff).

Schedules or sends immediately.

System delivers via email/SMS.

Alternative Flow:

Admin reuses template for recurring messages.

Exceptional Flow:

Invalid contacts → skipped.

SMS service error → fallback to email.

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| User Story No:11                                                                                                                                                                                                                                                                                                                       | Task:2 | Priority:MEDIUM |
| Value Statement:<br><br>AS A TEACHER<br>I WANT TO ENTER THE GRADES<br>SO THAT STUDENTS CAN SEE THEIR GRADE                                                                                                                                                                                                                             |        |                 |
| BV:500                                                                                                                                                                                                                                                                                                                                 |        | CP:1            |
| Acceptance Criteria:<br><br>Teacher can select the class, subject, and exam term.<br><br>System displays a list of enrolled students for that subject.<br><br>Teacher can enter grades for each student.<br><br>Grades are validated based on max marks.<br><br>Entered grades are saved and viewable in student profiles and reports. |        |                 |

Basic Flow:

Alternative Flow:

Exceptional Flow:

User Story No:12

Task:2

Priority:MEDIUM

Value Statement:

AS AN ADMIN  
I WANT TO UPDATE EXAM SCHEDULE  
SO TEACHERS AND STUDENTS CAN BE PREPARED

BV:500

CP:1

Acceptance Criteria:

Admin can create an exam schedule by selecting class, subject, date, and time.

No exam conflicts (same date/time for a class) should be allowed.

Once published, the schedule should be viewable by teachers and students.

Admin should be able to edit or delete the schedule before the exam date.

Basic Flow:

Admin creates new exam event.  
Selects subject, class, date, and room.  
Assigns invigilators.  
Publishes schedule.

Alternative Flow:

Upload bulk schedule via spreadsheet.

Exceptional Flow:  
Room clash system suggests another slot.  
Missing invigilator system shows warning.

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| User Story No:13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Task:2 | Priority:MEDIUM |
| Value Statement:<br><br>AS AN ADMIN<br>I WANT TO DOWNLOAD REPORT CARDS<br>SO THAT I CAN GENERATE REPORT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |                 |
| BV:500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        | CP:2            |
| Acceptance Criteria:<br><br>Admin can select class and term to generate report cards.<br><br>Report includes student details, grades, attendance, and remarks.<br><br>Reports are formatted and exportable as PDF.<br><br>Reports can be printed or emailed to students/parents.<br><br>Only authorized users can generate or access reports.<br><br>Basic Flow:<br>Admin selects report type and filters.<br>System gathers data.<br>Admin clicks Generate.<br>Report displayed and exportable.<br><br>Alternative Flow:<br>Admin schedules report generation automatically.<br><br>Exceptional Flow: |        |                 |

No data report empty.  
Export fails retry option.

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| User Story No:14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Task:2 | Priority:MEDIUM |
| Value Statement:<br><br>AS AN ADMIN<br>I WANT TO UPDATE STUDENT PROFILE<br>SO THAT DATA CAN BE ACCURATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |                 |
| BV:500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        | CP:2            |
| Acceptance Criteria:<br><br>Admin can search and view any student's full profile.<br><br>Admin can update fields like contact info, address, and guardian details.<br><br>Core academic fields (e.g., student ID, date of birth) are not editable without permission.<br><br>Change history is logged for audit purposes.<br><br>Basic Flow:<br>Admin logs in.<br>Opens profile section.<br>Edits details and submits.<br>System validates and updates info.<br><br>Alternative Flow:<br>Admin approval needed for major changes.<br><br>Exceptional Flow:<br>Validation fails system highlights error. |        |                 |

Submission error retry required.

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| User Story No:15                                                                                                                                                                                                                                                                  | Task:2 | Priority:MEDIUM |
| Value Statement:<br><br>AS AN ADMIN<br>I WANT TO ASSIGN ROLE BASED ACCESS<br>SO THAT USER CAN ACCESS WHAT THEY ARE ALLOWED                                                                                                                                                        |        |                 |
| BV:500                                                                                                                                                                                                                                                                            |        | CP:2            |
| Acceptance Criteria:<br><br>Roles include Admin, Teacher, Student, and Regional Officer.<br><br>Admin can assign roles to new or existing users.<br><br>Each role has defined permissions (e.g., view, edit, delete).<br><br>Unauthorized access attempts are blocked and logged. |        |                 |

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|---------------------------------------------------------------------------------------------------------|--------|-----------------|
| User Story No:16                                                                                        | Task:2 | Priority:MEDIUM |
| Value Statement:<br><br>AS A STUDENT<br>I WANT TO VIEW THE TIME TABLE<br>SO THAT I CAN KNOW THE CLASSES |        |                 |

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| BV:400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | CP:1 |
| <p>Acceptance Criteria:</p> <p>Student can view the timetable based on their class/section.</p> <p>Timetable shows subject name, time, room number, and teacher name.</p> <p>Timetable can be filtered by day or downloaded as PDF.</p> <p>Any updates in the timetable are reflected in real-time.</p> <p>Basic Flow:</p> <p>Student logs in.</p> <p>Clicks “My Timetable”.</p> <p>System displays weekly schedule.</p> <p>Alternative Flow:</p> <p>Filters timetable by subject or day.</p> <p>Exceptional Flow:</p> <p>No timetable available system shows notice.</p> |      |

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| User Story No:17                                                                                                     | Task:1 | Priority:LOW |
| Value Statement:<br><br>AS A STUDENT<br>I WANT TO SUBMIT THE FEEDBACK<br>SO THAT THE MANAGEMENT CAN IMPROVE THEMSELF |        |              |
| BV:200                                                                                                               |        | CP:1         |
| Acceptance Criteria:                                                                                                 |        |              |

Student can select a feedback type (e.g., academic, facility, faculty, general).

A text field is available to describe the issue or feedback in detail.

Feedback must be saved with a unique ID and submission date.

Acknowledgement message is shown after successful submission.

Admin should be able to view, respond, and update the status of the feedback.

Student should be able to view the response status in their portal.

Basic Flow:

Student selects teacher and subject.

Rates using scale, adds optional comment.

Submits.

System records feedback.

Alternative Flow:

Feedback only includes rating, no comments.

Exceptional Flow:

Already submitted system prevents duplicates.

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|----------------------------------------------------------------------------------------------------------------------|--------|--------------|
| User Story No:18                                                                                                     | Task:1 | Priority:LOW |
| Value Statement:<br><br>AS A FACULTY<br>I WANT TO SUBMIT THE FEEDBACK<br>SO THAT THE MANAGEMENT CAN IMPROVE THEMSELF |        |              |
| BV:200                                                                                                               |        | CP:1         |
| Acceptance Criteria:                                                                                                 |        |              |

Faculty can select a feedback type (e.g., academic, facility, faculty, general).

A text field is available to describe the issue or feedback in detail.

Feedback must be saved with a unique ID and submission date.

Acknowledgement message is shown after successful submission.

Admin should be able to view, respond, and update the status of the feedback.

Student should be able to view the response status in their portal.

Basic Flow:

Faculty selects teacher and subject.

Rates using scale, adds optional comment.

Submits.

System records feedback.

Alternative Flow:

Feedback only includes rating, no comments.

Exceptional Flow:

Already submitted system prevents duplicates.

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|---------------------------------------------------------------------------------------------------------------------|--------|--------------|
| User Story No:19                                                                                                    | Task:1 | Priority:LOW |
| Value Statement:<br><br>AS AN ADMIN<br>I WANT TO SUBMIT THE FEEDBACK<br>SO THAT THE MANAGEMENT CAN IMPROVE THEMSELF |        |              |
| BV:200                                                                                                              |        | CP:1         |
| Acceptance Criteria:                                                                                                |        |              |

Admin can select a feedback type (e.g., academic, facility, faculty, general).

A text field is available to describe the issue or feedback in detail.

Feedback must be saved with a unique ID and submission date.

Acknowledgement message is shown after successful submission.

Admin should be able to view, respond, and update the status of the feedback.

Student should be able to view the response status in their portal.

Basic Flow:

Admin selects teacher and subject.

Rates using scale, adds optional comment.

Submits.

System records feedback.

Alternative Flow:

Feedback only includes rating, no comments.

Exceptional Flow:

Already submitted system prevents duplicates.

|                                                                                                                         |        |                 |
|-------------------------------------------------------------------------------------------------------------------------|--------|-----------------|
| User Story No:20                                                                                                        | Task:1 | Priority:MEDIUM |
| Value Statement:<br><br>AS AN ADMIN<br>I WANT TO GENERATE REPORT<br>SO THAT MANAGEMENT CAN TAKE DECISIONS BASED ON THAT |        |                 |
| BV:500                                                                                                                  |        | CP:2            |
| Acceptance Criteria:                                                                                                    |        |                 |

Reports can be filtered by teacher, department, term, and class.

Report shows average rating per feedback parameter (e.g., communication, knowledge, engagement).

Detailed view includes student comments (anonymous if applicable).

Export option available in PDF and Excel formats.

Reports are read-only and cannot be altered once generated.

Option to compare current quarter vs previous quarter performance.

Basic Flow:

Coordinator selects department, term, and teacher.

System aggregates feedback.

Report displayed with summary and export option.

Alternative Flow:

Coordinator compares with previous quarters.

Exceptional Flow:

No feedback available system alerts.

#### **Document 4:**

Agile PO Experience The Product Owner has a vision of the product keeping the domain/industry experience and the market need.

- ❖ Following are the responsibilities of PO in a project
  - Market Analysis
    - Analysis of market need/demand
    - Availability of similar products in the market
  - Enterprise Analysis
    - Due diligence on the market opportunity
  - Product Vision and Roadmap
    - Product vision keeping the need analysis in mind
    - Product roadmap with high-level features and timeline

- Managing Product Features
  - Managing stakeholder expectations and prioritizing needs
  - Prioritization of the epics, stories, and features based on criticality and ROI involved
- Managing Product Backlog
  - Prioritization of user stories
  - Reprioritization based on stakeholders' needs
  - Epics planning
- Managing Overall Iteration Progress
  - Sprint progress review
  - Reprioritization of sprints and epics if needed
  - Sprint retrospectives with Business Analyst
- ❖ From this project I have learned how to handle sprint meetings such as
  - Sprint planning meeting
  - Daily scrum meeting
  - Sprint review meeting
  - Sprint retrospective meeting
  - Backlog refinement meeting
- ❖ Also, User stories creation and what things will be included in user stories such as
  - Story no
  - Tasks
  - Priority
  - Acceptance criteria
  - BV & CP value
- ❖ In Scrum, a product owner serves as the liaison between multiple areas of an organization. This person communicates with business stakeholders and collaborates closely with Scrum teams to keep all areas of the business informed on a project's development.
- ❖ The product owner develops a vision of a product's function and operation, which in turn allows this Scrum team member to define product features and break those features into product backlog items.

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

### Product backlog:

| User story ID | User story | Tasks | Priority | BV | CP | Sprint |
|---------------|------------|-------|----------|----|----|--------|
|---------------|------------|-------|----------|----|----|--------|

|       |                                                                                                                                                                                                                                          |                                                                           |        |      |   |   |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------|------|---|---|
| US001 | <p>As an Administrator,<br/>I want to register a new student into the system with their personal, academic, and contact details,<br/>So that the student can be enrolled in courses and tracked throughout their academic lifecycle.</p> | <p>Register with mobile number/email id<br/>Enrolling for the classes</p> | HIGH   | 1000 | 3 | 1 |
| US002 | <p>As a Teacher,<br/>I want to mark daily attendance for students in my assigned class,<br/>So that their presence and absence are recorded accurately and reflected in reports.</p>                                                     | Mark attendance                                                           | MEDIUM | 500  | 2 | 2 |
| US003 | <p>As a student<br/>I want a detailed description of my course<br/>So that I can choose my course</p>                                                                                                                                    | Add option to add description                                             | MEDIUM | 300  | 2 | 2 |
| US004 | <p>As an Administrator,<br/>I want to enroll a student in available courses based on their grade or program,<br/>So that they can attend classes and access course materials.</p>                                                        | Course enrollment                                                         | Medium | 500  | 1 | 3 |

|       |                                                                                                                                                                                     |                                      |        |      |   |   |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------|------|---|---|
| US005 | As an Administrator,<br>I want to record and track fee payments for each student,<br>So that I can monitor dues and generate financial reports.                                     | Generate report                      | Medium | 200  | 2 | 3 |
| US006 | As an Administrator,<br>I want to send SMS or email notifications for attendance, exams, or fee dues,<br>So that students and parents stay informed and engaged.                    | Update notification                  | High   | 500  | 3 | 1 |
| US007 | As a Teacher,<br>I want to enter and view grades for students based on their performance in exams,<br>So that their academic progress is tracked and report cards can be generated. | Update grades                        | High   | 1000 | 2 | 2 |
| US008 | As a student<br>I want to select the payment mode<br>So that I can make payment of my choice                                                                                        | Option to select the payment mode    | High   | 500  | 3 | 2 |
| US009 | As a student<br>I want to be able to rate my experience on a scale of 1 to 5<br>So that other users will get to know                                                                | Rate experience on a scale of 1 to 5 | Low    | 200  | 1 | 3 |
| US010 | As a admin<br>I want to provide schedule<br>So that students can check their classes' timing                                                                                        | Providing class schedule             | Medium | 500  | 1 | 3 |

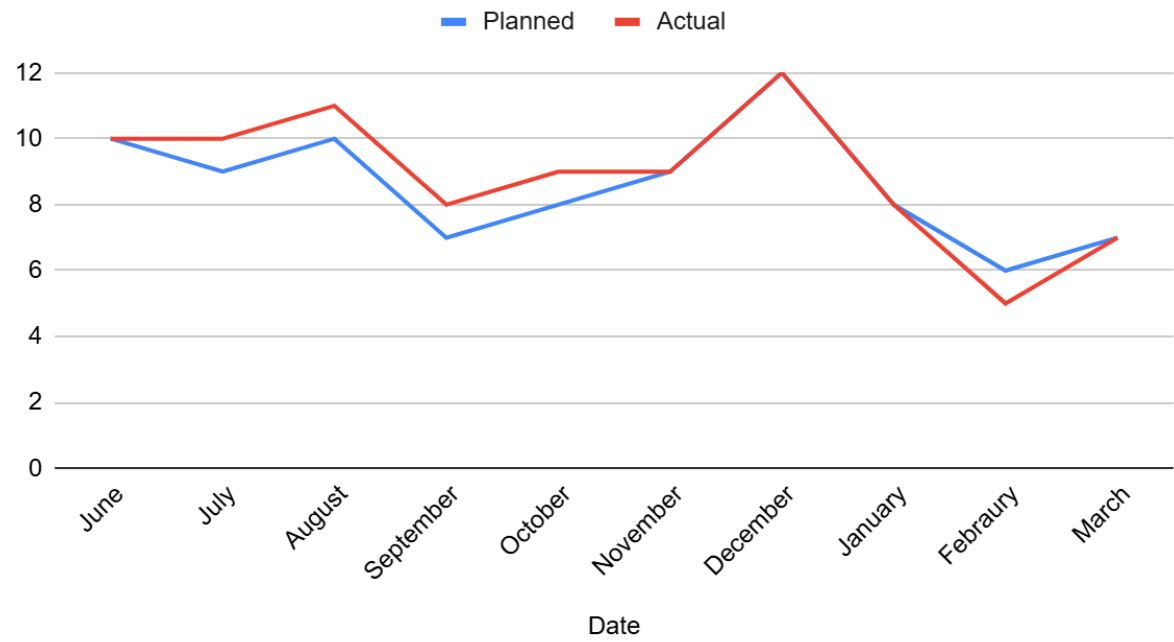
### Sprint backlog:

| User story ID | User story                                                                                                                                                                                                                      | Tasks                                                             | Owner   | Status    | Estimated effort |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------|-----------|------------------|
| US001         | As an Administrator,<br>I want to register a new student into the system with their personal, academic, and contact details,<br>So that the student can be enrolled in courses and tracked throughout their academic lifecycle. | Register with mobile number/email id<br>Enrolling for the classes | Monisha | Completed | 15               |
| US002         | As a Teacher,<br>I want to mark daily attendance for students in my assigned class,<br>So that their presence and absence are recorded accurately and reflected in reports.                                                     | Mark attendance                                                   | Monisha | Completed | 5                |

|       |                                                                                                                                                                          |                               |         |           |    |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------|-----------|----|
| US003 | As a student<br>I want a detailed description of my course<br>So that I can choose my course                                                                             | Add option to add description | Monisha | Completed | 10 |
| US004 | As an Administrator,<br>I want to enroll a student in available courses based on their grade or program,<br>So that they can attend classes and access course materials. | Course enrollment             | Monisha | Completed | 8  |
| US005 | As an Administrator,<br>I want to record and track fee payments for each student,<br>So that I can monitor dues and generate financial reports.                          | Generate report               | Monisha | Completed | 10 |

## Product burndown

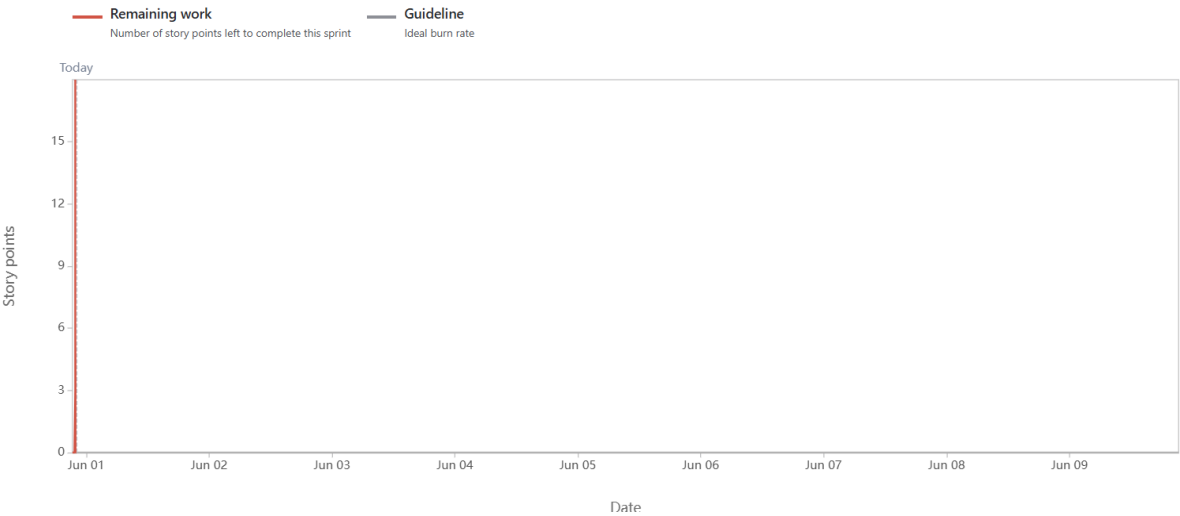
# Planned and Actual



# Sprint burndown

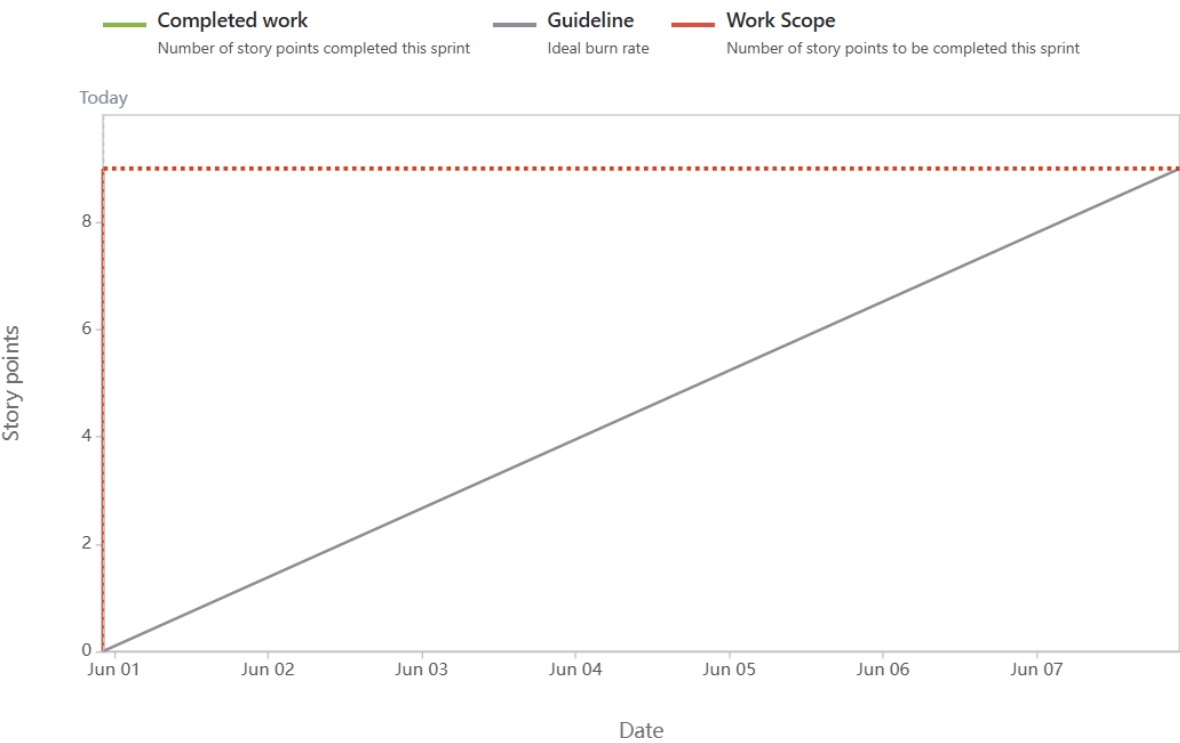
Date - May 31st, 2025 - June 9th, 2025

Sprint goal - create registration for the application



**Date** - May 31st, 2025 - June 7th, 2025

**Sprint goal** - create login



**Document 6: Sprint meetings**

**Meeting Type 1: Sprint Planning meeting**

|             |                                                  |
|-------------|--------------------------------------------------|
| Date        | 21.02.2025                                       |
| Time        | 11.00 AM – 1.00 PM                               |
| Location    | Microsoft Teams                                  |
| Prepared By | David George                                     |
| Attendees   | Development Team, Scrum Master and Product Owner |

## Agenda Topics

| Topic                                                   | Presenter     | Time allotted       |
|---------------------------------------------------------|---------------|---------------------|
| Plan next sprint                                        | Product Owner | 11.00 AM – 11.20 AM |
| Estimating stories                                      | Scrum Master  | 11.20 AM – 11.40 AM |
| Clarify team availability                               | Scrum Master  | 11.40 AM – 12.00 PM |
| Go through backlog items for the next sprint one by one | Product Owner | 12.00 PM – 12.20 PM |
| Agree on sprint goal                                    | Scrum team    | 12.20 PM – 12.40 PM |
| Start next sprint                                       | Scrum Master  | 12.40 PM – 1.00 PM  |

## Other Information

|                      |                  |
|----------------------|------------------|
| <b>Observers</b>     | Development Team |
| <b>Resources</b>     | 8                |
| <b>Special Notes</b> | -                |

## Meeting Type 2: Sprint review meeting

|                 |                      |
|-----------------|----------------------|
| <b>Date</b>     | 29.02.2025           |
| <b>Time</b>     | 11.00 AM to 12.00 PM |
| <b>Location</b> | Microsoft Teams      |

|                    |                                                                |
|--------------------|----------------------------------------------------------------|
| <b>Prepared By</b> | Product Owner                                                  |
| <b>Attendees</b>   | Product Owner, Scrum Team, Scrum Master, Management, Customers |

| <b>Sprint status</b> | <b>Things to demo</b>                                    | <b>Quick updates</b>                              | <b>What's next</b>                                 |
|----------------------|----------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| Closed               | The initial goal of the sprint was                       | Accepted                                          | Review what have been discussed                    |
| Closed               | Requirements that were met during the sprint             | Few changes were made                             | Making sure every we need any more requirement     |
| Accepted             | What went well or went poorly during the sprint          | A couple of developers did not attend the meeting | Getting updates from everyone                      |
| Closed               | Any adjustments that are going to be made moving forward | Took notes                                        | Update the team                                    |
| Closed               | Adjustments were made                                    | Detailed discussion about adjustments             | Update the team                                    |
| Closed               | Feedback from any key stakeholders                       | Feedbacks were noted                              | Make use of the previous feedbacks to get in track |
| Closed               | Closing information about the next sprint                | Was very useful                                   | Getting into a research on the closing information |

### Meeting Type 3: Sprint retrospective meeting

|             |            |
|-------------|------------|
| <b>Date</b> | 22.02.2025 |
|-------------|------------|

|                    |                                                |
|--------------------|------------------------------------------------|
| <b>Time</b>        | 11.00 AM – 11.45 AM                            |
| <b>Location</b>    | Microsoft Teams                                |
| <b>Prepared By</b> | Scrum Master                                   |
| <b>Attendees</b>   | Development team, Scrum Master, Product Owner. |

| <b>Agenda</b> | <b>What went well</b>                                                            | <b>What didn't go well</b>                                                         | <b>Questions</b>                                 | <b>Reference</b>                                                                                          |
|---------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Coding        | Good collaboration                                                               | Couldn't cope up with lots of meetings                                             | Can we do more coding and less meeting?          | May be timing of meetings can be reduced                                                                  |
| User stories  | 8 out of 10 stories are done                                                     | A couple of stories were rejected by PO. Need to work on story acceptance criteria | Do we need to work on story acceptance criteria? | All stories 5 points or less. Unless it is impossible                                                     |
| Bug fixing    | The DB support team came through with a bug fix which unblocked a critical story | Too many in-sprint bug being found in story acceptance testing                     | How to avoid it in the future                    | Accelerate adoption of the auto unit test framework. At least 50% of all stories through this next sprint |

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

| 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? | Developer 1<br>Developer 2<br>Developer 3 | <p>I worked on implementing login functionality</p> <p>Worked on fixing some bugs in the search feature</p> <p>Created the procedures and tables in the dev environment</p> | <p>Worked on the user registration page</p> <p>Tested the payment page</p> <p>Created the view based on the table and moved the code from dev to QA</p> | <p>Went over some new wireframes with Daniel</p> <p>Had a sync up meeting with Rakesh for the new marketing campaigns</p> <p>Created marketing ads images for Daniel</p> | <p>Checked current product metrics and recreate all dashboards</p> <p>Brainstorming meeting on how to boost user growth</p> <p>Created Marketing Landing</p> | <p>Completed the API for student registration.</p> <p>Integrated student profile update module with database.</p>           | <p>Designed and developed the attendance marking UI for teachers.</p> <p>Connected grade entry form with backend API.</p> |        |
| What will you do today?    | Developer 1<br>Developer 2<br>Developer 3 | <p>I plan on working on the user registration page</p> <p>Planning to test the payment page</p> <p>Creating the view based on the table</p>                                 | <p>Will go over some new wireframes with Daniel</p> <p>Will sync up a meeting with Rakesh for the new marketing campaigns</p>                           | <p>Check current product metrics and recreate all dashboards</p> <p>Brainstorming meeting on how to boost user growth</p> <p>Marketing Landing page layout</p>           | <p></p> <p>Tie up loose ends with billing</p> <p>Create new POs</p> <p>Create new UI</p>                                                                     | <p>Work on student dashboard UI (for timetable and notifications).</p> <p>Begin responsive adjustments for mobile view.</p> | <p>Start work on course enrollment validations.</p> <p>Add unit tests for registration and profile modules</p>            |        |

|                                                  |                                           |                                                                                                                                                                                       |                                                                                                                                  |                                                                                                                    |                                                                                                                                   |                                                                                                                              |                                                                                                                                       |  |
|--------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                  |                                           | and move the code from dev to QA                                                                                                                                                      | Marketing ads images for daniel                                                                                                  |                                                                                                                    |                                                                                                                                   |                                                                                                                              |                                                                                                                                       |  |
| <b>What (if any) is blocking your progress ?</b> | Developer 1<br>Developer 2<br>Developer 3 | I don't have any blockers at the moment<br><br>I'm blocked by a dependency on the backend team to provide the database object<br><br>Blocked by the source team to generate the files | Blocked by the source team<br><br>Need to talk to Brandon about new landing pages<br><br>I don't have any blockers at the moment | Don't have any blockers at the moment<br><br>Blocked by Brandon on DB<br><br>Don't have any blockers at the moment | 1. Blocked by the source team<br>2. Need to talk to Brandon about new landing pages<br>3. I don't have any blockers at the moment | Waiting on updated API docs for exam schedule from backend team.<br><br>Need DB export access to verify some report queries. | Need clarification on course prerequisites logic from the BA.<br><br>Waiting on updated API docs for exam schedule from backend team. |  |