

Question 1 – write Agile Manifesto ?

Agile Manifesto - Four main Values -:

- Individuals and interactions over processes and tools.
- Working software over comprehensive documentation.
- Customer collaboration over contract negotiation.
- Responding to change over following a plan.

Twelve Principles of Agile Software -

1. 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.

Question 2 – User Stories- Acceptance Criteria-BV-CP – Write minimum 40 User stories and their Acceptance Criteria along with their BV and CP ?

User Stories – Scrum Foods (40 total) -:

Customer (14 Stories) -

SPRINT 1

User story no 1	Task 2	Priority : Highest
As a CUSTOMER, I want to register in Scrum Foods, so that I can place orders.		
BV : 500	CP : 3	
ACCEPTANCE CRITERIA Registration with name, mobile, email, email, password, OTP verification.		

User story no 2	Task 2	Priority: Highest
As a CUSTOMER, I want to login securely, so that I can access my account.		
BV : 500	CP : 2	

ACCEPTANCE CRITERIA Login with email/mobile + password/OTP, error for invalid.		
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User story no 3	Task 2	Priority: Highest
As a CUSTOMER, want to search restaurants by name, cuisine location, so that I can find my choice		
BV : 500	CP : 3	
ACCEPTANCE CRITERIA Search bar, filter by rating/cuisine/location.		

User story no 4	Task 2	Priority: High
As a CUSTOMER, I want to view restaurant menus, so that I can decide what to order.		
BV : 500	CP : 2	
ACCEPTANCE CRITERIA Menu list, item name, description, price, veg/non-veg tag.		

User story no 5	Task 2	Priority: High
As a CUSTOMER, I want to add items to cart, so that I can review before ordering.		
BV : 500	CP : 3	
ACCEPTANCE CRITERIA Add to cart, update quantity, view total price.		

User story no 6	Task 2	Priority: High
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As a CUSTOMER, I want to add my address (within 5km radius), so that I can receive delivery at my location.		
BV : 500	CP : 3	
ACCEPTANCE CRITERIA Text box for address, validation of radius, confirmation.		

User story no 7	Task 2	Priority: High
As a CUSTOMER, I want to select payment mode, so that I can pay as per my choice.		
BV : 500	CP : 3	
ACCEPTANCE CRITERIA Display UPI, Card, Netbanking, COD; select only one.		

User story no 8	Task 2	Priority: High
As a CUSTOMER, I want to track my order in real-time, so that I know the delivery status.		
BV : 500	CP : 5	
ACCEPTANCE CRITERIA Display status (Confirmed, Preparing, On the way, Delivered).		

User story no 9	Task 2	Priority: Medium
As a CUSTOMER, I want to cancel an order before preparation, so that I avoid charges.		
BV : 200	CP : 2	
ACCEPTANCE CRITERIA Cancel button active till "Preparing"; refund initiated.		

User story no 10	Task 2	Priority: Medium
As a CUSTOMER, I want to rate and review restaurants/delivery, so that I share my feedback.		
BV : 200	CP : 2	
ACCEPTANCE CRITERIA 1–5 star rating, comment box, submit confirmation.		

User story no 11	Task 2	Priority: Low
As a CUSTOMER, I want to save favorite restaurants, so that I can order faster next time.		
BV : 200	CP : 3	
ACCEPTANCE CRITERIA Add/remove from favorites, view saved list.		

User story no 12	Task 2	Priority: Low
As a CUSTOMER, I want to receive order notifications, so that I stay updated.		
BV : 200	CP : 2	
ACCEPTANCE CRITERIA Push notifications for order accepted, dispatched, delivered.		

User story no 13	Task 2	Priority: Medium
As a CUSTOMER, I want to chat with Regional Admin for refunds, so that I resolve issues quickly.		
BV : 200	CP : 2	
ACCEPTANCE CRITERIA Text chat, Order ID auto-filled, issue ID generated.		

User story no 14	Task 2	Priority: Medium
As a CUSTOMER, I want to view delivery boy contact, so that I can call if needed.		
BV : 50	CP : 1	
ACCEPTANCE CRITERIA Display name, number, picture in tracking section.		

Delivery Boy (6 Stories)-

User story no 15	Task 2	Priority: Highest
As a DELIVERY BOY , I want to register in Scrum Foods, so that I can deliver orders.		
BV : 500	CP : 2	
ACCEPTANCE CRITERIA Registration form with name, ID, mobile, address, bank details.		

User story no 16	Task 2	Priority: High
As a DELIVERY BOY , I want to login securely, so that I can accept orders.		
BV : 500	CP : 2	
ACCEPTANCE CRITERIA Login with mobile/email, OTP verification.		

User story no 17	Task 2	Priority: High
As a DELIVERY BOY I want to view new orders assigned, so that I can deliver them.		
BV : 500	CP : 3	

ACCEPTANCE CRITERIA Order list with pickup, drop location, time.		
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User story no 18	Task 2	Priority: High
As a DELIVERY BOY I want to update status (Picked up, Delivered), so that the customer is informed.		
BV : 500	CP : 3	
ACCEPTANCE CRITERIA Status buttons, confirmation message.		

User story no 19	Task 2	Priority: High
As a DELIVERY BOY I want to view my delivery history, so that I track my earnings.		
BV : 200	CP : 2	
ACCEPTANCE CRITERIA Past orders list with date, revenue, customer feedback.		

User story no 20	Task 2	Priority : Medium
As a DELIVERY BOY I want to raise an issue (payment, delivery), so that admin can resolve.		
BV : 200	CP : 2	
ACCEPTANCE CRITERIA Issue form, issue ID, confirmation.		

Restaurant Owner (6 Stories) -

User story no 21	Task 2	Priority : Highest
As a RESTAURANT OWNER, I want to register in Scrum Foods, so that I can list my restaurant.		
BV : 500	CP : 3	
ACCEPTANCE CRITERIA Registration with license details, bank account, menu upload.		

User story no 22	Task 2	Priority : Highest
As a RESTAURANT OWNER, I want to view orders, so that I can prepare them.		
BV : 500	CP : 2	
ACCEPTANCE CRITERIA Orders displayed in table with customer details.		

User story no 23	Task 2	Priority : High
As a RESTAURANT OWNER, I want to update menu items, so that customers see latest prices.		
BV : 500	CP : 3	
ACCEPTANCE CRITERIA Add, edit, delete menu items; success confirmation.		

User story no 24	Task 2	Priority : Medium
As a RESTAURANT OWNER, I want to provide opening/closing time slots, so that customers order in time.		

BV : 100	CP : 2	
ACCEPTANCE CRITERIA Dashboard input fields, submit, success message.		

User story no 25	Task 2	Priority : High
As a RESTAURANT OWNER, I want to view revenue reports, so that I track business.		
BV : 200	CP : 3	
ACCEPTANCE CRITERIA Report by date, export to Excel.		

User story no 26	Task 2	Priority : Medium
As a RESTAURANT OWNER, I want to view customer feedback, so that I improve service.		
BV : 200	CP : 2	
ACCEPTANCE CRITERIA List of ratings, comments, average score.		

Admin (6 Stories) -

User story no 27	Task 2	Priority : Highest
As an ADMIN, I want to approve/reject restaurants, so that only verified ones are listed.		
BV : 500	CP : 2	
ACCEPTANCE CRITERIA List restaurants, view details, approve/reject, send notification.		

User story no 28	Task 2	Priority : High
As an ADMIN, I want to approve/reject delivery boys, so that verified staff can deliver.		
BV : 500	CP : 2	
ACCEPTANCE CRITERIA List delivery boy requests, verify docs, approve/reject.		

User story no 29	Task 2	Priority : High
As an ADMIN, I want to manage Regional Admins, so that roles are properly assigned.		
BV : 200	CP : 2	
ACCEPTANCE CRITERIA Add/remove/update regional admins.		

User story no 30	Task 2	Priority : Medium
As an ADMIN, I want to see regional revenue reports, so that I assess performance.		
BV : 100	CP : 3	
ACCEPTANCE CRITERIA Dropdown by region, report table, export to PDF/Excel.		

User story no 31	Task 2	Priority : Medium
As an ADMIN, I want to resolve escalated customer/delivery/restaurant issues, so that operations run smoothly.		
BV : 200	CP : 3	
ACCEPTANCE CRITERIA Issue list, assign, resolve, closure confirmation.		

User story no 32	Task 2	Priority : High
As an ADMIN, I want to view platform-wide analytics, so that I monitor growth.		
BV : 200	CP : 4	
ACCEPTANCE CRITERIA Dashboard with orders/day, revenue, active users.		

Regional Admin (4 Stories) –

User story no 33	Task 2	Priority : High
As a REGIONAL ADMIN, I want to manage regional restaurants, so that I track their performance.		
BV : 200	CP : 3	
ACCEPTANCE CRITERIA Select date range, generate report, export Excel.		

User story no 34	Task 2	Priority : High
As a REGIONAL ADMIN, I want to manage regional delivery boys, so that I ensure order fulfillment		
BV : 200	CP : 3	
ACCEPTANCE CRITERIA Assign/reassign delivery boys, deactivate if inactive.		

User story no 35	Task 2	Priority : Medium
As a REGIONAL ADMIN, I want to view customer feedback for my region, so that I ensure quality.		

BV : 200	CP : 2	
ACCEPTANCE CRITERIA List feedback, filter by restaurant/delivery boy.		

User story no 36	Task 2	Priority : High
As a REGIONAL ADMIN, I want to process refund requests, so that customers are compensated.		
BV : 200	CP : 3	
ACCEPTANCE CRITERIA Refund request form, approval, payment confirmation.		

Business Owner (4 Stories) -

User story no 37	Task 2	Priority : High
As a BUSINESS OWNER, I want to login securely, so that I can view business insights.		
BV : 500	CP : 2	
ACCEPTANCE CRITERIA Login via credentials, OTP verification.		

User story no 38	Task 2	Priority : High
As a BUSINESS OWNER, I want to view overall platform revenue, so that I track financial growth.		
BV : 500	CP : 3	
ACCEPTANCE CRITERIA Revenue report by region, monthly/quarterly view.		

User story no 39	Task 2	Priority : High
As a BUSINESS OWNER, I want to update payments to restaurants/delivery boys, so that finances are cleared.		
BV : 200	CP : 3	
ACCEPTANCE CRITERIA Payment list, mark as paid, generate receipts.		

User story no 40	Task 2	Priority : Medium
As a BUSINESS OWNER, I want to view system issues and resolutions, so that I ensure reliability.		
BV : 200	CP : 2	
ACCEPTANCE CRITERIA Issue dashboard with status (Open, In-progress, Resolved).		

Question 3– What is epic? Write 2 epics ?

In Agile-Scrum, an **Epic** is a **large user story** or a **big feature** that is too complex to be completed within a single sprint. It represents a **high-level requirement** that delivers significant business value but needs to be **broken down into smaller User Stories** for actual development and tracking.

Epic 1 – Customer Order Management

This epic covers all functionalities related to **placing, managing, and tracking customer orders**.

Includes the following User Stories:-

1. Customer Registration (US 1)
2. Customer Login (US 2)
3. Search Restaurants (US 3)
4. View Menu and Add to Cart (US 4 & 5)
5. Add Address and Payment (US 6 & 7)
6. Track Order in Real Time (US 8)
7. Cancel Order (US 9)

Business Value (BV): 3000

Complexity Points (CP): 20

Description:-

This epic ensures that the customer can seamlessly browse restaurants, place orders, make payments, and track deliveries — providing the **core customer journey** of the Scrum Foods application.

Epic 2 – Partner (Restaurant & Delivery) Management

This epic focuses on managing restaurant partners and delivery boys through admin and regional controls.

Includes the following User Stories:-

1. Restaurant Registration and Approval (US 21 & 27)
2. Delivery Boy Registration and Approval (US 15 & 28)
3. View Orders and Manage Deliveries (US 17, 18, 22)
4. Manage Restaurant Timings and Menu (US 23, 24)
5. View Revenue and Feedback Reports (US 25, 26, 33, 34)

Business Value (BV): 2500

Complexity Points (CP): 25

Description:-

This epic ensures efficient onboarding, monitoring, and management of **restaurants and delivery partners**, supporting real-time coordination and quality service to customers.

Question 4 –What is the difference between BV and CP ?

In Agile-Scrum, both BV (Business Value) and CP (Complexity Points) are important estimation measures — but they serve different purposes.

Parameter	BV – Business Value	CP – Complexity Points
Meaning	It represents the importance or benefit of a User Story to the business or customer.	It represents the effort or complexity required by developers to implement that User Story.

Decided By	Product Owner / Stakeholders	Scrum Development Team
Purpose	To prioritize stories based on customer or business impact.	To estimate the effort, time, and technical difficulty of implementation.
Unit of Measure	Scrum Currency Notes (₹1000, ₹500, ₹100, ₹50, ₹20, ₹10).	Story Points (1, 2, 3, 5, 8, 13, 20, 40, 100, BIG).
Example	Customer Payment Feature” may have a high BV = 500 because it brings revenue.	The same feature may have CP = 5 because it is technically complex.

Summary:-

BV tells us *how valuable* a story is to the business, while **CP** tells us *how much effort* is needed to build it.

Question 5 –Explain about Sprint ?

Sprint Understanding

- What is sprint Duration:
2 Weeks – Your Sprint Value: 2 Weeks

Scrum is a subunit of Sprint.

- What is scrum Duration:
1 Day – Your Scrum Value: 1 Day

PBI: Product Backlog Item

Task: Unit of Work done by 1 Developer in 1 Scrum

WIP: Work In Progress.

Sprint Backlog Table:-

PBI (Product Backlog Item)	Tasks	WIP (Work In Progress)	Done
User Story 1: As a Delivery Boy, I want to register in Scrum Foods so that I can deliver orders.	1. Create Registration Screen 2. Integrate with Database	Task 2 – Backend Integration in progress	Registration form and UI completed
User Story 2: As a Restaurant Owner, I want to view orders so that I can prepare them.	1. Design Order List Table 2. Fetch Orders from DB	UI integration in progress	API testing completed
User Story 3: As a Customer, I want to add address so that I can receive food at my location.	1. Create Address Input Form 2. Validate 5km Rule	Validation logic in progress	Front-end design done
User Story 4: As a Customer, I want to select payment mode so that I can make payment of my choice.	1. Design Payment Options Page 2. Integrate Payment Gateway	Testing of Payment Gateway in progress	UI design completed
User Story 5: As an Admin, I want to view and approve restaurants so that only verified ones are listed.	1. Create Approval Screen 2. Implement Approve/Reject Buttons	API Integration in progress	Notification system done

Explanation :-

Each Sprint in the *Scrum Foods* project has a duration of 2 weeks and contains 10 User Stories (MVP).

Daily Scrum Meetings are conducted for 1 day each to track progress.

During the sprint, tasks are moved from PBI → Tasks → WIP → Done, ensuring transparency and continuous delivery.

At the end of the sprint, a working product increment (first version of Scrum Foods App) is delivered to the client.

- Sprint Duration: 2 Weeks – Sprint Value: 2 Weeks
- Scrum Duration: 1 Day – Scrum Value: 1 Day

- Sprint 1 includes 10 MVP User Stories delivering the core functionality of Scrum Foods (Registration, Login, Ordering, Payments, Approvals).

Question 6 – Explain Product backlog and sprint back log ?

- **Product Backlog :-**

The Product Backlog is a prioritized list of all features, enhancements, and requirements that need to be developed for the Scrum Foods application.

It is prepared and maintained by the Product Owner (you), and contains all User Stories derived from customer and stakeholder needs.

- It represents the complete scope of the project.
- The items are prioritized based on Business Value (BV).
- It is a living document, continuously updated based on feedback from stakeholders and sprint reviews.

Example from Scrum Foods:

Product Backlog includes:

1. Customer Registration and Login
2. Restaurant Registration
3. Delivery Boy Registration

4. Payment Gateway Integration
5. Order Tracking
6. Admin Approvals
7. Revenue Reports
8. Refund and Feedback Module
9. Notifications
10. Analytics Dashboard

- **Sprint Backlog:-**

The Sprint Backlog is a subset of the Product Backlog that the Scrum Team selects to complete during a specific Sprint (2 weeks). It includes the selected User Stories (PBIs) and the tasks required to complete them.

- Created during the Sprint Planning Meeting.
- Contains PBI → Tasks → WIP → Done columns to track progress.
- Owned by the Scrum Development Team.
- Updated daily during Daily Scrum meetings.

- **Sprint Planning & Scrum Meeting:-**

Sprint Planning Meeting:

All 8 Scrum Developers, the Scrum Master, and the Product Owner meet to select user stories from the **Product Backlog** that can be delivered in this sprint.

They also define the sprint goal and allocate tasks among developers.

Scrum Meeting (Daily Stand-up):

At the end of every day (Scrum), each developer answers three questions:

- a. What task did I work on today?
- b. What task will I work on next?
- c. Any challenges or impediments?

Question 7 – What is impediments log? write 2 impediments ?

An **Impediments Log** is a record or document used by the Scrum Team to track and manage all the obstacles or issues that are blocking the team's progress during a sprint.

An impediment is anything that prevents the team from completing a task or user story efficiently — it could be technical, resource-related, dependency-based, or external.

The Scrum Master is responsible for:

- Identifying impediments raised in daily stand-up meetings.
- Recording them in the Impediments Log.
- Ensuring that they are resolved as soon as possible.

Purpose of Impediments Log:-

- Provides visibility to the team about current blockers.
- Helps in tracking ownership and resolution timelines.
- Ensures sprint progress is not delayed.
- Forms part of the discussion in Sprint Retrospective meetings.

Scrum Foods Project Impediments Log:-

Impediment ID	Description of Impediment	Impact on Sprint	Raised By	Action Taken / Resolution	Status
IMP-01	Payment Gateway API is not connecting in test environment.	Payment module (User Story 7) delayed.	Developer – Yogender	Informed Scrum Master; API team contacted and provided sandbox keys.	Resolved
IMP-02	Delay in receiving updated restaurant menu data from client side.	Affects Restaurant module (User Story 23).	Developer – Varun	Client communication done; Data received after 2 days; Sprint adjusted.	Resolved

2 Impediments (Summary):-

- Technical Impediment: Payment Gateway API failure during integration.
- External Impediment: Delay in data or document submission from client (restaurant details).

Question 8 – Explain Velocity of the Team ?

Velocity in Agile-Scrum refers to the total number of Complexity Points (CP) that a Scrum Team successfully completes in one sprint.

It helps the team measure their productivity and capacity for future sprint planning.

Scrum Foods Project:-

- **Sprint Duration:** 2 Weeks
- Total User Stories in Sprint 1: 10
- Total CP Planned: 30 CP
- Total CP Completed: 26 CP

Velocity of the Team = 26 CP per Sprint.

Question 9 – Draw Sprint Burn Charts n Product Burn Down Charts ?

A Sprint Burn Down Chart shows how much work (CP – Complexity Points) remains in the sprint over time.

It helps track daily progress of the team within a 2-week sprint (10 working days).

Sprint burndown chart

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Sprint

SCRUM Sprint 1

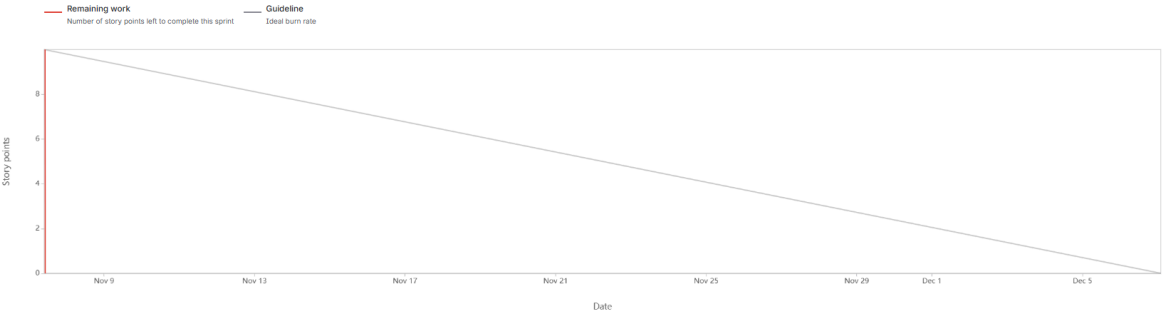
Estimation field

Story points



Date - November 7th, 2025 - December 7th, 2025

Sprint goal - completing all the user stories without any bugs



Sprint burndown chart

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Sprint

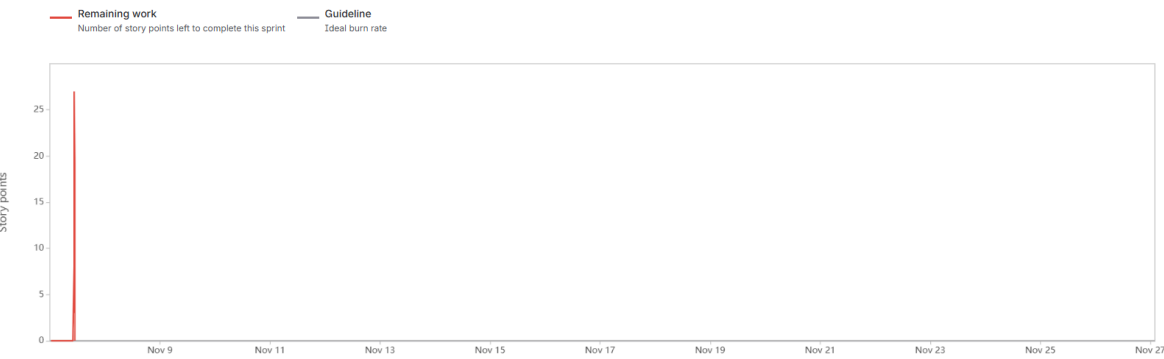
SCRUM Sprint 2

Estimation field

Story points



Date - November 7th, 2025 - November 27th, 2025



Burnup report

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Sprint

SCRUM Sprint 1

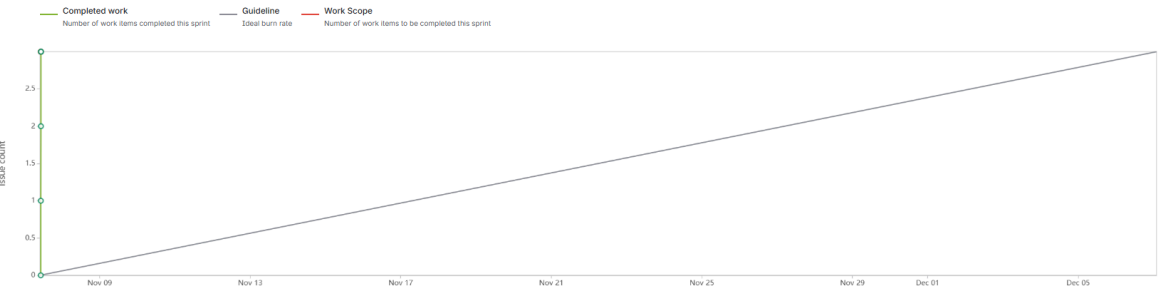
Estimation field

Work item count



Date - November 7th, 2025 - December 7th, 2025

Sprint goal - completing all the user stories without any bugs



Product Burn Down Chart:-

A **Product Burn Down Chart** tracks the overall project progress — showing how much total work (CP) remains in the *entire product backlog* across all sprints.

Question 10 – Explain about Product Grooming ?

Product Grooming (also called Backlog Refinement) is a continuous process in Agile-Scrum where the Product Owner, Scrum Master, and Scrum Team review and update the Product Backlog to ensure that it is clear, prioritized, and ready for future sprints.

It ensures that the backlog always contains the most valuable and well-defined user stories, which are properly estimated and understood by the team.

Key Activities in Product Grooming:-

1. Adding new user stories based on feedback or new requirements.
2. Prioritizing stories according to Business Value (BV).
3. Splitting large stories (Epics) into smaller user stories.
4. Estimating complexity points (CP) for upcoming stories.
5. Removing outdated or irrelevant items from the backlog.

Example:-

During Product Grooming, the Product Owner reviewed stories like:

- “Track Order in Real Time” → added GPS integration details.
- “Payment Gateway” → updated with new API documentation.
- “Restaurant Approval” → marked as Highest Priority for next sprint.

Question 11 – Explain the roles of Scrum Master and Product Owner ?

In the Agile-Scrum framework, both the Scrum Master and the Product Owner play crucial roles in ensuring smooth execution of each sprint and delivery of business value.

In the **Agile-Scrum framework**, both the **Scrum Master** and the **Product Owner** play crucial roles in ensuring smooth execution of each sprint and delivery of business value.

Scrum Master:-

The Scrum Master is a facilitator and servant leader who ensures that the Scrum process is properly followed by the team.

He helps remove obstacles, conducts Scrum ceremonies, and supports continuous improvement.

Roles and Responsibilities:-

- Conduct Daily Scrum, Sprint Planning, Sprint Review, and Retrospective meetings.
- Identify and remove impediments that block team progress.
- Protect the team from external interruptions.
- Coach the team in Agile principles and ensure collaboration.
- Maintain transparency using Scrum artifacts like burn down charts and sprint boards.

Example:-

When the Payment Gateway API failed during Sprint 1, the Scrum Master coordinated with the technical team to resolve it — ensuring the sprint stayed on track.

Product Owner:-

The Product Owner (PO) represents the voice of the customer and is responsible for maximizing the product's business value.

He manages the Product Backlog and ensures the team works on high-priority items.

Roles and Responsibilities:

- Define and prioritize User Stories based on Business Value (BV).
- Maintain and update the Product Backlog.
- Communicate with stakeholders and clarify requirements.

- Accept or reject completed work in Sprint Review.
- Ensure that every sprint delivers customer value.

Example:-

The Product Owner prioritized features like Customer Registration, Restaurant Onboarding, and Payment Mode Selection for the first sprint as part of the MVP (Minimum Viable Product).

Question 12 – Explain all Meetings Conducted in Scrum Project :-

In the Agile-Scrum Framework, five key meetings (ceremonies) are conducted in every sprint to ensure planning, progress tracking, review, and continuous improvement.

Each meeting has a specific purpose, participants, and timing within the sprint cycle.

1. Product Backlog Grooming (Refinement Meeting)

Purpose:-

To review and update the Product Backlog so that it remains clear, detailed, and prioritized.

Participants:- Product Owner, Scrum Master, and Scrum Team.

Key Activities:-

- Add or update user stories based on client feedback.
- Assign Business Value (BV) and Complexity Points (CP).
- Split large epics into smaller, deliverable user stories.

Example :-

In the grooming session, the Product Owner added details for the “Track Order in Real Time” user story and re-prioritized the “Payment Gateway Integration” feature for Sprint 1.

2. Sprint Planning Meeting

Purpose:-

To decide which user stories will be developed in the upcoming sprint and define the Sprint Goal.

Participants: Product Owner, Scrum Master, and Scrum Team.

Key Activities:-

- Select high-priority stories from the Product Backlog.
- Break stories into smaller tasks.
- Estimate effort in Complexity Points (CP).

Example:-

During Sprint 1 planning, the team selected **10 User Stories** (total 30 CP) including Customer Registration, Payment Gateway, and Restaurant Approval.

3. Daily Scrum (Stand-up Meeting)

Purpose:-

A short, **15-minute meeting held daily** to inspect progress and synchronize work.

Participants:- Scrum Master and Scrum Development Team.

Each team member answers 3 questions:-

1. What did I work on yesterday?
2. What will I work on today?
3. Are there any impediments blocking me?

Example:-

A developer mentioned that the Payment API was not responding — the Scrum Master immediately raised it as an impediment and resolved it with the technical team.

4. Sprint Review Meeting

Purpose:-

To **demonstrate the completed product increment** to the stakeholders and collect feedback.

Participants:- Product Owner, Scrum Master, Scrum Team, and Stakeholders.

Key Activities:-

- Show working features completed in the sprint.

- Gather client feedback.
- Decide on changes or enhancements for the next sprint.

Example:-

The Product Owner demonstrated **Customer Registration, Login, and Order Placement** modules to the client, who suggested adding an order-cancellation option.

4.Sprint Retrospective Meeting

Purpose:-

To review the **team's performance** and discuss what went well, what didn't, and how to improve.

Participants: Scrum Master and Scrum Team.

Key Activities:-

- Identify best practices and areas for improvement.
- Update process guidelines for the next sprint.
- Strengthen teamwork and communication.

Example:-

The team decided to **start code reviews twice a week** and **improve documentation clarity** for smoother collaboration in Sprint 2.

Question 13 – Explain Sprint Size and Scrum Size ?

1.Sprint Size:-

The Sprint Size refers to the time duration allocated to complete a single sprint cycle — from planning to product delivery.

In Agile-Scrum, the sprint duration is time-boxed, meaning it cannot be extended once started.

In Scrum Foods Project:-

- Each Sprint Duration = 2 Weeks (10 Working Days)
 - Each Sprint delivers 10 User Stories (approx. 25–30 CP).
 - After every sprint, a working product increment is delivered.
 - **Example:**
Sprint 1 in Scrum Foods covered modules like Customer Registration, Login, Payment, and Restaurant Approval within 2 weeks.
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2.Scrum Size:-

The Scrum Size refers to the duration of one Scrum (Daily Stand-up Meeting) within a sprint.

It is a 15-minute daily meeting where the team discusses progress and blockers.

In Scrum Foods Project:-

Scrum Duration = 1 Day (Daily Scrum Meeting)

Each Scrum includes 8 Developers + Scrum Master.

- They discuss:
What was done yesterday,
What will be done today,
Any impediments.

Example:-

During Sprint 1, the Scrum held on Day 3 revealed a Payment Gateway API issue, which was quickly resolved by the Scrum Master

Question 14 – Explain DOR and DOD ?

1. DOR – Definition of Ready:-

DOR (Definition of Ready) means that a User Story is clearly defined, well-understood, and ready to be picked up by the development team for implementation in a sprint.

A story is marked “Ready” when all acceptance criteria, dependencies, and resources are clear.

Checklist for DOR:

- User Story is clearly written (As a / I want / So that).
- Acceptance Criteria are defined.
- BV and CP are assigned.
- No pending dependencies or blockers.

2. DOD – Definition of Done

DOD (Definition of Done) means that a User Story is fully completed, tested, reviewed, and ready to be demonstrated to the client.

It ensures quality, completeness, and delivery readiness.

Checklist for DOD:

- Coding completed.
- Unit and Integration Testing done.
- Acceptance Criteria met.
- Approved by Product Owner.

Question 15 – Explain Prioritization Techniques and MVP ?

1. Prioritization Techniques:-

In Agile-Scrum, prioritization means deciding which user stories should be developed first based on Business Value (BV), risk, and customer need.

This helps the Product Owner ensure that the team works on the most valuable and time-critical features early.

Common Prioritization Techniques:

1.MoSCoW Technique

This divides user stories into four categories:

- **M – Must Have:** Essential features for MVP (cannot be skipped).
- **S – Should Have:** Important but not critical for initial release.
- **C – Could Have:** Nice to have if time permits.
- **W – Won't Have (Now):** Can be taken up in future releases.

Example :

Must Have: Customer Registration, Login, Payment, Order Tracking.

- **Should Have:** Ratings & Reviews, Notifications.
- **Could Have:** Favorite Restaurants.
- **Won't Have:** AI-based Recommendations (future scope).

MVP – Minimum Viable Product :-

An **MVP (Minimum Viable Product)** is the **first working version of the product** that delivers **essential functionality** to the customer and can be launched quickly for feedback.

It helps validate the product idea early and saves time and cost.

Example :

The **MVP** for Scrum Foods was planned in **Sprint 1**, including **10 essential User Stories** such as:

1. Customer Registration & Login
2. Add Address (within 5 km)
3. View Restaurants and Menus
4. Add to Cart & Payment
5. Delivery Boy Registration
6. Restaurant Approval by Admin

Question 16 – Difference between Business Analyst n Product Owner ?

1. Business Analyst (BA)

A Business Analyst acts as a bridge between business stakeholders and the development team, focusing on requirements gathering, documentation, and analysis.

Key Responsibilities:

- Gather and analyze business requirements.
- Prepare BRD (Business Requirement Document) and FRD (Functional Requirement Document).

- Create process flow diagrams, use cases, and wireframes.
- Communicate clarifications between client and Scrum Team.
- Support the Product Owner by ensuring all stories are well-defined and understood.

Focus: *“What does the business need?”*

2. Product Owner (PO)

A Product Owner is an Agile role responsible for maximizing the product's business value.

They own the Product Backlog, set priorities, and decide what will be delivered in each sprint.

Key Responsibilities:

- Maintain and prioritize the Product Backlog.
- Assign Business Value (BV) to user stories.
- Approve or reject completed stories in Sprint Review.
- Communicate with stakeholders about product vision and roadmap.
- Ensure the development team builds what delivers the most value.

Question 17 – Prepare a sample Resume of 3yrs exp Product Owner ?

RESUME

Name: Giriraj Singh Solanki

Email: girirajrajput96@gmail.com

Phone: 8518049778

Location: Pune, Maharashtra

Career Objective:

Result-oriented and certified Product Owner with 3 years of experience in managing Agile-Scrum projects, defining product vision, and maximizing business value. Skilled in stakeholder collaboration, backlog prioritization, and delivering high-quality product increments. Seeking to contribute to a growth-oriented organization by driving successful digital transformation projects.

Professional Summary:

- 3 years of hands-on experience as a Product Owner / Business Analyst in Agile-Scrum environments.**
- Expertise in Product Backlog Management, Sprint Planning, and Prioritization Techniques (MoSCoW, WSJF).**
- Strong understanding of Software Development Life Cycle (SDLC) and Agile Methodologies.**
- Proficient in preparing User Stories, Acceptance Criteria, and Epics.**
- Experience working closely with Scrum Masters, Developers, and QA teams.**

- Excellent communication, leadership, and stakeholder management skills.

Core Competencies:

- ✓ Product Backlog Management**
- ✓ User Story Writing & Acceptance Criteria**
- ✓ Agile-Scrum Framework**
- ✓ Stakeholder Communication**
- ✓ Sprint Planning & Review**
- ✓ MoSCoW and WSJF Prioritization**
- ✓ Jira, Confluence, MS Visio, Balsamiq, Tableau, SQL**

Professional Experience:

Company: APT IT Solutions, Pune

Role: Product Owner

Duration: Jan 2022 – Present (3 Years)

Project: Scrum Foods – Online Food Delivery Application

- Defined Product Vision and maintained the Product Backlog for the Scrum Foods App.**
- Created and managed 40+ User Stories, BV/CP estimation, and Acceptance Criteria.**
- Conducted Sprint Planning, Daily Scrum, Sprint Review, and Retrospective Meetings.**
- Worked with stakeholders (customers, restaurants, delivery partners) to capture business needs.**
- Used MoSCoW and WSJF to prioritize features for MVP delivery.**
- Approved sprint deliverables ensuring alignment with Definition of Done (DOD).**
- Monitored progress using Velocity and Burn Down Charts.**

- Collaborated with Business Analyst and Scrum Master for smooth sprint execution.

Tools & Technologies:

- Project Tools: Jira, Trello, Confluence**
- Design Tools: Balsamiq, Axure RP, MS Visio**
- Data Tools: SQL, Tableau**
- Methodologies: Agile-Scrum, Kanban**
- Documentation: BRD, FRD, User Stories, Test Cases**

Educational Qualification:

B.Sc. in Forensic Science – Holkar Science College, Indore (2018)

Certified Scrum Product Owner (CSPO) – Scrum Alliance, 2021

Achievements:

-  **Delivered MVP of Scrum Foods App within 2 sprints.**
-  **Improved sprint velocity by 20% by optimizing backlog and user story clarity.**
-  **Received “Best Product Owner of the Quarter” award (2023).**

Personal Details:

Date of Birth: 29 September 1996

Languages Known: English, Hindi

Hobbies: Yoga, Reading Business Case Studies, Playing Cricket

Declaration:

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

Date: 13 October 2025

Place: Pune

Signature: (Giriraj Singh Solanki)

