

## Steps for Creating Product Backlog

**What is Backlog:-** a list of issues describing what your team is going to do on a project.

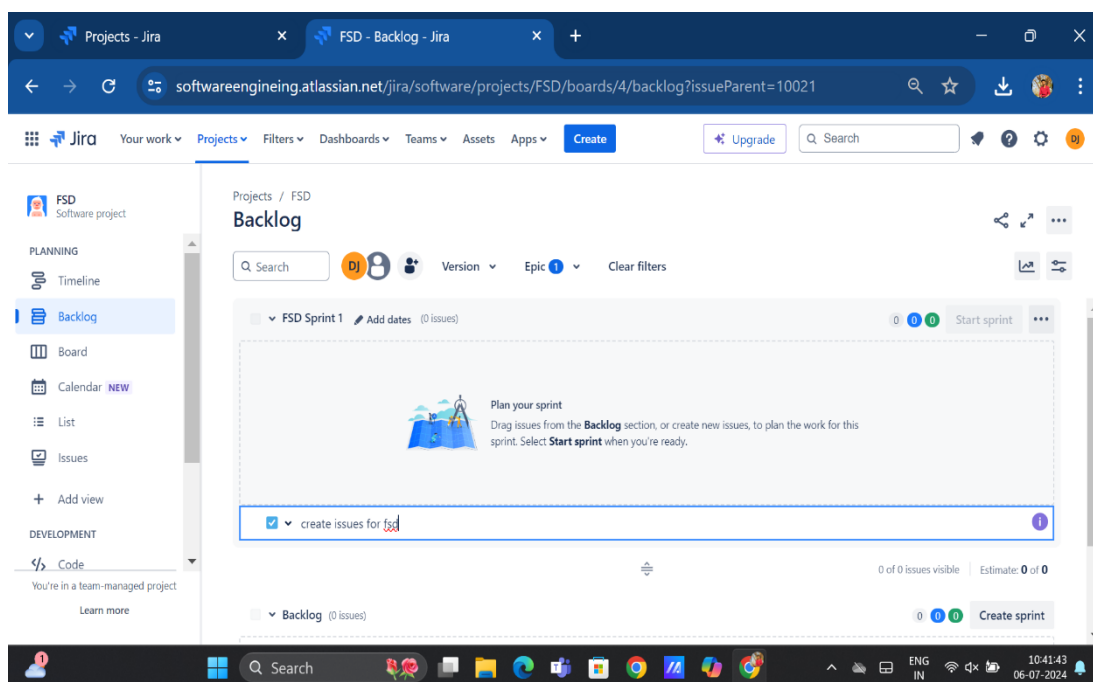
### **To enable or disable the backlog.**

- Navigate to your team-managed software project
- In the sidebar, select Project Settings.
- Select Features.
- Enable the Backlog feature.

You'll see a new Backlog navigation item in your project's sidebar. Go there to see the backlog feature and start prioritizing upcoming work.

### **ADD ISSUE TO YOUR BACKLOG:-**

- To create issues for your team to work on in your backlog:
- Navigate to your team-managed Jira Software project.
- In your project's sidebar, select Backlog.
- Scroll to the bottom of your Backlog list and select + Create issue.



### **DISPLAY THE EPIC PANEL IN YOUR BACKLOG:-**

- Navigate to your team-managed project.
- In your project's global menu (sidebar), select Backlog.
- Click the Epic dropdown filter.
- Click the Epic panel switch at the bottom of the filter list.

**Within The Epic Panel. Epics Appear In The Same Order As They Appear On Your Roadmap, Here You Can:-**

- Create new epics
- Drag-and-drop epics to reorder them
- Add/remove issues to/from epics
- Move multiple issues from one epic to another (simply multi-select then drag and-drop)
- Click an epic's chevron (>) to expand more details

**Add Issues To Epic:-**

There are two ways to add issues to epics in the backlog:

**1. Via The Backlog's Epic Panel**

Go to your project's backlog > Click the Epic dropdown filter > Click the Epic panel switch.

Drag-and-drop issues from the backlog to epics in the epic panel. Hold Ctrl (Windows) or Command (Mac) to select multiple issues at a time.

**2. Via An Issue**

Within your backlog, hover over an issue and select more (\*).

Then click Add parent (to assign the issue to an existing epic) or Change parent (to change the issue's epic).

**USER STORY:-**

A user story is defined by Atlassian as being an "informal, general explanation of a software feature written from the perspective of the end user."

The key here is the term "end user". A user story should reflect the needs and wants of an individual who could be a system user, internal team member or customer - and show how the requested functionality will deliver value to this end user.

**CREATING USER STORY:-****To add a story to your backlog:**

- Navigate to the 'Create' screen in your Jira Scrum or Kanban project. Create a new Jira issue and select the appropriate project from the dropdown menu.
- Make sure 'Story' is selected as the issue type. This will be the default setting. Follow your organization's guidelines for formatting your story. Don't worry you have no guidelines to follow - we give specifics below.
- Your story will then go into the backlog to be assigned and actioned by the project manager, project leader, product owner or other relevant stakeholders.

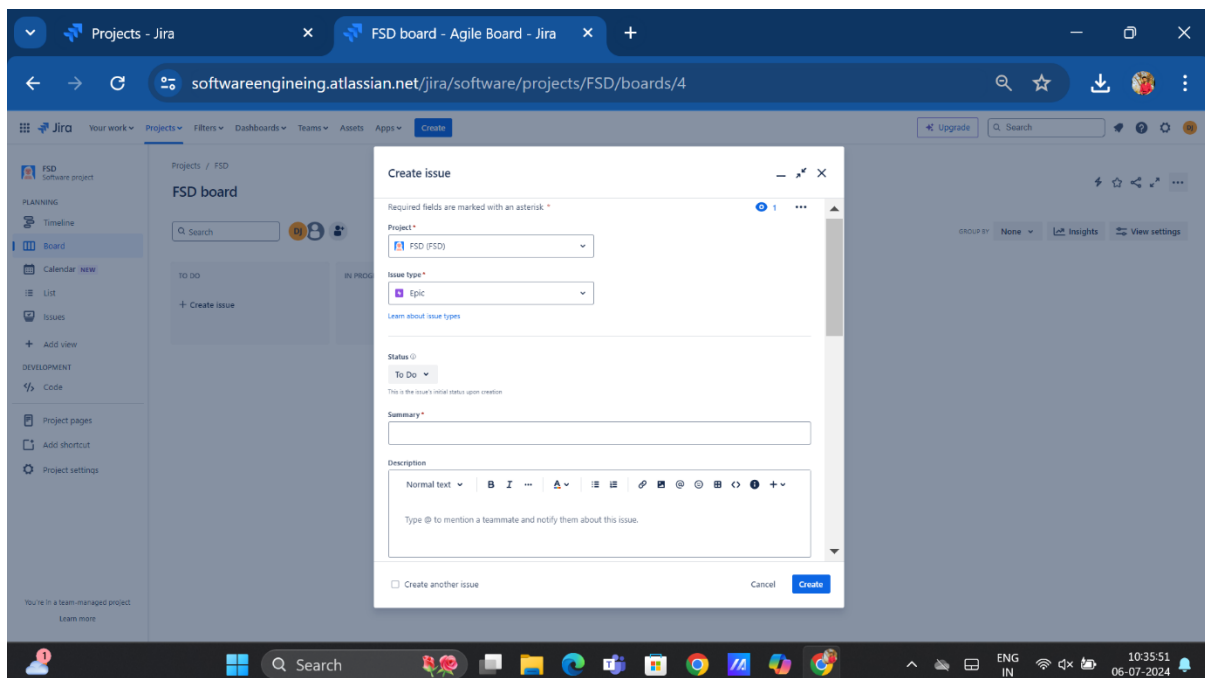
## CREATE A USER STORY FOR EPIC

### Define goal of product?

A product goal is a measurable, time-bound objective that supports your product vision. It defines what you want to accomplish and how you will evaluate your success.

### Define Epic :-

An epic is a large body of work that can be broken down into a number of smaller stories, or sometimes called "Issues" in Jira. Epics often encompass multiple teams, on multiple projects, and can even be tracked on multiple boards. Epics are almost always delivered over a set of sprints.



### What is Roadmap for Epics?

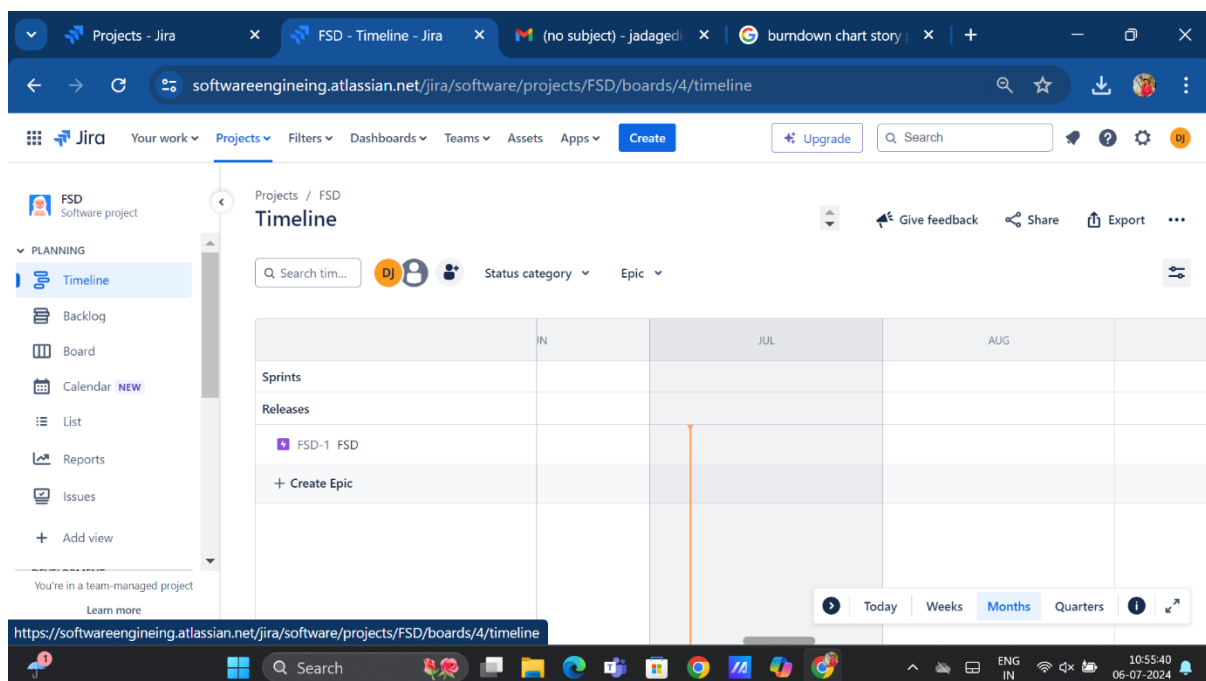
Roadmap for Jira Software allows you to plan and track work strategically across multiple teams and projects. Designed to empower teams at scale, you can plan based on capacity, track dependencies, manage competing priorities, and explore alternative scenarios with a single source of truth on the current and future health of your initiatives.

Advanced Roadmaps accesses boards, projects, and filters in Jira Software to visualize data in a customizable interface. Functioning as a sandbox environment, you can plan and experiment before updating your original data in Jira Software. In one click, you can establish your plan's critical path, explore different variations, and update your Jira Software interface.

This guide explains the key concepts of Advanced Roadmaps including how to create your first plan and the best practices for a seamless planning experience.

### Steps to create roadmap for Jira software

1. Create a new Jira Software project, or go to an existing project then navigate to the sidebar and click Roadmap.
2. Click + Create epic on your roadmap to create epics directly onto it. If your roadmap is empty, simply start typing to create.
3. Name your epic then hit Enter. You can double-click on your epics at any time from the roadmap to add information such as start and end date, assignee, attachments, and so on.
4. Add the child issues to your epic from the roadmap by clicking + Next on the epic name. Select the type of child issue you want by using the drop-down menu, then name your issue.



### Cost estimation definition

Cost estimation in project management is the process of forecasting the financial and other resources needed to complete a project within a defined scope. Cost estimation accounts for each element required for the project from materials to labor and calculates a total amount that determines a project's budget.

An initial cost estimate can determine whether an organization green lights a project. If the project moves forward, the estimate can be a factor in defining the project's scope. If the cost estimation comes in too high, an organization may decide to pare down the project to fit what they can afford (it is also required to begin securing funding for the project). Once the project is in motion, the cost estimate is used to manage all of its affiliated costs in order to keep the project on budget.

### Elements of cost estimation in project management

**There are two key types of costs addressed by the cost estimation process:**

1. Direct costs: Costs associated with a single area, such as a department or the project itself. Examples of direct costs include fixed labor, materials, and equipment.
2. Indirect costs: Costs incurred by the organization at large, such as utilities and quality control. Within these two categories, here are some typical elements that a cost estimation will take into account:

- Labor: The cost of team members working on the project, both in terms of wages and time
- Materials and equipment: The cost of resources required for the project.
  - from physical tools to software to legal permits
- Facilities: The cost of using any working spaces not owned by the organization.
- Vendors: The cost of hiring third-party vendors or contractors.
- Risk: The cost of any contingency plans implemented to reduce risk

**Define Risk management?**

Risk management is the process of identifying, assessing and controlling financial, legal, strategic and security risks to an organization's capital and earnings. These threats, or risks, could stem from a wide variety of sources, including financial uncertainty, legal liabilities, strategic management errors, accidents and natural disasters.

**Risk management for hotel website:****1. Food Safety**

Food safety is paramount in a hospitality business. From in-house restaurants to room service to catering, a lot of food moves through a hotel. With all that food, food safety is a top need to meet-for everyone. The best way to mitigate it is to have operational efficiency in the kitchen and food storerooms.

**2. Property Damage**

Some amount of property damage is bound to happen from time to time with so many guests moving through the hotel, bed and breakfast, or other hospitality space. Property damage can be as small as a bit of chipped paint on the wall to as large as a broken nightstand. It can be hard to avoid, as guests are unpredictable.

**3. Special Event Management**

Special event management-from the banquet server work to the banquet manager job to banquet table setup ideas is a unique type of risk. Events, from parties to corporate functions, bring together food and beverage risks and general guestsatisfaction and safety risks. A full risk assessment and plan is needed for the eventmanagement department.

#### 4. Hazardous Chemicals

This is even more important given the recent COVID-19 pandemic. There are more stringent bar cleaning checklist rules and hotel standards. Of course, this brings with it the hazard of dangerous chemicals.

#### 5. Common Safety Hazards

The most common safety hazards in a hospitality business are slips, trips, and falls. To avoid these risks, make sure your carpets are well-maintained and keep wet floor signs available. Additionally, it's a good practice to have stairs and steep areas lit up for greater visibility at night.

#### 6. Liquor Liabilities

Anywhere liquor is sold and you're stocking a bar, there are liquor liabilities. In a hotel bar, it's hard to know where your guests may be headed after they've had a drink or two.

The best thing you can do is keep tabs on how many they've had with you. You should also keep an eye on areas like the pool for safety measures.



## SPRINT PLANNING

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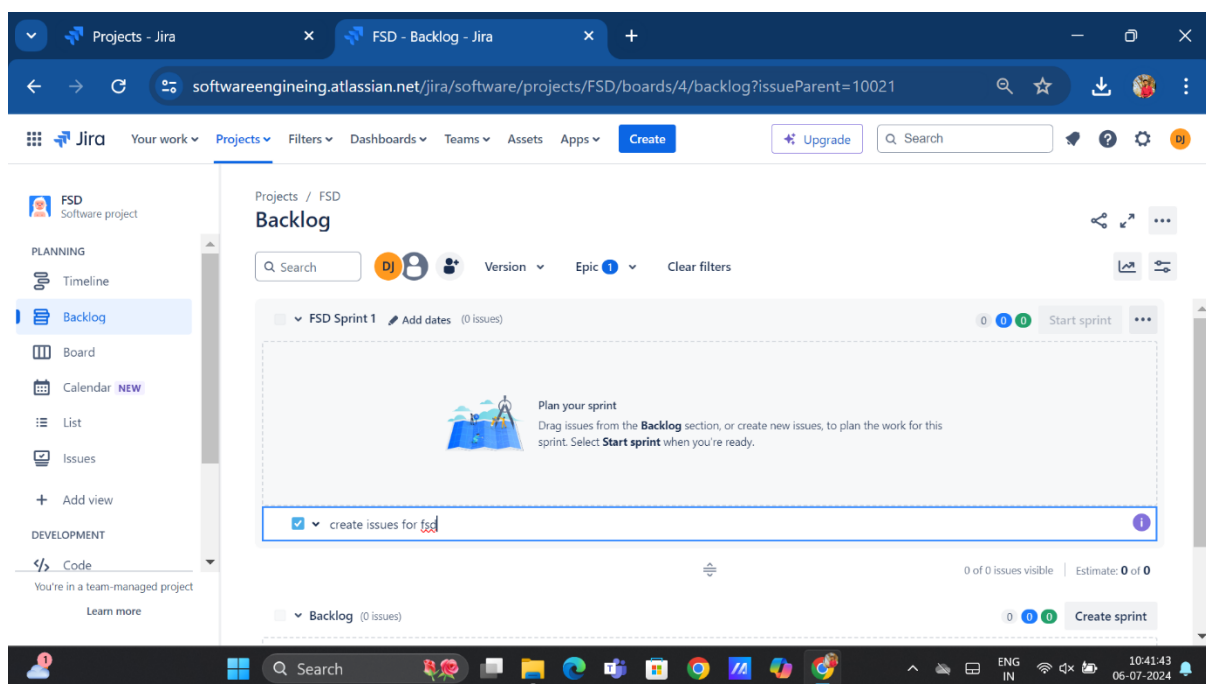
A sprint is a fixed time period in a continuous development cycle where teams complete work from their product backlog: At the end of the sprint, a team will typically have built and implemented a working product increment. Jira Software makes your backlog the center of your sprint planning meeting, so you can estimate stories, adjust sprint scope, check velocity, and re-prioritize issues in real-time.

### STEPS FOR CREATING SPRINT PLANNING:

#### Step 1: Create a sprint:

1. Go to the Backlog of your Scrum project.
2. Click the Create Sprint button at the top of the backlog.

Note that you can create more than one sprint, if you want to plan work several weeks in advance.



#### Step 2: Fill your sprint with stories from the backlog

##### To add stories to your sprints

1. Navigate to the Backlog.
2. Drag and drop issues from the Backlog onto your sprint.

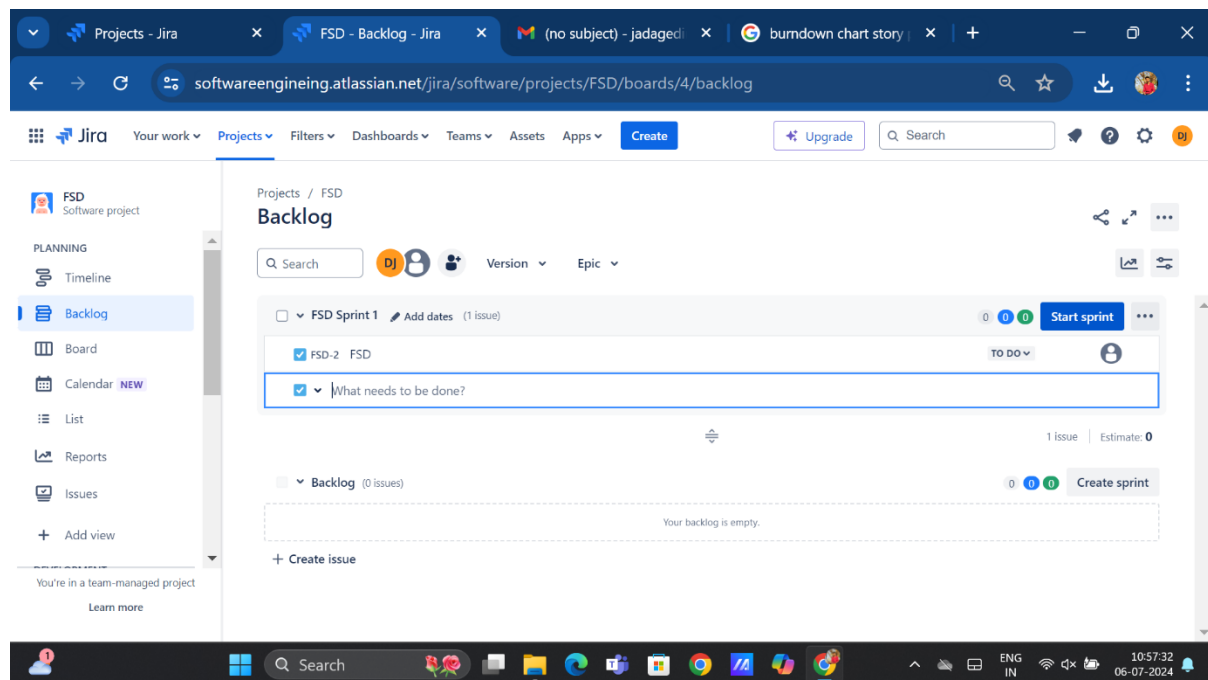
Note that you can also add an issue to your sprint by editing the issue and updating the Sprint field.

### Step 3: Start sprint

You haven't started one already. If you want to have more than one active sprint at a time, try the Parallel Sprints feature, and The sprint is at the top of the backlog. If you want to start a planned sprint that is lower down, you'll need to reorder your sprints to move it to the top.

#### To start a sprint

1. Go to the Backlog of your Scrum project.
2. Find the sprint that you want to start and click Start Sprint.



3. Update the Sprint name and add a Sprint goal if you want to, and select the Start date and End date for the sprint.

### Step 4: Monitor your team's progress:

During the sprint, you'll probably want to monitor the team's progress. One way of doing this is by viewing the Sprint Report.

### Step 5: Close the sprint:

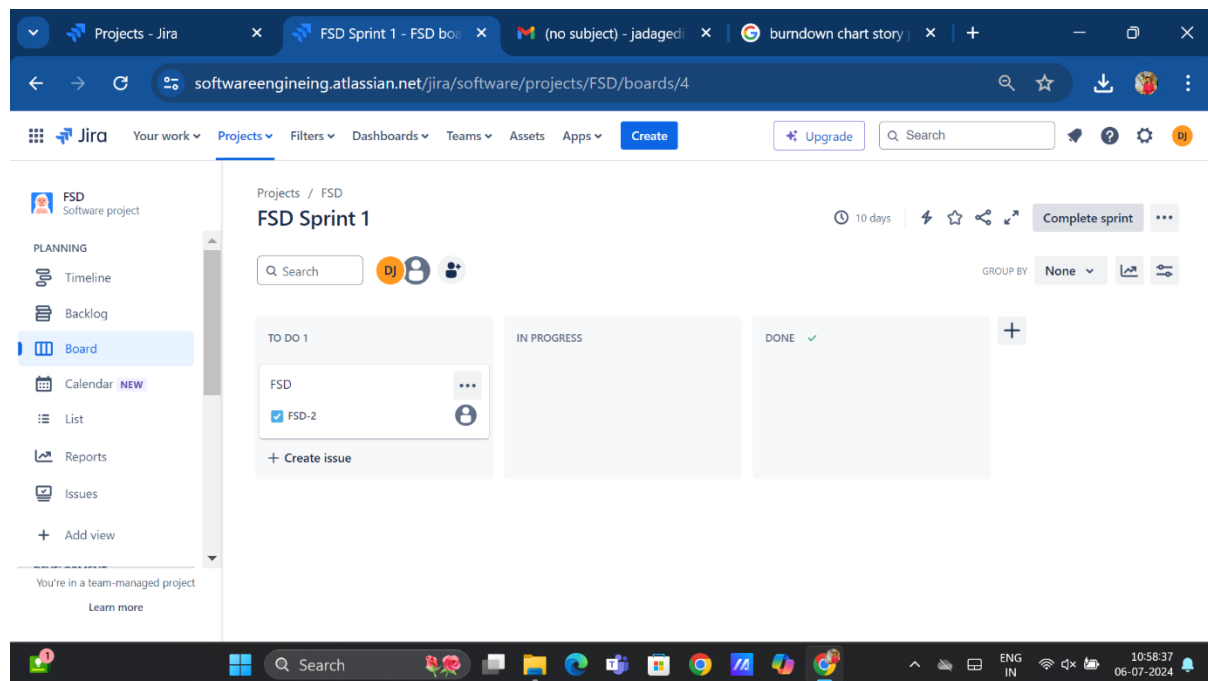
#### To close a sprint

1. Navigate to the Active sprints of your Scrum board.
2. If necessary, select the sprint you want to complete from the sprint drop-down.

Note that if you have multiple sprints in the Active sprints of your board, the 'Complete Sprint' button will not appear until you select one of the sprints.

3. Click Complete Sprint. All completed issues will move out of Active sprints.





4. If the sprint has incomplete issues, you'll be asked to move them to one of the following:

- The backlog
- Any future sprint, or
- A new sprint

### Creating Acceptance Criteria

In Agile, acceptance criteria refer to a set of predefined requirements that must be acceptance refer to a set of Acceptance criteria and sometimes called the ridely user story comebause they determine the scope and requirements that must be executed by developers to consider the user story finished.

### Format of User Story Acceptance Criteria

There's no single right or wrong way to write acceptance criteria for a user story. Ultimately, you need to establish a format and procedure for creating acceptance criteria that consistently works for your team.

### Given/When/Then Acceptance Criteria

The Given/When/Then style of user story requirements is similar to the traditional formatting for user stories themselves. The standard user story follows the template: "As a (intended user). I want to (intended action), so that (goal/outcome of action)." User acceptance criteria in given/when/then format follows the template: "Scenario: (explain scenario). Given (how things begin), when (action taken), then (outcome of taking action)."

### Example of Acceptance criteria for that user story

- Scenario: The product manager adds potential ideas and ranks the best ideas based on benefit versus cost.
- Given that I have added two or more ideas and scored them using the Benefit vs Cost scoring model.
- When I click the Rank button.
- Then ideas are sorted with the top-scoring ideas at the top.

### **Sprint planning**

Sprint planning is an event in scrum that kicks off the sprint. The purpose of sprint planning is to define what can be delivered in the sprint and how that work will be achieved. Sprint planning is done in collaboration with the whole scrum team.

In scrum, the sprint is a set period of time where all the work is done to decide before you can exit is a set period of time up the sprint. You need to decide on how long the time into action you have the sprint goal, and where the agenda to start. The sprint box is going to be off the sprint by setting the agenda and focus. If the planning session creates an environment where the team is motivated, challenged, and can be successful.

### **Backlog Refinement**

Backlog refinement, also known as backlog management or backlog grooming, is the period of time where product owners, managers, and team members review and prioritize product backlog items. This project management process is commonly used in development teams who use the Agile methodologies.

### **Sprint Demo**

In a traditional scrum method, the sprint demo comes at the end of a sprint. At the start of an agile sprint, a team commits to a certain amount of work. That work is based on input from the project's stakeholders and ideally is the most important work the team could be doing for that sprint. Sprints vary in length. Some are two weeks. Other teams choose one week, and I've even seen a few that went as long as a month.

