Alexis Prazak

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Tarik Iles

5-3 Journal: Developer

The Product Owner mentioned in the previous meeting that they will deprioritize some backlog items so the team can still meet the deadline. I would ask that the backlog be made as soon as possible so low low-priority work is stopped for now. The tester was in attendance as well and chimed in to say the tests would be updated. New testing criteria must be sent to the team. Completing both of these steps will ensure developers make appropriate changes.

Since the team is mid-sprint both of these people are busy. Ideally, these requirements would be discussed face-to-face, but that is not practical at the moment. Instead, email will be used to clarify the changes. I’ll put important questions in bullet points so their eyes are drawn to the most important pieces. In the tester’s email to the product owner last week they included a deadline for response and explained why it was important. I will do the same in my communications. It shouldn’t be assumed they know what the rest of the team needs. Clarity is how we avoid wasting precious time.

One benefit of agile is how quickly changes can be made. When done correctly this allows the team to pivot requirements in a fast-paced market. When done poorly these changes can result in bloated budgets, increased delivery times, and developer burnout. To avoid these outcomes I regularly communicate what I need from the team. Emails like the one below get me the information I need to do my best work.

Sample Email:

Subject: 20 Minutes - Updates Needed for New SNHU Travel Requirements

Dear Product Owner and Tester,

It was great meeting with both of you yesterday. I understand we’re changing the site to focus on wellness travel. To keep everyone on schedule, I’d like updates for two of our artifacts.

* **Product Owner:** Please specify which backlog items are now being deprioritized. We have developers working on different items so I’d like to help them shift their focus to higher priority tasks.
* **Tester:** Can you update our test case document with new pass/fail criteria? The team and I will use it to guide development.

I appreciate your attention to this and I will update you on our progress at the next meeting.

Best,

Alexis Prazak

**References**

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