**Product Backlog:**

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| **ID** | **As a…** | **I want to be able to…** | **So that…** |
| SP1 | Administrator | Have dynamic approval workflow | I can streamline the process of approval |
| SP2 | HR | Have an Interface to fill out scholarship renewal basis | I can assess who passed and became delisted in the present semester |
| SP3 | Approver | To see and approve the approval request I have | I can review the document needed for approvals |
| SP4 | Administrator | Schedule the disbursement | I can set the day of disbursement for scholars |
| SP5 | Administrator | Track the disbursement | I can see the status of disbursement |
| SP6 | Administrator | Monitor expenses to scholarship | I can see how much we spent to the scholars |
| SP7 | Administrator | Monitor the Return of Investments | I can see the success of scholarship |

**SPRINT BACKLOGS:**

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| **Sprint 1: Approval Workflow Feature (Administrator Side)**  **Start: Feb 10, 2025**  **End: Feb 22, 2025** | | |
| **As a…** | **I want to be able to…** | **So that…** |
| Administrator | Create a workflow approval | I can automate the process of approval |
| Administrator | Assign approver sequentially and assign a due date | I can have multiple approvers and be approve the workflow in sequence and in time |
| Administrator | To input files, request title, due date of workflow, for what semester, what year level, school year, and description | I can properly detail out the needed information for the financial distribution. |
| Administrator | I want to see my created workflow approval as a list | I can monitor which approval is ongoing, or already done. |
| Administrator | I want to view the detailed approval workflow | I can monitor in detail the workflow |
| Administrator | I want to edit on who’s going to approve the workflow once created | I can change approver If the assigned approver can’t review the workflow for some reason. |

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| **Sprint 2: Scholarship Renewal (HR)**  **Start: March 3, 2025**  **End: March 15, 2025** | | |
| **As a…** | **I want to be able to…** | **So that…** |
| HR | Generate the scholar’s information for renewal every semester for the active scholar | I know who’s eligible for renewal this semester |
| HR | Edit the validation (GPA, Goodmoral, and etc..) for each renewal validation for certain scholar | I can validate who passed the renewal and failed. (Passed or delisted in master list) |
| HR | See the list of scholars who’s going to be renewed in excel like view | I can see properly who’s going to be renewed. |
| HR | Filter the renewal scholars for their branches, year level, semester, year, and school year | I can control who’s going to be displayed in the list of scholars to be listed |
| HR | Search certain scholar name | I can find specifically the scholar I need to view the renewal data. |
| HR | Generate a report for the renewal scholar information. (branch, school year, year level, semester) | I can download the excel file of the said generated report of renewal scholars |
| HR | Have a sorting of data (renewal status, alphabetical in name, sort by campus) | I can have organize view in the data I need to validate |

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| **Sprint 3: Approval Workflow (Approver)**  **Start: March 17, 2025**  **End:** | | |
| **As a…** | **I want to be able to…** | **So that…** |
| Approver | See the approval workflow I’m part as approver | I can review the said approval workflow and see things I need to review |
| Approver | Approved or reject the workflow I’m part | I can provide feedbacks on the approval I’m part in |
| Approver | Add comment upon reviewing | I can detail out concern or anything I want to say |
| Approver | Have a notification for the due in approval workflow | I can review it in time and don’t miss it |
| Approver | Have a notification if the author removed or replace me as an approver | I can know if I’m still part of the approval workflow |
| Approver | Raise a concern and contact the author | I can notify the author earlier that I can’t approve it |

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| **Sprint 4: Scheduling Disbursement (Admin)**  **Start: April 1 2025**  **End: April 12 2025** | | |
| **As a…** | **I want to be able to…** | **So that…** |
| Administrator | |  | | --- | | Set a schedule for disbursement |  |  | | --- | |  | | I can set the exact date for scholars to receive funds |
| Administrator | |  | | --- | | View a calendar of scheduled disbursements |  |  | | --- | |  | | I can easily track and manage upcoming disbursement dates |
| Administrator | Modify or cancel a scheduled disbursement | I can make adjustments in case of changes or issues |
| Administrator | Get notifications for upcoming disbursement dates | I can ensure that the funds are processed on time |

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| **Sprint 5: Tracking Disbursement (Admin)**  **Start: April 10**  **End: April 21** | | |
| **As a…** | **I want to be able to…** | **So that…** |
| Administrator | View all scheduled disbursements | I can track the status and progress of disbursements |
| Administrator | |  | | --- | |  |  |  | | --- | | See the status of each disbursement (Pending, Completed, Failed) | | I can monitor which disbursements have been processed successfully |
| Administrator | Filter disbursements by date, scholar batch, and status | I can easily find specific disbursements |
| Administrator | |  | | --- | |  |  |  | | --- | | View detailed information of a specific disbursement | | I can review transaction details for accuracy |
| Administrator | Update the status of a disbursement manually | I can correct or confirm status if necessary |
| Administrator | Export disbursement reports as an Excel or PDF file | I can keep records for auditing and reporting purposes |

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| **Sprint 6: Expense Dashboard/Monitoring (Admin)**  **Start: April 22 2025**  **End: April 30** | | |
| **As a…** | **I want to be able to…** | **So that…** |
| Administrator | View a list of all active scholars with their total allocated budget | I can monitor the total expenses per scholar |
| Administrator | See a breakdown of each scholar’s semestral fees and disbursements | I can track how scholarship funds are being distributed |
| Administrator | Edit a scholar’s semestral fee details | |  | | --- | |  |  |  | | --- | | I can correct errors or update the information if needed | |
| Administrator | Delete a scholar’s semestral fee record if necessary | I can remove incorrect or outdated data |
| Administrator | Sort scholars based on year, section, branch, level, and batch | I can efficiently organize and analyze scholar expense data |
| Administrator | Search for a specific scholar | I can quickly find and review individual scholar records |

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| **Sprint 7: Return on Investment (ROI) Monitoring (Administrator Side**  **Start: May 1 2025**  **End: May 12 2025** | | |
| **As a…** | **I want to be able to…** | **So that…** |
| Administrator | View a graphical representation of scholarship spending and ROI metrics | I can analyze financial efficiency and impact |
| Administrator | See the total scholarship spending per batch and year | I can track how much has been invested in each batch |
| Administrator | Calculate the ROI of scholarships per batch and year | I can measure the effectiveness of the scholarship program |
| Administrator | |  | | --- | |  |  |  | | --- | | Compare the number of scholars who graduated and their employment rate | | I can assess how successful the program is in producing employable graduates |
| Administrator | Export the ROI data as a report | |  | | --- | |  |  |  | | --- | | I can share insights with stakeholders and decision-makers | |