Creating a Product Backlog in VivifyScrum

1. Before Starting: Before starting, you should familiarize yourself with the following documents:

VivifyScrum_Tutorials.pdf
ProductBacklog.docx
IDD_v1.pdf
SRS_v1-1.pdf

2. Understanding the Features: This part of the lab will get you acquainted with the stories you will be working with.

1. You should have been given a set Features (and, perhaps, some Epics) for a particular product. Read and understand them (*ProductBacklog.docx*).

3. Adding Features to a Product Backlog: This part of the lab will give you experience adding PBIs to the Product Backlog (a task that is normally completed by the Product Owner).

1. Divide the list of features so that each team member has approximately the same number. (Note: It does not matter which team member gets which feature.)

2. Each team member must add his/her features to the product backlog. Each PBI must have a title and a description (in the form of a user voice story). Each must be given a size (in story points), a priority, be categorized as a "Story", and be given an "Item Value" (i.e., a business value). **Remember:** Scrum is an incremental process. So, at the end of each sprint, the team must have a working product. You should take this into account when you assign priorities.

4. Organizing a Product Backlog: Unfortunately, VivifyScrum does not seem to be able to sort PBIs by priority. Hence, this part of the lab will get you acquainted with how to do so manually.

1. As a team, discuss and agree on the priorities that you assigned as individuals (and modify them accordingly).

2. Have one team member arrange the PBIs from most important (at the top) to least important (at the bottom).

5. Writing Conditions of Satisfaction: This part of the lab will give you experience writing conditions of satisfaction.

1. Each team member must choose one or two features (from the top of the list) and write completion criteria (i.e., conditions of satisfaction) and record them in a "Checklist". **Remember:** Scrum is an agile process and details are added "as needed"/"just in time". So, there is no reason to have completion criteria for low priority items.
2. When all of the completion criteria have been written, the team must meet to ensure that they are all appropriate and at the same level of abstraction.