Healthy Living Partner

Developing the product

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Team for the project

Scrum/Development Team

One Engineering Lead

One Shared DevOps

Four Engineers

One Shared QA

    Scrum master (rotational in nature)

Product Designer

Shared Data Analyst

All Teams

Customer Service

Data Analytics

Engineering (includes QA)

Legal and Compliance

Finance & Accounting

Operations

Marketing (includes Product Marketing)

Product Management

Product Design

Create Project Blueprint

A product launch is not just about deploying a beautifully designed,built and thoroughly tested feature. Your company needs to be equally prepared if not more to support every possible customer interaction associated with the product (e.g landing on your company website to learn more about the new feature)

Coordinated Activities Map

https://docs.google.com/spreadsheets/d/1mWKMVkSJ9inoi7avbxWvFKk2QoZs-GB0OA82cMwsnag/edit#gid=158883148

Plan for Sprint Meeting

As a PM, it is important to stay ahead of your scrum team and be prepared for every upcoming sprint by having a target goal defined with prioritized backlog for team to start costing and breaking down the tasks

Sprint Planning Meeting Preparation

Sprint Goal:	**Design an app that will assist users to achieve a healthy lifestyle within 6 months**

1	As a Healthy Living Partner app user, I want to have access to the app main page with a list of feature options, for healthy lifestyle so that I can choose and follow the guidance to use it to improve my health condition.
2	As a Healthy Living Partner app user, I want to have access to Exercise List so I can have options, including recommended to choose from for my daily exercise activities to incorporate a healthy habit and lifestyle.
3	As a Healthy Living Partner app user, I want to have the analysis of my input data with my current state of health shaown so I can monitor my health condition daily.
4	As a Healthy Living Partner app user, I want to monitor and display the blood sugar level so I can be aware of my glucose level at all time as needed.
5	As a Healthy Living Partner app user, I want to have an app that will analyze and show activity completion data so I can monitor my performance and commitment level to healthy lifestyle routine habit in percentage rating.

Sprint Prioritization Logic

- Have the core features of the MVP ready at the end of this sprint, where the feature can be accessed to start testing from the first sprint onwards
- Prioritized API functionality that requires more time and collaboration to test, and to allow integration of

User Story 1

User Story	As a fitness and wellness enthusiast, I want to have access to the app Main Menu page with a list of feature options, for healthy lifestyle so that I can choose and follow guidance to use it to improve my health condition.
Design	Main Menu page - https://docs.google.com/presentation/d/1qy66ydHr8mymPN90a3dYw_a20Y4RAL4uH8mz4EgCsno/edit#slide=id.p
Acceptance Criteria	● A logged in user can find the Main Menu page with a list of options, which include buttons for Health Status, Calendar, Diet List, Glucose monitor, Exercise List, Glucose Monitor, Stride Counter, Search window and Help. ● The page will continue to be mobile responsive and with acceptable loading response time
Assumptions	● User has successfully registered and created a valid account ● User registration page is fully functional to allow registration and login session

User Story 2

User Story	As a Healthy Living Partner app user, I want to have access to Exercise List so I can have options, including recommended, to choose from for my daily exercise activities to incorporate a healthy habit and lifestyle.
Design	Exercise List page https://docs.google.com/presentation/d/1qy66ydHr8mymPN90a3dYw_a20Y4RAL4uH8mz4EgCsno/edit#slide=id.gb11752cb67_0_7 https://www.figma.com/proto/jWkYF0Wsq68aAYEP54olw6/Healthy-Living-Partner-(New)?node-id=7%3A0&viewport=502%2C233%2C0.2484641671180725&scaling=scale-down
Acceptance Criteria	- A logged in user with access to the Main Menu page can click on Exercise List option button and arrive at the Exercise List page, with a list of exercise activities, which include Take The Stairs, Cardio, Weight Lifting, Aerobic, Yoga, Recommended and Help. - The page will continue to be mobile responsive with acceptable and compliant loading time. - Access to the page should fail with "payment due" warning message if payment is due. - Access to the page should fail proper login information is not provided. - Page should fail with warning of "insufficient data" if user has less than 5 days worth of consistent data - Design should be ADA compliant
Assumptions	- User successfully gained access to the Main Menu page - User wants and selected Exercise List option from the Main Menu

Decoding API Documentation

 PM will need to collaborate with the engineering team and provide guidance that heavily influences their development approach. When a product requires an API integration, sometimes PM need to be "technical enough" to understand the following to refine the solution with designer and development team

what information is available via the API

how is it available

possible pricing impact

Healthy Living Partner

Based on the API documentation how would you update your solution and design?	User secure access and the type of user data to collect, including the format The Health Status Check input data required for analysis of the health status
Based on your high-level understanding of the API documentation, are there any details that you want to discuss with engineering to refine solution and/or determine feasibility	In our design and implementation of the user access and registration, will that be HIPAA compliant? Will there be PIN validation? Could we save time and money by licensing a Glucose Monitor as compared to inhouse development?

Re-prioritize Sprint Backlog

As a PM, unexpected issues and new feature requests will require you to triage them efficiently and re-prioritize the sprint backlog without impacting the roadmap deliverables significantly

Issue 1: Landing Page loading too slow

Determine impact and criticality to prioritize issue	- Verify the issue is not a mismatch and determine the severity of the issue in collaboration with QA team - Understand the frequency of the occurrence of the issue - Determine if the problem can be reproduced - Determine the priority level of the issue - The severity impact is minor, but the Priority Level is "High" (Priority - 3) since it affects across the platform upon access, which may discourage users from wanting to use the app.
Next Steps You would carry out typically using JIRA (ticketing tool), communication channel (Slack)	- Notify internal stakeholders on the details of the impact, articulate the cause of the issue, highlight how the issue affects the user. Also, how soon the problem has to be fixed with respect to the priority level. - Discuss with the Scrum Team how to avoid this issue from happening in the future - Update the priority level in the Work Management Tool to Priority-3
Would you take additional steps ?	- Discuss with engineering and the QA team on future improvements so similar issues can be avoided. - Open another ticket to ensure the awareness and avoid future occurrence Would you raise the visibility of the identified corrective measures as well ? If so, how and with whom? - Yes, I will raise the visibility of the identified corrective measures with the Scrum Team using

Issue 2: Misaligned fields in Profile Settings

Determine impact and criticality to prioritize issue	Determine the severity level and the impact of the issue on the business value of the product Discuss the issue with the Scrum Team and arrive at how the problem can be resolved, and prevented from happening in the future Inform and discuss the details of the issue with stakeholders. Communicate solution and time to fix, as well as the rationale for the priority assigned Priority - 3. The system is fully functional to larger extent and the overall impact is minimum
Next Steps use ticketing tool (JIRA), and communication channel (Slack)	Update the priority level in Work Management Tool to Priority-3 Provide feedback to the Scrum Team on resolution using internal communication If necessary, open a new ticket to guide against future occurrence of the same issue

Respond to Customer Service Manager's Email

Determine impact and criticality to prioritize the issue (1 - Critical; 2 - High; 3 - Normal; 4 - Low)	• Work with QA and Test to verify the problem truly exist • Determine that the problem is reproducible • Determine the severity and impact level • The issue is critical and Priority = 1 due to the fact that some users (20%) are unable to gain access to the system
Next Steps You would carry out typically using JIRA (ticketing tool), communication channel (Slack)	• Discuss the issue with the Scrum Team to understand the problem and the root-cause. Get clarity on the solution and timeline to fix the problem • Communicate the problem and the severity of its impact on the business to internal-stakeholders, as well as impacted product managers. • Update priory level in the Work Management Tool
Sample Email Response	Dear CS Manager, I want to acknowledge and express my appreciation for your efforts in calling attention to this problem. QA and Test were able to verify, confirm and reproduce the issue. Further, we were able to ascertain that it affects all users attempting password reset using the link. We have identified the root-cause of the problem. The Scrum Team is currently working on the solution with ticket # 3445, Priority = 1. Expected timeline for a Hotfix is 48 hrs from now (December 27th). I have included in the notification list as well. Let me know if you need further clarification. Sincerely,

Handle Potentially Difficult Situations

As a PM, you will be faced with many unexpected situations where you have to make a decision or push back while managing competing priorities from stakeholders and tackling issues that could potentially affect your product launch

Respond to CEO or GM's request via email

Assessment and result	• Open a ticket in the Work management Tool for this request • Meet and discuss the details of the request with the Scrum Team • Assess the current stage of the the development to determine what is possible to demo and how to craft it to meet the need of the specific potential customer • Set clear goal and expectations for the demo request and arrange internal staging ahead of the requested demo.
Sample Email Response	Subject: Product Demo The progress of the Most Viable Product (MVP) is at about 65% ready with Exercise Mate, Diet Assistant and Glucose Monitor key features. However, the API library, which is essential to integration with other test products is just getting started and does not have enough to show. Would you consider using the the prototype video instead? Another approach will be to investigate the potential customer's interest and priority so that we can tailor the Demo to their needs. Let me know your thoughts, Sincerely, Francis Odo

Step-in and guide the scrum team at stand up

Video Response	Questions for the Back-end- Engineer at Stand UP
	https://youfiles.herokuapp.com/videodictionary/?m=Video_Player_Drive&state=%7B%22ids%22:%5B%221ZxGHaVzK5ZLD8H9PcYrQ_cpfun_evbPe%22%5D,%22action%22:%22open%22,%22userId%22:%2211640266944396401393%22,%22resourceKeys%22:%7B%7D%7D

Handling Resource Constraints

List 2- 3 activities that you would carry out as a PM to unblock the scrum team immediately ?	• Meet and discuss the QA resource constraint with Head of Engineering(QA) • Notify the Scrum Team of the QA resource constraint and the impact on the Design Sprint • Negotiate with Engineering for coverage for the particular activities to manage
Since the QA team member is shared across multiple projects, how would you coordinate with other PMs to de-risk your project and raise appropriate visibility ?	• Meet and discuss the resource constraint with the affected Product Managers • Understand how each PM is affected and assess the risk to each affected project. Negotiate time with PM that may have flexible timeline • Negotiate time with Engineering(QA).
Since there is a potential risk, it is important to raise visibility amongst appropriate stakeholders	• Scrum/Development Team • Engineering(QA) Manager • Affected Product Managers
	• The most important thing in this communication with internal stakeholders and PM is transparency in order to achieve maximum

How would you handle stakeholder feedback?

Feedback Assessment	• Apart from the lack of push notification, are there any other reasons or concerns why you think the product is not good enough? • Why do you think the push notification for reminder is a "must have" now versus "future " implementation? • What if we use a calendar based reminder or notification for now and offer the push notification technology in future?
Video Response	Video link - Response to the feedback on the sign-off meeting https://youfiles.herokuapp.com/videodictionary/?m=Video_Player_Drive&state=%7B%22ids%22:%5B%221p8IxG5H8b9COevOqxPTexBMHEkTqXfN4%22%5D,%22action%22:%22open%22,%22userId%22:%2211640266944396401393%22,%22resourceKeys%22:%7B%7D%7D