

# Link-U

Developing the product

**Product Owner: Jatin Pandya**



# Getting Started

# The 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)

# Create a coordination activities map

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Coordination Activities Map Share

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By when, does the task need to be completed?  
Select milestone keeping in mind nature of the task,downstream effects of delaying task

Purpose	A	C	D	E	F
Conveys the scope of various tasks that need to be coordinated to build and launch the product/feature	Who is the task owner? Does the following to finish task: 1. Schedule and run meetings 2. Gather feedback and share updates 3. Follow-up with stakeholders	Whose involvement is needed to accomplish the task ? Please select one from the drop-down list of your identified stakeholders	What is their role? Select the stakeholder's role from the drop-down. Note: 'Scrum Team' role is applicable to stakeholder 'Scrum Team' only	By when, does the task need to be completed? Select milestone keeping in mind nature of the task,downstream effects of delaying task	
Involve legal and compliance		Legal and Compliance	Contributors (Consulted for their opinions or expertise to help with project decisions)	Set a target week	
Incorporate stakeholders feedback	Product Manager	Legal and Compliance	Contributors (Consulted for their opinions or expertise to help with project decisions)	Before project's sprint 0 starts	
Initiate and maintain feedback loop	Product Manager	Product Designer	Scrum Team (Involved directly in product development efforts)	Before project's sprint 0 starts	
Plan development work	Product Manager	All except Legal and Compliance	Informed (No authority over the decisions and need to stay updated on the progress since it impacts their own work)	Ongoing activity	
Manage product/feature	Engineering Lead	Scrum Team	Scrum Team(Identify critical spike and engineering design work which needs to be completed prior to feature development)	Before project's sprint 0 starts	

+ Pre-filled Starter Sheet Help Information Explore

# Plan the 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

The AIM is to provide best help with feedbacks from job positions they applied or the changes they need to stand out next time.

## Sprint Backlog (list the prioritized **user-stories** from the product backlog)

- |   |  |
|---|--|
| 1 | As a user,I want to understand if my skills and expertise are not match to requirement of role.                          |
| 2 | As a user,I want to understand do I require more more projects and skills to stand out next time.                        |
| 3 | As a user,I want to understand what's missing in my profile which led to my disqualification.                            |
| 4 | As a user,I want to get some feedback on my interview with the recruiter so that I can enhance skills and lacking parts. |
| 5 | As a user,I want to know about other job openings of same kind.  |

## Sprint Prioritization Logic

- Giving resources to users like feedbacks and “what they lack” for better results in future applying.

# User Story 1

<b>User Story</b>	As a user,I want to understand do I require more more projects and skills to stand out next time.
<b>Design</b>	Final Prototype 
<b>Acceptance Criteria</b>	<ul style="list-style-type: none"><li>The applied user should get a notification about required skills he/she needs to add at time of applying to any job application.</li><li>Negative Scenario - If skills or proper experience found lacking, the user will be given suggestions about how and what exactly he/she lacks.</li><li>Negative Scenario and Boundary Constraint - when user will have No project or certification then they'll get to see the low progress when they apply for a position or might get rejected.</li><li>Platform - Link-U Application Only</li></ul>
<b>Assumptions</b>	The user has already added some more skills and projects into his profile

# User Story 2

User Story	As a user,I want to get some feedback on my interview with the recruiter so that I can enhance skills and lacking parts.
Design	Final Prototype 
Acceptance Criteria	<ul style="list-style-type: none"><li>• A user will be able to see a brief feedback of his profile from the recruiter's perspective.</li><li>• There should be a Q / A feature that allows the user to ask the recruiter about his profile or something specific as a feature in subscription.</li><li>• Negative Scenario - Frequency of feedback depend on the no of applications in the pool as it could take a while as well then user should wait.</li><li>• Boundary Constraint - Recruiter Feedback is a Exclusive feature for the paid subscription of Link-U as free Users can try to mail but the guarantee of a feedback will be uncertain.</li><li>• Platform - <b>Link-U Application Only</b></li></ul>
Assumptions	The user has been shown jobs relevant to him, but he is not able to secure a job relevant to him then there must be some reason here he is lacking.

# Decoding API Documentation

As a PM, you will 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

# Link-U Project

**Based on the API documentation how would you update your solution and design?**

I will use the company given details and description along with website key components to give a user best search results for jobs Using Company Lookup API.

I must integrate a component for the comparison of skills he/she has and what are needed by the company and also show him the percentage of relevance of given job that's shown to him. This can be done with visualization through our data scientists. Using Job Lookup API and Data Visualization APIs.

**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**

- Which criteria are feasible enough for the API to make user search for jobs in case he/she is not satisfied enough to the jobs shown to him?
- What is the latency for the process on updation of profile, and new jobs suggestion as well?

# 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

<b>Determine impact and criticality to prioritize issue</b>	<p>I am putting this issue to be as a '<b>High Priority issue</b>'.</p> <ul style="list-style-type: none"><li>- As told by Q / A team landing page is taking 40% more loading time which can a bad impression.</li><li>- Could be a server issue or code deployment issue as reviewed by Engineering team.</li><li>- Since the platform is functional and secured so not an critical issue, can be solved in a week.</li></ul>
<b>Next Steps</b> You would carry out typically using JIRA (ticketing tool), communication channel (Slack)	<ul style="list-style-type: none"><li>- Listing this issue to be at <b>HIGH PRIORITY</b>.</li><li>- Adding the issue in the pending bucket/backlog and requesting the scrum team to work it out.</li><li>- Discuss for any future complications which can arise in the future from this with the scrum team on slack about shutting down the app for a given duration or if this changes will affect any active feature..</li></ul>
<b>Would you take additional steps ?</b>	<p>I will Arise this issue to the vision of Development team and Q/A Team.. Ask them to give some deep focus on this changes such will this affect any built in sections.</p>

# Issue 2: fields not aligned in Profile Settings

<b>Determine impact and criticality to prioritize issue</b>	<p>I Identify this as a <b>Low priority</b> issue</p> <ul style="list-style-type: none"><li>• This issue can be solved in a little period of time and could be user end problem as well.</li><li>• The Platform will be fully functional and this will not affect the app's functionality.</li></ul>
<b>Next Steps</b> use ticketing tool (JIRA), and communication channel (Slack)	<ul style="list-style-type: none"><li>• I'll ask Q / A team to analyse this issue more deeply and exactly if this problem arising for majority users?</li><li>• Passing the information through email/Slack to the development team and ask them when can the bug will fig with deadline.</li><li>• Making appropriate edits in the Jira software the team updated about the edits and changes as well regarding issues.</li></ul>

# Respond to Customer Service Manager's Email

<b>Determine impact and criticality to prioritize the issue</b>  (1 - Critical; 2 - High; 3 - Normal; 4 - Low)	<b>1 - CRITICAL</b> <ul style="list-style-type: none"><li>As 20% holds a critical part of our user base and can affect the revenue and image as well.</li><li>I immediately request the development team to stop all low priority issues and work on this at the earliest.</li><li>I discuss the Q / A team about the pending response of this issue and why it's reported.</li></ul>
<b>Next Steps</b>  You would carry out typically using JIRA (ticketing tool), communication channel (Slack)	<ul style="list-style-type: none"><li>Must make a scrum meeting and set up a work management tool to resolve this issue asap!</li><li>Even after the fix of this issue, will ask Q/A team to perform testing earliest to identify if any other feature is affected by this.</li></ul>
<b>Sample Email Response</b>	<p>Greetings,</p> <p>Thank you for your response and letting me know about the issue.</p> <p>This Ticket is raised for the solution and it has been Successfully communicated to the Assigned Team. The team will work on issue and keep me in update loop. The tentative time has been requested and I will keep you updated on any further info.</p> <p>Regards,</p> <p>Jatin Pandya</p>

# 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

<b>Assessment and result</b>	<ul style="list-style-type: none"><li>- Arrange an urgent meeting with scrum team for and told about current scenario</li><li>- Tanken update from dev team that is it done and how much Q / A team has tested the change</li><li>- I created a ticket to develop a test product with the full functionality.</li></ul>
<b>Sample Email Response</b>	<p>Respected sir,</p> <p>I am glad by seeing that you would be reviewing the features of the product.</p> <p>The Scrum Team is having a tight timeline for past few weeks on testing and Developing the product features. So far we have completed and tested 65%(overall) features of the current version of the product.</p> <p>Henceforth, if you allow I will be obliged to show you the product and Its newest features Successfully developed till now for the latest update.I will request the Team to put together all the features to demonstrate the product to you in 2 days.</p> <p>Please let me know about your thoughts.</p> <p>Regards,</p> <p>Jatin Pandya</p>

# Step-in and guide the scrum team at stand up

## Video Response

You can find the [link here](#)

# Handling Resource Constraints

List 2- 3 activities that you would carry out as a PM to unblock the scrum team immediately ?	<ul style="list-style-type: none"><li>- I will ask about the priorities of the product testing by any other product manager.</li><li>- I will try to get a shared Q / A engineer so that my scrum doesn't get to a pause from other product managers</li></ul>
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 ?	<ul style="list-style-type: none"><li>- I will schedule a call with all the product managers to get an overview by Q/A members on the work assignment.</li><li>- Q/A team members working, along with the PMs for Gathering all the information on the product</li><li>- I will myself handle the feature testing. If the negotiation doesn't work the way</li></ul>
Since there is a potential risk, it is important to raise visibility amongst appropriate stakeholders	<ul style="list-style-type: none"><li>- Development team</li><li>- Product Marketing Team</li><li>- Assigned Q/A Members</li></ul>
	<ul style="list-style-type: none"><li>- I would be thankful of him and let him know that I will sure do my best to get the testing done to the earliest &amp; If I am can negotiate to share a Q/A member.</li></ul>

# How would you handle stakeholder feedback?

<b>Feedback Assessment</b>	<ul style="list-style-type: none"><li>- Do We have to send notification to user on daily interval?</li><li>- What will be the file type of the Notification(i.e image, text, or both)?</li><li>- Do we need to include an email verification step?</li></ul>
<b>Video Response</b>	<p>The link to the video here (<a href="#">link</a>)</p> <p><i>Assuming the name of the stakeholder is <b>Jay</b>.</i></p>