* **Introduction**

1 . A Business Analyst (BA) is a key professional in modern organizations who specializes in identifying,business needs and finding innovative solutions to business problems.

2. The main job of a business analyst is to understand what the business needs, find ways to improve things, and make sure solutions meet the goals of the company.

3. They talk to people, gather information, and then explain it clearly so that everyone understands what needs to be done.

4. A Business Analyst helps companies grow by understanding problems and finding smart solutions.

5. **For example** : If a company wants to build a new app to help customers order products faster, the business analyst will:

a) Talk to customers and staff to learn what they need

b) Write down the requirements

c) Work with the tech team to design the app

d) Make sure the final product helps the business and the customers

**BUSINESS ANALYST**

**• Features of a Business Analyst**

1. Strong Communication Skills

o They can talk clearly with both business and technical people.

o They listen well and ask the right questions.

1. Problem-Solving Ability

o They help businesses find better ways of doing things.

o They suggest solutions that save time, money, or effort.

2. Detail-Oriented

o They pay attention to small details that can make a big difference.

o They make sure nothing important is missed in the process.

3. Documentation Skills

o They create clear and simple documents like reports and flowcharts.

o These help everyone understand the plan and steps.

4. Understanding of Business and Technology

o They know how businesses work and how technology can help.

o They connect business needs with tech solutions.

5. Teamwork and Collaboration

o They work closely with managers, developers, and other team members.

o They help everyone stay on the same page.

6. Adaptability

o They can adjust when business needs or plans change.

o They stay calm and flexible under pressure.

* **Introduction**

1. Scrum is a simple and popular way for teams to work together, especially when building products like software.

2. It helps teams plan, organize, and complete work in small steps, so they can improve quickly and deliver value faster.

3. Scrum is based on the idea of working in short time periods called Sprints (usually 1–4 weeks).

4. At the end of each sprint, the team shows what they’ve built and gets feedback to make the product better.

**5. Scrum involves three main roles:**

1.Product Owner – decides what needs to be built and sets priorities.

2.Scrum Master – helps the team follow Scrum and removes obstacles.

3.Development Team – the people who actually do the work (e.g., developers, designers, testers).

6. Scrum also includes regular meetings like:

* Daily Stand-up – a short daily check-in.
* Sprint Planning – where the team decides what to do in the next sprint.
* Sprint Review – where the team shows what they’ve built.
* Sprint Retrospective – where the team looks back to improve next time.

1.Scrum defines **three core roles**:

* **Product Owner**
  + Represents the customer or business.
  + Creates and manages the **Product Backlog** (list of features, tasks, and fixes).
  + Prioritizes what the team works on.
* **Scrum Master**
  + Acts as a **coach or guide** for the team.
  + Ensures everyone follows Scrum practices.
  + Removes roadblocks and supports team productivity.
* **Development Team**
  + A **cross-functional** group of professionals (developers, designers, testers).
  + Self-organizes to complete tasks during the **Sprint**.

**2. Scrum Artifacts**

These are the tools and documents that help the team stay organized:

* **Product Backlog**
  + A prioritized list of everything that needs to be built or fixed.
  + Managed by the Product Owner.
* **Sprint Backlog**
  + A list of items from the Product Backlog chosen to be completed in the current Sprint.
  + The working product or feature(s) that are ready at the end of a Sprint.

**3. Scrum Events (Ceremonies)**

Scrum has **5 main events** that keep work structured and transparent:

* **Sprint**
  + A time-boxed period (usually 1–4 weeks) to complete a set of tasks.
* **Sprint Planning**
  + The team decides what to do in the upcoming Sprint and how they’ll do it.
* **Daily Scrum (Stand-up)**
  + A short 15-minute meeting where team members share:
    - What they did yesterday
    - What they will do today
    - Any blockers or issues
* **Sprint Review**
  + At the end of the Sprint, the team shows the completed work to stakeholders for feedback.
* **Sprint Retrospective**
  + A reflection meeting where the team discusses what went well, what didn’t, and how to improve next time.

**4. Scrum Values**

Scrum is built on **five core values**:

* **Commitment**
* **Courage**
* **Focus**
* **Openness**
* **Respect**

These help teams build trust and work more effectively.

**✅ Benefits of Scrum**

* Faster delivery of working products
* Better collaboration and communication
* Flexibility to adapt to changes
* Higher customer satisfaction
* Continuous improvement

Would you like a visual diagram of the Scrum process or a short summary for presentation use?

4o

**scrum**

* **Introduction**

**1.** Jira is a project management and issue tracking tool created by Atlassian.

2. It is widely used by software development teams, but it can also be used for other types of project work.

3. Jira helps teams plan, track, and manage tasks in an organized way.

4. It supports Agile methods like Scrum and Kanban, making it easier for teams to manage their workflow.

5. In Jira, each piece of work is called an “issue” — which could be a task, bug, story, or feature request.

6. These issues are organized on a board where teams can see the progress of each item.

* Meaning

**Jira** is a **project management and issue tracking tool** developed by **Atlassian**, widely used by software development teams, but also adaptable for other industries and workflows.

* **What Does "Jira" Stand For?**

1. Originally, "JIRA" was derived from "**Gojira**" (the Japanese name for **Godzilla**), as a nod to a previous bug-tracking system called **Bugzilla**.
2. Over time, it evolved into just **"Jira"** as a brand name, no longer an acronym.

JIRA

* **Introduction**

A **Jira Board** is a **visual tool** in Jira used to manage and track work as it progresses through different stages. It is central to Agile project management, especially in **Scrum** and **Kanban** frameworks.

* **Purpose of a Jira Board**
* Organize and **visualize tasks (issues)** in columns that represent workflow states (e.g., To Do, In Progress, Done).
* Help teams track progress, prioritize work, and **collaborate efficiently**.
* Adaptable to different methodologies (**Scrum**, **Kanban**, or custom processes).
* **Types of Jira Boards**

| **Board Type** | **Best For** | **Key Features** |
| --- | --- | --- |
| **Scrum Board** | Teams working in sprints | Backlog, sprint planning, burndown charts |
| **Kanban Board** | Continuous delivery teams | Work-in-progress limits, cumulative flow diagrams |
| **. Meaning** |  |  |

A **Jira Board** is a **visual representation of work** in progress within a **project** in Jira. It displays **issues (tasks, bugs, stories, etc.)** as **cards**, and organizes them into **columns** that represent different stages of a workflow (e.g., "To Do", "In Progress", "Done").

JIRA BOARD

* **In Simple Terms:**

A **Jira Board** is like a digital whiteboard where teams can track the progress of their work—from the start to completion—in real time.

* **Key Concepts:**
* **Columns = Workflow Stages**  
  Each column shows a step in the process (e.g., development, testing).
* **Cards = Issues**  
  Each card on the board represents a Jira issue (task, bug, or user story).
* **Drag-and-Drop Interface**  
  Cards can be moved between columns as work progresses.
* **Used in Agile Methods**  
  Commonly used in **Scrum** (with sprints) and **Kanban** (continuous flow) practices.

**Example:**

Imagine a software team using a Jira board:

| **To Do** | **In Progress** | **Done** |
| --- | --- | --- |
| Create login page | Build backend API | Deploy v1.0 |

Each task moves from left to right as the team works on it.

* **INTRODUCTION**

Here's a clear and concise introduction to "Story" and "Story Points"—terms commonly used in Agile software development, particularly in Scrum:

1. What is a Story?

A Story, short for User Story, is a simple and informal description of a feature or requirement from the perspective of the end user. It helps teams understand what the user wants and why.

Format:

As a [type of user], I want [some goal] so that [some reason].

Example:

As a customer, I want to receive email notifications when my order ships so that I know when to expect delivery.

User stories are typically placed on a product backlog and are worked on in iterations (sprints).

2. What are Story Points?

Story Points are a unit of measure for estimating the effort required to complete a user story. They reflect the complexity, risk, and amount of work involved, not actual time.

**Key characteristics:**

Relative: Compared to other stories, not fixed hours.

Abstract: A story point of 5 is not 5 hours—it just means it’s harder than a story point of 2.

**STORY & STORY POINT**

* **Meaning of Story:**

A **Story** (or **User Story**) is a short, simple description of a feature or requirement, written from the **user’s perspective**.  
It tells *what the user wants* and *why* they want it.

* Think of it as:

“What the user needs the system to do.”

**Example:**

*As a user, I want to reset my password so that I can regain access if I forget it.*

* **Meaning of Story Point:**

A **Story Point** is a **number** used to estimate **how much effort** is needed to complete a story.

It measures:

* **Workload**
* **Complexity**
* **Uncertainty/Risk**

It does **not** represent exact time (like hours). Instead, it helps the team understand **relative size** compared to other stories.

**Example:**  
If Story A is 2 points and Story B is 4 points, Story B takes about **twice the effort** as Story A.

* **INTRODUCTION**

1. **The Scrum life cycle is a structured process used in Agile software development to deliver products in small, manageable pieces.**
2. **It focuses on collaboration, flexibility, and continuous improvement, allowing teams to quickly adapt to changing requirements.**
3. **Scrum works in iterations called Sprints—usually 2 to 4 weeks long—during which a set of prioritized tasks is selected, developed, reviewed, and improved upon.**
4. **The cycle repeats with each Sprint, delivering working software regularly and efficiently.**
5. **The life cycle includes planning, development, daily meetings, reviews, and retrospectives, promoting constant feedback and progress.**

* **MEANING**
* The **Life Cycle of Scrum** refers to the **step-by-step process** that Scrum teams follow to develop and deliver a product in an **Agile** way.
* It includes all the **phases, activities, and interactions** that happen repeatedly during product development—such as **planning**, **working in sprints**, **daily meetings**, **reviews**, and **retrospectives**.

LIFE CYCLE OF SCRUM

The life cycle is **iterative**, meaning the same steps are repeated in cycles (**Sprints**) to continuously improve the product and process.

**In short:**

The Scrum life cycle is the structured, repeatable process that guides Agile teams to plan, build, review, and improve their product regularly.

* **Purpose of the Scrum Life Cycle**

The **purpose of the Scrum life cycle** is to provide a **structured, flexible, and repeatable framework** that helps teams deliver high-quality products **quickly and efficiently**, while continuously improving.

* **Main Goals of the Scrum Life Cycle:**

1. **Deliver Value Early and Often**  
   – By working in short Sprints, teams can release working features regularly.
2. **Adapt to Change Quickly**  
   – Scrum allows for changes in requirements, even late in development.
3. **Promote Collaboration and Transparency**  
   – Daily meetings and reviews encourage open communication among team members and stakeholders.

* **Introduction to Scrum Methodology**

**Scrum** is an **Agile framework** used for developing, delivering, and sustaining complex products, particularly in software development. It emphasizes **iterative progress**, **collaboration**, and **continuous improvement**. The methodology is based on **empirical process control**, which means it relies on transparency, inspection, and adaptation.

In Scrum, work is divided into small, manageable units called **Sprints**, usually lasting 1–4 weeks. At the end of each Sprint, a potentially shippable product increment is delivered. Scrum teams are **self-organizing and cross-functional**, typically consisting of a **Product Owner**, a **Scrum Master**, and the **Development Team**.

Key elements of Scrum include:

* **Product Backlog**: A prioritized list of features or tasks.
* **Sprint Backlog**: Items selected from the Product Backlog to be completed in the current Sprint.
* **Daily Scrum**: A short, daily meeting to coordinate activities.
* **Sprint Review** and **Sprint Retrospective**: Meetings held at the end of each Sprint to demonstrate the product and improve the process.

Scrum encourages adaptability, teamwork, and customer feedback, making it a popular choice for fast-paced, evolving project environments.

**SCRUM METHODS**

* Meaning of scrum method

The **Scrum method** is a type of **Agile project management framework** used primarily for **software development**, though it's now applied in many industries. It provides a **structured yet flexible way** to build products through **short, time-boxed iterations** called **Sprints**.

At its core, **Scrum** is:

1. A **collaborative** method that brings together developers, product owners, and stakeholders.
2. Focused on **delivering value quickly** and regularly through continuous feedback
3. Based on **transparency**, **inspection**, and **adaptation**.

Instead of planning the entire project upfront, Scrum encourages teams to learn and adapt as they go.

1. It allows teams to respond better to **changing requirements**, **customer feedback**, and **market conditions**.
2. In simple terms, **Scrum is a way of working that helps teams deliver better products, faster, by breaking work into small parts and reviewing progress frequently .**

* **Purpose of the Scrum Method**

The **purpose of the Scrum method** is to help teams **deliver high-quality products efficiently and adaptively**, especially in complex and fast-changing environments. It aims to improve **productivity**, **collaboration**, and **customer satisfaction** by following a clear, flexible structure.

* **Key purposes of Scrum:**

1. **Deliver Value Early and Often**  
   Scrum allows teams to release usable product increments regularly, giving value to users as soon as possible.
2. **Adapt to Change Quickly**  
   By working in short Sprints, teams can adjust their plans based on new feedback, market changes, or project discoveries.

SPRINT CYCLE

* **Introduction to Sprint Cycle**

The **Sprint Cycle** is a core component of the **Scrum methodology** and represents a **time-boxed period** (usually 1 to 4 weeks) during which a Scrum team works to complete a specific set of tasks or deliver a usable product increment.

Each Sprint follows a **repeatable cycle**, allowing teams to deliver work **frequently**, **get feedback**, and **improve continuously**.

* **Key Phases of a Sprint Cycle:**

1. **Sprint Planning**  
   The team selects items from the Product Backlog to work on and sets a clear Sprint Goal.
2. **Sprint Execution (Development Work)**  
   The team works on completing the selected tasks. Daily Scrum meetings help track progress and resolve issues.
3. **Daily Scrum (Stand-up Meeting)**  
   A short, daily meeting (15 minutes) for the team to synchronize, share updates, and plan the day’s work.
4. **Sprint Review**  
   At the end of the Sprint, the team demonstrates what they’ve built to stakeholders and gathers feedback.
5. **Sprint Retrospective**  
   The team reflects on what went well, what didn’t, and how to improve in the next Sprint.

* **Meaning of Sprint Cycle**

The **Sprint Cycle** refers to the **repeating process** within the Scrum methodology where a team works on a set of tasks over a **fixed period of time** (usually 1 to 4 weeks) to deliver a **working product increment**.

* **In simple terms, a Sprint Cycle is:**

“A short, regular work cycle during which a team focuses on completing a specific set of goals to deliver part of a product.”

* **Key Characteristics:**
* **Time-boxed**: Each Sprint has a fixed duration.
* **Goal-oriented**: The team works toward a clearly defined Sprint Goal.
* **Iterative**: Work is done in small cycles to allow frequent reassessment and improvement.
* **Review and improve**: Each cycle ends with a review and retrospective for feedback and learning.

* **PURPOSE OF SPRINT CYCLE**

The **purpose of the Sprint Cycle** is to provide a structured, repeatable process that enables Scrum teams to deliver **working product increments** frequently, adapt to changes, and continuously improve.

* **Main Purposes of the Sprint Cycle:**

1. **Deliver Value Regularly**
   * Ensures usable parts of the product are delivered at the end of each Sprint.
2. **Maintain Focus and Clarity**
   * Helps the team stay focused on clear goals and complete work within a fixed time frame.
3. **Enable Continuous Feedback**
   * Frequent reviews with stakeholders allow quick feedback and adjustment.
   * Short cycles make it easier to respond to new requirements or market changes.

* **Introduction to Sprint Board**

A **Sprint Board** is a visual tool used in Scrum to help teams **track and manage the progress** of work during a Sprint. It displays tasks and their current status, making the workflow **transparent** and **easy to follow** for everyone involved.

**Meaning of Sprint Board**

A **Sprint Board** is a **visual management tool** used in Scrum to track the **progress of tasks** during a Sprint. It shows what work needs to be done, what is in progress, and what has been completed.

**In Simple Terms:**

A **Sprint Board** is like a live to-do list on a wall or screen that helps the team see the status of all tasks during a Sprint.

**Key Features:**

* Divides tasks into columns like:
  + **To Do**
  + **In Progress**
  + **Done**
* Helps the team **stay organized**, **see progress**, and **identify problems** quickly.
* Can be **physical** (e.g., sticky notes on a whiteboard) or **digital** (e.g., in tools like Jira, Trello, or Azure DevOps).

The Sprint Board is an essential part of daily teamwork and helps ensure that everyone is on the same page.

Would you like a comparison between a Sprint Board and a Kanban Board?

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Top of Form

Bottom of Form

SPRINT BOARD