



Product Owner: Riya Tirole



Project Blueprint

Coordination activities map



Purpose <i>Conveys the scope of various tasks that need to be coordinated to build and launch the product/feature</i>	What is the task? <i>Based on the purpose, select the appropriate from the drop-down</i>	Who is the task owner? <i>Does the following to finish task: 1. Schedule and run meetings 2. Gather feedback and share updates 3. Follow-up with stakeholders</i>	Whose involvement is needed to accomplish the task ? <i>Please select one from the drop-down list of your identified stakeholders</i>	What is their role? <i>Select the stakeholder's role from the drop-down. Note: 'Scrum Team' role is applicable to stakeholder 'Scrum Team' only</i>	By when, does the task need to be completed? <i>Select milestone keeping in mind nature of the task,downstream effects of delaying task</i>
Evangelize internally	Setup PRD review meeting to receive feedback	Product Manager	Head of Product	Approver (Has the final say on a specific aspect of the project)	Set a target week
			Impacted Product Managers	Contributors (Consulted for their opinions or expertise to help with project decisions)	
	Setup meeting to share MVP scope and walk-through design to gather feedback		Cross-functional Stakeholders	Contributors (Consulted for their opinions or expertise to help with project decisions)	
	Setup meeting to kickoff project with the scrum team		Scrum Team	Scrum Team (Involved directly in product development efforts)	
Involve legal and compliance	Setup meeting to review MVP scope and identify possible legal updates.e.g Terms of Use and Privacy Policy	Product Manager	Legal and Compliance	Contributors (Consulted for their opinions or expertise to help with project decisions)	Set a target week
	Get feedback on previously identified legal areas to update. e.g Terms of Use and Privacy Policy		Legal and Compliance	Contributors (Consulted for their opinions or expertise to help with project decisions)	Before project's sprint 0 starts
Incorporate stakeholders feedback	Discuss the prioritized feedback received from stakeholders to update scope and design	Product Manager	Product Designer	Scrum Team (Involved directly in product development efforts)	Before project's sprint 0 starts
Initiate and maintain feedback loop	Create a project-specific communication channel (in Slack etc) to share insights from customer meetings/usability tests/data analysis	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
Plan development work	Setup solution feasibility discussions to understand the work involved/identify inter-dependencies and potential risks	Product Manager	Scrum Team	Scrum Team (Involved directly in product development efforts)	Before project's sprint 0 starts
	Identify critical spike and engineering design work to complete prior to product/feature development	Engineering Lead			

Planning Sprint Meeting

Sprint Planning Meeting Preparation

Sprint Goal

Enable paid users to get job recommendations per their Excellence Assessment (EA) Score.

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

- | | |
|---|--|
| 1 | As a free user and a paid user who hasn't taken the test, I want to get job recommendations on my current role so that I easily know if there's an opportunity for me. |
| 2 | As a paid user who has taken the test, I want to get job recommendations per my affinity score so that I can quickly ramp up application process. |
| 3 | As a paid user, I want notification if the jobs I saved are approaching closing date so that I don't miss any job positions. |
| 4 | As a paid user, I want option to sort the job recommendations using diff sort criteria - affinity score, date posted asc, date posted desc, approaching close of application, location affinity. |
| 5 | As a paid user, I would like to see inactive jobs as well that suit my EA score when the toggle is turned on so that I know what job options are available to me |

Sprint Prioritization Logic

- We want job recommendations to be in place for both our paid and unpaid users using the available data.
- The development of this feature early on gives QA team good amount of time before launch to check technical features as well as the relevancy of the content displayed.

User Story 1

User Story	As a paid user who has taken the test, I want to get job recommendations per my affinity score so that I can quickly ramp up application process.
Design	Link
Acceptance Criteria	<ol style="list-style-type: none">1. Get recommendations as soon as EA results are ready.2. Sort the recommendations in desc order of affinity score by default.3. User should have option to filter per industry and/or job profile.
Assumptions	User has taken the test

User Story 2

User Story	As a paid user, I want notification if the jobs I saved are approaching closing date so that I don't miss any job positions.
Design	Link
Acceptance Criteria	<ol style="list-style-type: none">1. Receive notification 2 days prior to the job close in app & mail2. Receive notification 1 day prior to the job close in app & mail3. Receive notification 12 hours prior to the job close in app & mail4. Receive notification 3 hours prior to the job close in app & mail
Assumptions	User has saved jobs We know the criteria for when will job close (stop taking applications) User is logged into app for in app notifications.

Decoding API Documentation

LinkedIn Project

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

1. Apply with LinkedIn : Along with redirecting user to fill up application on company's page, we also share the user's LinkedIn profile to recruiter.
2. Recommended Matches : Provide recruiters recommendations of candidates who match their job profile through the Excellence Assessment (EA) score.

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

1. Can we connect to recruiter company through API to share with them the minimal details like user details, LinkedIn Profile, job ID for the candidates applying to the job from our portal?
2. Are we able to decode job requirements to recurrently send new candidate recommendations to the recruiter who might be a good match?

Re-prioritize Sprint Backlog

Issue 1: Landing Page loading too slow

Determine impact and criticality to prioritize issue	<p>Given that the page takes 38% more time to load</p> <ol style="list-style-type: none">1. Number of users with incomplete checkouts has increased by 27%2. Number of weekly traffic has gone down by 9% <p>This is impacting user experience which is the reason we see decline in customer satisfaction, hence this is CRITICAL issue to be looked at.</p>
Next Steps	<ol style="list-style-type: none">1. Add the issue to JIRA dashboard, marking it as CRITICAL and P0 to look at for current sprint.2. Work with PR team to send out emails to all users asking Apology and letting them know we're working on it at priority.3. Connect with Engineering team in next day's stand up to convey the changed priorities and requirements for this item.
Would you take additional steps?	<ol style="list-style-type: none">1. Add to Regression testing module stress testing to confirm we don't breach page loading slowness by 5% with 99.95% of responsiveness.2. Enhance system to raise alerts if page loading slowness breaches 5% with 99.0% responsiveness.

Issue 2: Misaligned fields in Profile Settings

Determine impact and criticality to prioritize issue	<ol style="list-style-type: none">1. This is impacting only 1.03% of total users (2% android users) daily.2. Users find it inconvenient when working with profile settings but isn't impacting retention rates.3. Playstore rating has dropped by 0.4 <p>Conveyed priority is HIGH but looking at the impact and work required, take this item up in the sprint but emergency release is not required. We will release with the sprint end items.</p>
Next Steps	<ol style="list-style-type: none">1. Add to QA test suite to check alignment for all pages. Setup UI testing tools when necessary bandwidth is available.2. Share the issue details with all the stakeholders and developers to start taking a look at.

Respond to Customer Service Manager's Email

Determine impact and criticality to prioritize the issue	<ol style="list-style-type: none">1. 20% of users that are unable to log due to incorrect password2. On an average, 7% of daily total users that are unable to log into the product request this email <p>Even though the volume is not very high, this is blocking users from using the service which also includes what they have paid for. Hence this is a CRITICAL issue.</p>
Next Steps	<ol style="list-style-type: none">1. Push item higher in the priority queue, and pick up in the current sprint.2. Talk to dev team to perform root cause analysis and required fix
Sample Email Response	<p>We acknowledge and have identified the root cause of the issue, marking this as critical item. The team has picked this item up for current sprint and we're looking to roll this out by the sprint end (19.11.2021). Meanwhile, the PR team is communicating with the users on various problems conveying they'll soon be able to reset password without problems. We'll keep the team updated on the status of this item and send release notes once rolled out. To make sure this doesn't happen again, we've updated our test suite to confirm existing functionalities don't break.</p>

Handle Potentially Difficult Situations

Respond to CEO or GM's request via email

Assessment and result	<ul style="list-style-type: none">• The product feature is 65% functionality complete• Product feature is not fully stable & ready in QA as testing is underway• Cut of QA has been created with all the available & tested features for the demo
Sample Email Response	<p>It's good to see stakeholders' interest in getting demo early. We're 7 days into this sprint and have 65% of the functional requirements developed & tested fully. However, be assured that the team is working hard to deliver on the remaining items by end of the sprint.</p> <p>For this demo, we've put together the ready functionalities for the stakeholders. The assumptions, pending items have been clearly stated to avoid any confusion that may arise and convey the correct vision. Looking forward to hearing from you and the stakeholders anything you might have for the team from the product demo.</p>

Step-in and guide the scrum team at stand up

Video Response

Find the link to the video here [<link>](#)

Handling Resource Constraints

List 2- 3 activities that you would carry out as a PM to unblock the scrum team immediately ?	<ol style="list-style-type: none">1. Discuss with the other PM if they can levy resources for this critical item for the sprint.2. Ask development team to help with doing testing on their side for the JIRA they work on.3. Talk to QA head to help new members get required shadow; do the bit I can do as a PM.
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 ?	<ol style="list-style-type: none">1. Convey the issue and the impact of the feature if/if not completed in given sprint2. Provide support to other PM that I would be able to fastrack their items
Since there is a potential risk, it is important to raise visibility amongst appropriate stakeholders	<p>Head of QA, Head of Product, Sales & Marketing for both me and impacted PM.</p> <p>Successful Negotiation : Analyse the timeline for launch and share all the required details to remove blockers for QA team. Agree to share the resources for the sprint with the other PM once sick QA member come in.</p> <p>Non-Successful Negotiation : Analyse the timeline for the launch factoring in buffer for the new QA members learning time. Convey changes (if any) with all the stakeholders.</p>

How would you handle stakeholder feedback?

Feedback Assessment

- Type of notification they're referring to
- Why do they think notification is needed once the user has already taken app update
- How does this feature fit with the sprint goal

Video Response

Find the link to the video here [<link>](#)