Sprint Backlog – Employee Leave & Attendance Management System

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Agile Approach Overview

The system will be delivered across **three 2-week sprints**.
Each sprint includes planning, development activities, UAT validation, and retrospective.

Sprint 1 — Employee Module (Leave Application + Balance + Status View)

Sprint Item	User Story ID	Task	Owner	Status
S1-01	US01 – Apply for Leave	Design leave request UI (form fields)	Dev A	To Do
S1-02	US01 – Apply for Leave	Backend to save leave request	Dev B	To Do
S1-03	US02 – View Leave Balance	Fetch leave balance from database	Dev B	To Do
S1-04	US04 – Track Leave Status	Display list of requests & status	Dev A	To Do
S1-05	US01, US02, US04	Basic UAT for Employee module	QA Tester	To Do

Sprint Goal:
Employee should be able to apply for leave, view balance, and track request status.

Sprint 2 — Manager Module (Approvals + Notifications + Team Calendar)

Sprint Item	User Story ID	Task	Owner	Status
S2-01	US06 – Approve/Reject Leave	Manager approval screen	Dev A	To Do
S2-02	US06 – Approve/Reject Leave	Add comments on approval/rejection	Dev B	To Do
S2-03	US08 – Notifications to Manager	Create notification triggers	Dev B	To Do
S2-04	US07 – Team Calendar View	Calendar UI + team leave filtering	Dev A	To Do
S2-05	US06, US07, US08	UAT for Manager module	QA Tester	To Do

Sprint Goal:
Managers should be able to approve/reject leave and view team leave availability.

Sprint 3 — HR & Reports Module (Admin + Policies + Monthly Report)

Sprint Item	User Story ID	Task	Owner	Status
S3-01	US10 – Manage Leave Policies	Add/update leave policy configuration screen	Dev A	To Do
S3-02	US11 – Manage Leave Types	CRUD operations for leave types	Dev B	To Do
S3-03	US12 – Monthly Leave Report	Report export (Excel/PDF)	Dev B	To Do
S3-04	US13 – Employee Master Data	Add/edit employee information	Dev A	To Do
S3-05	US10–US12	UAT for HR Module	QA Tester	To Do

Sprint Goal:

HR should be able to manage policies and generate leave & attendance reports.

Final Sprint Wrap-Up

Phase	Responsibility
Regression Testing	QA Team
User Sign-Off	HR & Leadership
Release Deployment	IT/Engineering
Sprint Retrospective	Scrum Master & Team