

Scrum Roles and Responsibilities for BUP Alumni System

1. Introduction

The BUP Alumni System project is developed using the Scrum Framework, an agile approach that focuses on teamwork, flexibility, and delivering value in short development cycles called sprints. Scrum defines three main roles — Product Owner, Scrum Master, and Development Team — each with specific responsibilities to ensure successful and continuous progress of the project.

2. Scrum Roles Overview

| Role | Main Focus | Goal in This Project |
|------------------|---------------------------|--|
| Product Owner | Product Value | Ensures the system meets the needs of BUP alumni, students, and administrators |
| Scrum Master | Process & Team Efficiency | Facilitates smooth workflow and removes any obstacles during development |
| Development Team | Product Delivery | Designs, codes, tests, and delivers features for the BUP Alumni System |

3. Roles and Responsibilities

A. Product Owner

The Product Owner represents the client — in this case, the BUP Alumni and University Administration. They define the vision, features, and priorities of the project to ensure it meets user needs and institutional goals.

Responsibilities:

- Define the project vision for the BUP Alumni System.
- Identify main features such as alumni registration, job postings, event management, and communication tools.
- Create and prioritize the Product Backlog (list of all system requirements).
- Communicate clearly with the development team about user needs and expectations.

- Review and approve completed sprint deliverables.
- Ensure the final system provides maximum value to alumni and the university.

In this project:

The Product Owner ensures that the platform connects graduates and helps BUP maintain strong alumni relations.

B. Scrum Master

The Scrum Master acts as a facilitator and guide for the team.

They ensure the Scrum process is followed correctly and that the team remains focused on delivering results.

Responsibilities:

- Conduct and facilitate all Scrum ceremonies (Sprint Planning, Sprint Review, and Sprint Meetings).
- Ensure that the team follows Scrum principles and maintains consistent progress.
- Help the team overcome any technical or communication barriers.
- Support collaboration between developers, the Product Owner, and stakeholders.
- Maintain transparency in progress, timelines, and sprint goals.
- Encourage continuous improvement after each sprint.

In this project:

The Scrum Master ensures smooth coordination between all members working on the BUP Alumni System and resolves any technical or communication issues quickly.

C. Development Team

The Development Team is responsible for building the system.

They work collaboratively to design, code, test, and deliver the features that make up the BUP Alumni System.

Responsibilities:

- Plan and execute tasks defined in the Sprint Backlog.
- Design the user interface for alumni profiles, admin dashboard, and event management modules.

- Develop and integrate backend features using Node.js.
- Test the system regularly to ensure high performance and security.
- Provide regular updates during Daily Scrum meetings.
- Deliver a working product increment at the end of each sprint.

In this project:

The development team builds all main modules of the BUP Alumni System, including:

- Alumni registration and login
- Admin control panel
- Event posting sections
- Search and communication features

4. Collaboration Between Roles

- The Product Owner decides what features need to be developed and their order of priority.
- The Development Team decides how to implement those features technically.
- The Scrum Master ensures that both work together efficiently by facilitating meetings and solving any issues.

All three roles collaborate continuously to make sure the BUP Alumni System is user-friendly, reliable, and valuable to both alumni and the university.

5. Scrum Artifacts for our Project

| Artifact | Managed By | Description |
|-----------------|------------------|---|
| Product Backlog | Product Owner | List of all features, enhancements, and fixes |
| Sprint Backlog | Development Team | Tasks selected for the current sprint |
| Increment | Development Team | The working part of the system delivered at the end of each sprint. |

7. Conclusion

In the BUP Alumni System project, the Scrum framework helps the team work efficiently, stay organized, and deliver working features in every sprint.

Clear communication and collaboration among the Product Owner, Scrum Master, and Development Team ensure that the final product successfully connects alumni with their university, supporting both professional networking and institutional development.