# Guide to Preparing the Product Backlog Document

© R. Buckley

CSc 190 Senior Project

Department of Computer Science - College of Engineering and Computer Science

California State University, Sacramento

Version 4.18.2017

Front Page

## **Product Backlog Document**

Pro	ject name	<b>:</b>		_
Ceam na	me:			
	Team	<b>Membe</b>	rs	

**Date**: xx/xx/xxxx

### TABLE OF CONTENTS

		Page
1.	INTRODUCTION	3
	1.1 Client Information	3
	1.2 Team Information	3
	1.3 Project Description	3
2.	FEATURES LIST	3
	2.1 Feature 1 <name></name>	4
	2.1 Feature 2 <name></name>	4
	2.1 Feature 3 <name></name>	4
	2.4 Etc.	4
ΑI	PPENDIX A. The 3 C's: Card, Conversation, Confirmation	5
ΑI	PPENDIX B. Product Backlog Example	6

#### 1.0 INTRODUCTION

1.1 Client Information

(Name(s), Business, Location, contact information)

1.2 Team Information

Team Member Names (contact information)

- 1.3 Project Description
  - Indicating the value the client hopes to derive from a successful completion and delivery of the software
  - The description must be a non-technical description (Similar in form to an "elevator pitch" meant to describe the team's project, but without any mention of how the software will actually provide the functionality to its users)

#### 2.0 FEATURES LIST

(See Appendix A for examples of Features and the stories associated with each feature. See Appendix A for an example of a Product Backlog containing a prioritized list features and stories.)

#### 2.1 Feature < name>

- 2.1.1. Description of the typical type of user (information required to effectively provide users with a usable interaction design)
- 2.1.2. Brief description of what is to be provided to the users of the Feature (similar in form to an "elevator pitch" as described above) followed by the list of "stories" for this Feature.
- 2.1.2.1 For each Story:

A short, simple description of the desired functionality told from perspective of the user. An example would be,

"As a shopper, I can review the items in my shopping cart before checking out so that I can see what I've already selected."

Include any additional notes related to what is required to identify the design and development tasks associated with the Story. (*see the "The Three C's …" explanation below*).

#### 2.2 Feature <name>

- 2.2.1. Description of the typical type of user (information required to effectively provide users with a usable interaction design)
- 2.2.2. Brief description of what is to be provided to the users of the Feature (similar in form to an "elevator pitch" as described above) followed by the list of "stories" for this Feature.
- 2.2.2.1 For each Story:

A short, simple description of the desired functionality told from perspective of the user. An example would be,

"As a shopper, I can review the items in my shopping cart before checking out so that I can see what I've already selected"

Include any additional notes related to what is required to identify the design and development tasks associated with the Story. (*see the "The Three C's …" explanation below*).

#### 2.3. Feature <name>

- 2.3.1. Description of the typical type of user (information required to effectively provide users with a usable interaction design)
- 2.3.2. Brief description of what is to be provided to the users of the Feature (similar in form to an "elevator pitch" as described above) followed by the list of "stories" for this Feature.
- 2.3.2.1 For each Story:

A short, simple description of the desired functionality told from perspective of the user. An example would be,

"As a shopper, I can review the items in my shopping cart before checking out so that I can see what I've already selected."

Include any additional notes related to what is required to identify the design and development tasks associated with the Story. (*see the "The Three C's …" explanation below*).

#### **APPENDIX A:** The 3 C's (Card, Conversation and Confirmation)

When applying Scrum, it's *not* necessary to start a project with a lengthy, upfront effort to document all requirements. Typically, a *Scrum team* and its *Product Owner* begin by writing down everything they can think of.

This collaboration between the **team** and the **Product Owner** should provide what is necessary to create an excellent product that its user will "love".

However, a one line statement for each story indicating the user type, the need and the reason for the need is typically not sufficient information to specify what functionality would be needed to meet the users required "need". Ron Jeffries describes User Stories as having three critical aspects, "The Three C's of User Stories"

#### https://www.agilealliance.org/glossary/three-cs/

#### Card, Conversation and Confirmation

- 1. The **Card** is the simple index card used for planning and prioritization.
- 2. The **Conversation** aspect is where the actual requirement is communicated. In most cases there is not one single conversation, it is an ongoing conversation, unfolding over time.
- 3. The **Confirmation** aspect is the Customer Tests. It allows us to confirm that we have implemented the requirement properly. The tests provide the detail of the story and much of the detailed documentation of the project.

In many Agile projects teams proceed with only the brief information represented on the 3 by 5 cards. Fewer seem to handle the Customer and Developer conversation. Fewer still seem to be able to stretch to the confirmation aspect.

Why? In large organizations, it seems the Conversation aspect is less likely to happen. Perhaps this is because within many organizations, especially large organizations, there is still the feeling that Developers and Customers shouldn't really be talking to one another. They have invested in a whole range of stakeholders to ensure that this doesn't happen, including Information Modelers, Solution Architects, Business Architects, Business Analysts, and entire business transformation groups. With such a large set of stakeholders that they don't feel comfortable relying on a simple conversation to communicate requirements.

So why omit the **Confirmation** aspect of Customer Tests? ... Customer Testing is much harder than Developer Testing (especially if the Conversation is missed). It is hard to find an approach to customer testing that is consistently interesting to the customer over the duration of the project. ... customers often don't want to go in to detail and "just want things to work". It is also far harder to establish a rhythm of customer tests across an iteration (sprint). Even though it's hard, doesn't mean it's not essential. When working with User Stories, to be successful ... collaboration in covering the 3 C's is essential: The Card, the Conversation and the Confirmation."

http://www.agileadvisor.com/2008/01/three-cs-of-user-stories-just-card-is.html

Story   Sprint   User Type   Story   Story   Story   Story   Story   Story   Story   Section   Tean seed when the next show will began for the show page I ann on Story   Section of the page. My opions include last episode, selected forum posts, selected editorial articles to seed to make the section of within the editorial content. Story section when the page My opions include last episode, selected forum posts, selected editorial articles to selection and free form text   Story section   Tean select what picture (if any) I want to display for the corresponding content   Story section   Tean roll over the fields in the user t see upon visit to the page. Not opions include last episode, selected forum posts, selection   Tean roll over the fields in the nettin player an see the various tabs change   Story shown   Story shown   Story shown   Story   S	E				PRODUCT BACKLOG		
Story         Story         Story         Story         Story         Story         Story         Story         Story         Type         Type           2         1         Customer         I can select what I want to display for each section," within the editorial content         Story           2         1         Editor         I can select what picture (if any) I want to display for the corresponding content         Story           2         1         Editor         I can select what picture (if any) I want to display for the corresponding content         Story           2         1         Editor         I can select what picture (if any) I want to display for the corresponding content         Story           3         1         Customer         I can select what picture (if any) I want to display for the corresponding content         Story           13         2         Editor         I can select the default tab for the user to see the various tabs change         Story           13         2         Customer         I can modify the existing headline for any show page         Story           1         2         Customer         I can calcike' viennet replies have the show for the show page I am on         Story           1         2         Customer         I can see how many recent replies have been posted in the forum for the show page I am on	Team   Date						
1   1   Customer   Lean see when the next show will begin for the show page I am on Story secret deform seeker what I want to display for each section" within the editorial content section of the page. My options include hat episode, selected forum posts, selected editorial articles, no selection and free form text section   Lean select what picture (if any) I want to display for the corresponding content section   Lean select the default tab for the user t see upon visit to the page. for each story section   Lean select the default tab for the user t see upon visit to the page. for each story   Story   Show   Lean roll over the fields, in the media player an see the various tabs change   Story   Show   Lean roll over the fields in the media player an see the various tabs change   Story   Lean roll over the fields in the media player an see the various tabs change   Story   Lean roll over the fields in the media player an see the various tabs change   Story   Lean roll over the fields in the media player an see the various tabs change   Story   Lean roll over the fields in the media player an see the various tabs change   Story   Lean roll over the roll of the depropriate forum page for that show page   Lean or cack   You in the discussion. That show page   Lean or cack   You in the discussion. That show page   Lean or cack   Lean see how many recent replies have been posted in the forum for the show   Story   Lean lose   Lean bog about the show for the show page   Lean or (I meed to be signed in to see this)   Lean change   Lean see how many recent replies have been posted in the forum of the show   Lean see how many recent replies have been posted in the forum of the show   Lean see how many recent replies have been posted in the show page added to my   Story   Lean change   Lean see how many recent replies have been posted in the show   Lean change   Lean c	Priority		Sprint	User Type		Story Type	Done (Yes/no)
2 1 Editor I can select what I want to display for each section" within the editorial content selected direction of the page. My options include last episode, selected fortun posts, selected editorial articles, no selection and free form text seerched section and free form text seerched editorial articles, no selection and free form text seerched section and section and selection and free form text seerched section and section as select that picture (if any) I want to display for the corresponding content section.  1	-	1	1	Customer	see when the next show will begin for the show page I am on	Story	
2 1 Editor 1 Can select what picture (if any) I want to display for the corresponding content section  5 1 Editor 1 Can select the default tab for the user t see upon visit to the page, for each show show a show a section 1.2 Caustomer 1 can rodify the existing headline for any show page 1 am on 1 Can rodify the existing headline for any show page 1 am on 1 Can rodify the existing headline for any show page 1 am on 1 Can rodify the existing headline for any show page 1 am on 1 Can select another show page in the drop down list next to the countdown 1 Can select another show page in the drop down list next to the countdown 1 Can select another show page in the drop down list next to the countdown 1 Can select another show page in the show for the show page 1 am on 1 Can see how many TVO device 1 Can see how many recent replies have been posted in the forum for the show 1 Cansomer 1 Can see how many recent replies have been posted in the forum for the show 2 Customer 1 Can see how many recent replies have been posted in the forum for the show 2 Customer 1 Can see how many recent replies have been posted in the forum for the show 3 Customer 1 Can see how many recent replies have been posted in the forum for the show 3 Customer 1 Can see how many recent replies have been posted in the forum for the show 3 Customer 1 Can see this 1 Can see a link to sign in 1 Can see this 1 Can see this 1 Can see a link to sign in 1 Can see this 1 Can chan chan 1 Can chan contributed to the poll, 1 can see the poll questions and submit to 1 Can create a new poll for a specific show 2 Castomy 2 Castomy 2 Can create a new poll for a specific show 2 Castomy 2 Can create a new poll for a specific show 2 Castomy 2 Can create a new poll for a specific show 2 Castomy 2 Castomy 2 Can create a new poll for a specific show 2 Castomy 3 Castomy 4 Castomy 4 Castomy 5 Castomy 5 C	2	2	-	Editor	select what I want to display for each section" within the editorial content in of the page. My options include last episode, selected forum posts, ed editorial articles, no selection and free form text	Story	
5 1 Editor I can select the default tab for the user t see upon visit to the page, for each show  13 2 Editor I can modify the existing headline for any show page 13 2 Editor I can modify the existing headline for any show page 14 2 Customer I can needed another show page in the drop down list next to the countdown Story 15 Customer I can click 'remote record" and have the show for the show page I am on record on my TIVO device 16 Customer I can click 'remote record" and have the show page I am on record on my TIVO device 17 Customer I can click 'remote record' and have the show page which takes Story 18 Customer I can see how many recent posts have been posted in the forum for the show Story page I am on page I am on page I am on page I am on click in the show page I am on the size of the show page I am on the speed I am on the speed I am on the show page I am on I can be shown the show for the show page I am on the speed I am on the speed I am on the speed I am on I I I am to size d in I can be shown page I am on I I I am to size d in I can be shown page I am on I I I am to size d in I can be shown page I am on I I I am to size d in I can see the poll questions and submit to Story floworites menu on the site 13 4 Customer If I am logged in I can see the poll questions and submit to Epic 1 20 5 Editor I can create a new poll for a specific show Epic 1 can create a new poll for a specific show Epic 1 can create a new poll for a specific show Epic 1 can create a new skiting poll for a specific show Epic 1 can create a new skiting poll for a specific show Epic 1 can create a new poll for a specific show Epic 1 can create a new skiting poll for a specific show Epic 1 can create a new skiting poll for a specific show Epic 1 can create a new skiting poll for a specific show Epic 1 can create a new skiting poll for a specific show Epic 1 can create a new skiting poll for a specific show Epic 1 can create a new skiting poll for a specific show Epic 1 can be signed 1 can create a new skiting poll for a specific show Ep	8	7	_	Editor	lect what picture (if any) I want to display for the corresponding content	Story	AP
13 Customer I can roll over the fields in the media player an see the various tabs change Story 13 Ladior I can modify the existing headline for any skow page 14 Lan Scursomer I can select another show page in the drop down list next to the countdown Story 2 Customer I can click "remote record" and have the show for the show page I am on record on my TIVO device 1 Lan Customer I can click "goin the discussion" button (or link)on the show page which takes Story 1 Lan Customer I can see how many recent posts have been posted in the forum for the show page I am on as ee how many recent replies have been posted in the forum for the show page I am on as ee how many recent replies have been posted in the forum for the show story 2 Customer I can see how many recent replies have been posted in the forum for the show page I am on as ee this) 2 Customer I can bog about the show for the show page I am on (I need to be signed in to see this) 2 Customer If I am not signed in, I can see a link to sign in the forum for the show I story 2 Customer I for an bog about the side in the poll I can see the poll questions and submit to the poll the poll I can create a new poll for a specific show Begin I can create a new poll for a specific show Begin I can create a new poll for a specific show Begin I can create a new poll for a specific show Begin I can create a new poll for a specific show Begin I can close an existing poll for a specific show Begin I can close an existing poll for a specific show Begin I can close an existing poll for a specific show Begin I can close an existing poll for a specific show Begin I can close an existing poll for a specific show Begin I can close an existing poll for a specific show Begin I can close an existing poll for a specific show Begin I can close an existing poll for a specific show Begin I can close an existing poll for a specific show Begin I can close an existing poll for a specific show Begin I can close I I can close an existing poll for a specific show Begin I can close I I can close I	4	3	_	Editor	select the default tab for the user t see upon visit to the page, for each	Story	PENI
13 2 Gustomer I can modify the existing headline for any show page 1 2 Customer I can select another show page in the drop down list next to the countdown Story 2 Customer I can cikek "remote record" and have the show for the show page I am on record on my TIVo device 1 2 Customer I can cikek "join the discussion" button (or link)on the show page which takes Story 1 2 Customer I can see how many recent posts have been posted in the forum for the show Story 2 Customer I can see how many recent replies have been posted in the forum for the show Story 2 Customer I can see how many recent replies have been posted in the forum for the show Story 2 Customer I can see how many recent replies have been posted in the forum for the show Story 2 Customer If I am not signed in. I can see a link to sign in see this land on the site of the poll I can see the poll questions and submit to the poll favorites menu on the site the poll to a specific show Bebic Bebic Bebic I can create a new poll for a specific show Bebic Bebic Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll for a specific show Bebic I can create a new poll can create a new poll can create a new poll can can can can can be can exist in the can	S	3	-	Customer	roll over the fields in the media player an see the various tabs change	Story	DIX
1 2 Customer I can select another show page in the drop down list next to the countdown clock  1 2 Customer I can click "remote record" and have the show page I am on record on my TiVo device  1 2 Customer I can click "join the discussion" button (or link)on the show page which takes  1 2 Customer I can see how many recent posts have been posted in the forum for the show page which takes  1 2 Customer I can see how many recent replies have been posted in the forum for the show story page I am on  2 Customer I can see how many recent replies have been posted in the forum for the show story  2 Customer I can see how many recent replies have been posted in the forum for the show story  2 Customer I can see how many recent replies have been posted in the forum for the show story  3 Customer I can bog about the show for the show page I am on (I need to be signed in to see this)  3 Customer If I am not signed in, I can see a link to sign in favorites menu on the site  4 Customer If I have not contributed to the poll, I can see the poll questions and submit to the poll  20 5 Editor I can create a new poll for a specific show  20 6 Editor I can create a new poll for a specific show  21 Total Story Points	9	13	2	Editor	modify the existing headline for any show page	Story	K B
1 Customer record on my TIVo device 1 Customer record on my TIVo device 1 Lean click "join the discussion" button (or link)on the show page which takes record on my TIVo device net to the appropriate forum page for that show appropriate forum page for that show page which takes record on my TIVo device net to the appropriate forum page for that show appropriate forum page I am on see this) 2 Customer I can see how many recent replies have been posted in the forum for the show page I am on see this) 3 Customer I can beg about the show for the show page I am on (I need to be signed in to see this) 4 Customer If I am not signed in, I can see a link to sign in see the poll questions and submit to the poll wordies menu on the site the poll I can create a new poll for a specific show the poll approach is perior of the poll I can create a new poll for a specific show bage I am on the points  20 6 Editor I can create a new poll for a specific show Epic I can create a new poll for a specific show Begin I can Story Points  119 Total Story Points	7	-	2	Customer	select another show page in the drop down list next to the countdown	Story	3: Pro
1 Customer I can click "join the discussion" button (or link)on the show page which takes Story me to the appropriate forum page for that show I can see how many recent posts have been posted in the forum for the show Story page I am on page I am on page I am on page I am on I can see how many recent replies have been posted in the forum for the show Story page I am on page I am on page I am on I can see how many recent replies have been posted in the forum for the show Story see this)  13 2 Customer I can blog about the show for the show page I am on (I need to be signed in to see this)  13 3 Customer If I am not signed in, I can see a link to sign in Story favorites menu on the site  13 4 Customer If I am not signed in, I can click "favorites" and have the show page added to my favorites menu on the site  14 Customer If I have not contributed to the poll, I can see the poll questions and submit to the poll  25 Editor I can create a new poll for a specific show Epic  26 Editor I can create a new sisting poll for a specific show Epic	∞		2	Customer	click "remote record" and have the show for the show page I am on I on my TiVo device	Story	duct
1 2 Customer I can see how many recent posts have been posted in the forum for the show Story page I am on I can see how many recent replies have been posted in the forum for the show Story page I am on (I need to be signed in to see this)  13 3 Customer If I am not signed in, I can see a link to sign in Story favorites menu on the site favorites menu on the site the poll questions and submit to Epic the poll I can create a new poll for a specific show Epic show Epic I can close an existing poll for a specific show Epic show Epic I can close an existing poll for a specific show Epic show Epic I can close an existing poll for a specific show Epic show Epic I can close an existing poll for a specific show I I I I I I I I I I I I I I I I I I I	6		2	Customer		Story	Back
2 Customer I can see how many recent replies have been posted in the forum for the show Story page I am on I can blog about the show for the show page I am on (I need to be signed in to see this)  13 Scustomer If I am not signed in, I can see a link to sign in favorites menu on the site favorites "and have the show page added to my favorites menu on the site favorites and submit to favorites menu on the site favorites and submit to favorites in I can create a new poll for a specific show Epic Epic Fix I can close an existing poll for a specific show Epic Fix I can close an existing poll for a specific show Epic Fix I can close an existing poll for a specific show I can should be should be specific show I can should be specific show I can should be sho	10		2	Customer	see how many recent posts have been posted in the forum for the show I am on	Story	log Ex
Story  13 Customer If I am not signed in, I can see a link to sign in  13 Customer If I am not signed in, I can see a link to sign in  13 Customer If I am logged in, I can click "favorites" and have the show page added to my favorites menu on the site  13 A Customer If I have not contributed to the poll, I can see the poll questions and submit to the poll  20 Editor I can create a new poll for a specific show  20 Editor I can close an existing poll for a specific show  119 Total Story Points	11	es .	7	Customer	see how many recent replies have been posted in the forum for the show I am on	Story	xamp
13 3 Customer If I am not signed in, I can see a link to sign in 13 Customer If I am logged in, I can click "favorites" and have the show page added to my favorites menu on the site 13 4 Customer If I have not contributed to the poll, I can see the poll questions and submit to 20 5 Editor I can create a new poll for a specific show 20 6 Editor I can close an existing poll for a specific show 119 Total Story Points	12	5	2	Customer	blog about the show for the show page I am on (I need to be signed in to is)	Story	le 
13 Customer If I am logged in, I can click "favorites" and have the show page added to my favorites menu on the site  13 4 Customer If I have not contributed to the poll, I can see the poll questions and submit to the poll  20 5 Editor I can create a new poll for a specific show  20 6 Editor I can close an existing poll for a specific show  119 Total Story Points	13	13	3	Customer		Story	
13 4 Customer If I have not contributed to the poll, I can see the poll questions and submit to the poll 20 5 Editor I can create a new poll for a specific show I can close an existing poll for a specific show I can close an existing poll for a specific show I can close an existing poll for a specific show I can close an existing poll for a specific show I can close an existing poll for a specific show I can close an existing poll for a specific show I can close an existing poll for a specific show I can close an existing poll for a specific show I can close an existing poll for a specific show I can close an existing poll for a specific show I can close an existing poll for a specific show I can close an existing poll for a specific show I can close an exist of the contract of the contr	14	13	3	Customer		Story	
20 5 Editor I can create a new poll for a specific show 20 6 Editor I can close an existing poll for a specific show 119 Total Story Points	5 6	13	4	Customer	If I have not contributed to the poll, I can see the poll questions and submit to the poll	Epic	
20 6 Editor I can close an existing poll for a specific show  119 Total Story Points	16	20	5	Editor	I can create a new poll for a specific show	Epic	
Total Story Points	17	20	9	Editor	I can close an existing poll for a specific show	Epic	
		119	Total Sto	ry Points			