

# **Guide to Preparing the Product Backlog Document**

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CSc 190 Senior Project

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California State University, Sacramento

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*Front Page*

## **Product Backlog Document**

**Project name:** \_\_\_\_\_

**Team name:** \_\_\_\_\_

### **Team Members**

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**Date:** xx/xx/xxxx

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## **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>

| PRODUCT BACKLOG |                      |                    |           |   |  |  |            |               |                                     |  |
|-----------------|----------------------|--------------------|-----------|---|--|--|------------|---------------|-------------------------------------|--|
| Team            |                      |                    |           |   |  |  |            |               |                                     |  |
| Date:           |                      |                    |           |   |  |  |            |               |                                     |  |
| Priority        | Story Point Estimate | Sprint             | User Type | Story   |  |  | Story Type | Done (Yes/no) |                                     |  |
| 1               | 1                    | 1                  | Customer  | I can see when the next show will begin for the show page I am on   |  |  | Story      |               |                                     |  |
| 2               | 2                    | 1                  | Editor    | I can select what I want to display for each section" within the editorial content section of the page. My options include last episode, selected forum posts, selected editorial articles, no selection and free form text |  |  | Story      |               |                                     |  |
| 3               | 2                    | 1                  | Editor    | I can select what picture (if any) I want to display for the corresponding content section  |  |  | Story      |               | APPENDIX B: Product Backlog Example |  |
| 4               | 5                    | 1                  | Editor    | I can select the default tab for the user t see upon visit to the page, for each show   |  |  | Story      |               |                                     |  |
| 5               | 5                    | 1                  | Customer  | I can roll over the fields in the media player an see the various tabs change   |  |  | Story      |               |                                     |  |
| 6               | 13                   | 2                  | Editor    | I can modify the existing headline for any show page  |  |  | Story      |               |                                     |  |
| 7               | 1                    | 2                  | Customer  | I can select another show page in the drop down list next to the countdown clock  |  |  | Story      |               |                                     |  |
| 8               | 1                    | 2                  | Customer  | I can click "remote record" and have the show for the show page I am on record on my TiVo device  |  |  | Story      |               |                                     |  |
| 9               | 1                    | 2                  | Customer  | I can click "join the discussion" button (or link)on the show page which takes me to the appropriate forum page for that show   |  |  | Story      |               |                                     |  |
| 10              | 1                    | 2                  | Customer  | I can see how many recent posts have been posted in the forum for the show page I am on   |  |  | Story      |               |                                     |  |
| 11              | 3                    | 2                  | Customer  | I can see how many recent replies have been posted in the forum for the show page I am on   |  |  | Story      |               |                                     |  |
| 12              | 5                    | 2                  | Customer  | I can blog about the show for the show page I am on (I need to be signed in to see this)  |  |  | Story      |               |                                     |  |
| 13              | 13                   | 3                  | Customer  | If I am not signed in, I can see a link to sign in  |  |  | Story      |               |                                     |  |
| 14              | 13                   | 3                  | Customer  | If I am logged in, I can click "favorites" and have the show page added to my favorites menu on the site  |  |  | Story      |               |                                     |  |
| 15              | 13                   | 4                  | Customer  | If I have not contributed to the poll, I can see the poll questions and submit to the poll  |  |  | Epic       |               |                                     |  |
| 16              | 20                   | 5                  | Editor    | I can create a new poll for a specific show   |  |  | Epic       |               |                                     |  |
| 17              | 20                   | 6                  | Editor    | I can close an existing poll for a specific show  |  |  | Epic       |               |                                     |  |
| 119             |                      | Total Story Points |           |   |  |  |            |               |                                     |  |
|                 |                      |                    |           |   |  |  |            |               |                                     |  |
|                 |                      |                    |           |   |  |  |            |               |                                     |  |