Job lelo

Developing the product
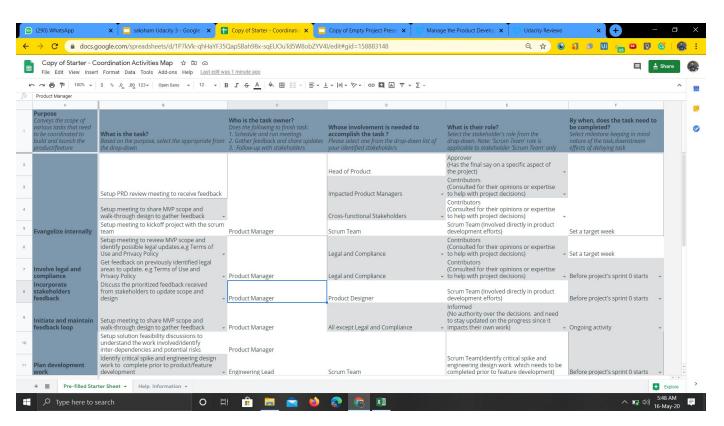
Product Owner: Saksham Taneja

Getting Started

THE Project Blueprint

A product launch is not just about deploying a beautifully designed,built and thoroughly tested feature. Your company needs to be equally prepared if not more to support every possible customer interaction associated with the product (e.g landing on your company website to learn more about the new feature)

Create a coordination activities map

Share your project-specific coordination activities map here (Insert Link here). You can also share a screenshot below.

You can find link in image or here

Plan the Sprint Meeting

As a PM, it is important to stay ahead of your scrum team and be prepared for every upcoming sprint by having a target goal defined with prioritized backlog for team to start costing and breaking down the tasks

Sprint Planning Meeting Preparation

Sprint Goal
As job lelo users applied for jobs and not selected the goal is to get feedback from users so that they can prepare and apply again after.

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

1	As a Job lelo user,want to know that my skills are not as per requirement of recruiter.
2	As a Job lelo user, I want to know do i require more certification for my skills
3	As a Job lelo user, I want to know that anything missing in my profile which let recruiter not select me
4	As a Job lelo user, I want to get some feedback on my interview with the recruiter so that I can adjust myself accordingly
5	As a Job lelo user, I want to get other job opportunities from this company and feedback so that i can prepare myself

Sprint Prioritization Logic

- Have a functional improvement for job lelo users as they fell that they are learning even after not getting selected.

User Story 1

User Story	As a Job lelo user, do i need more certification to make myself skilled for a job
Design	**Final Prototype**
Acceptance Criteria	- The job lelo user should receive a notification about his certification to add after applying to any job application. - If certifications are found lacking, the job lelo user will be given suggestions on which skill he need certification
Assumptions	The user has already added some more skills into his profile

User Story 2

User Story	As a Job lelo user, I just wanted to know where my profile lacked in front of recruiter
Design	**Final Prototype**
Acceptance Criteria	• A job lelo user will be able to see a summary of his profile from the recruiter's perspective as a feedback. • There should be a Q / A feature that allows the job user to ask the recruiter about his profile or something specific.
Assumptions	The user has been shown jobs relevant to him, but he is not able to secure a job relevant to him so what is the reason

Decoding API Documentation

As a PM, you will collaborate with the engineering team and provide guidance that heavily influences their development approach. When a product requires an API integration, sometimes PM need to be "technical enough" to understand the following to refine the solution with designer and development team

- what information is available via the API
- how is it available
- possible pricing impact

Job Ielo Project

Based on the API documentation how would you update your solution and design?	I will make sure that the user when searching for job is shown jobs as per his interest and skills and provided by relevant company info(website) so he dont need to go anywhere. Using Company Lookup API I have to add a component for the comparison of skills he had and what are needed by the company and also show him the percentage whose job is shown to him. This can be done with graphical and visualization through our data scientist. Using Job Lookup API
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	Q.1 Which criteria are feasible enough for the API to make user search for jobs in case he is not satisfied enough to the jobs shown to him? Q.2 What is the latency for the process on updating of profile, and new jobs comes into suggestion?

Re-prioritize Sprint Backlog

As a PM, unexpected issues and new feature requests will require you to triage them efficiently and re-prioritize the sprint backlog without impacting the roadmap deliverables significantly

Issue 1: Landing Page loading too slow

Determine impact and criticality to prioritize issue	I am putting this issue to be as a 'High Priority issue'. - As told by Q / A team landing page is taking 40% more time loading which is not good as it is the main thing. - This is due to server issue and some deployment issue told by development team and as users are experiencing it difficult i have put it at high priority - This is not within the critical priority because the app remains functional and therefore the problem is only with the landing page.
Next Steps You would carry out typically using JIRA (ticketing tool), communication channel (Slack)	- Listing this issue to be at **HIGH PRIORITY.** - Adding the issue in the backlog list and requesting the scrum team to work on it. - Discussing with the scrum team about any quite complications which may arise i.e shut the app for a particular duration or will this alteration affect another feature within app.
Would you take additional steps ?	I will raise the visibility of the difficulty to the dev.(development) and QA team only. Will ask to give attention on testing for few hours to spot if the changes made hascome to a negative impact on any of the other product feature.

Issue 2: fields not aligned in Profile Settings

Determine impact and criticality to prioritize issue	I assign this issue as a **Low priority** issue ● The impact of issue is not a considerable impact to user so assigned to low priority. ● As without this feature users will also use the app and this has to be done but at low priority.
Next Steps use ticketing tool (JIRA), and communication channel (Slack)	● I request Q / A team members to give me information on the issue and on which page problem is arising and why? ● Passing the information through email/Slack to the development team and ask them when can the bug will fig with deadline. ● Making appropriate edits in the Jira software to keep posted the team members on track about the work happening.

Respond to Customer Service Manager's Email

Determine impact and criticality to prioritize the issue (1 - Critical; 2 - High; 3 - Normal; 4 - Low)	1 - CRITICAL ● As 20% is a good amount of our customer portion so i am keeping it in critical state. ● I will ask the dev(development) team to stop all low priority work and start this at high priority. ● I will ask the Q / A team member that why this issue was not recorded earlier.
Next Steps You would carry out typically using JIRA (ticketing tool), communication channel (Slack)	I have to make the changes to this as a critical priority in some work management tool. Will need to address a Scrum meeting find the bug and address te issue. After the bug has been removed, will ask Q / A team to have a teasting that any product has been impacted or not.
Sample Email Response	Greetings, Thank you for your response and letting me know about the issue. Ticket has been raised for the issue and it has been communicated to the dedicated team. The team will work on issue and make me informed about it. The tentative time which has been requested. I will keep you informed on any further updates. Regards, Saksham Taneja

Handle Potentially Difficult Situations

As a PM, you will be faced with many unexpected situations where you have to make a decision or push back while managing competing priorities from stakeholders and tackling issues that could potentially affect your product launch

Respond to CEO or GM's request via email

Assessment and result	- Called scrum team for an urgent meeting and told about current scenario - Tanken update from dev team that is it done and how much Q / A team has tested the change - I created a ticket to develop a test product with the full functionality.
Sample Email Response	Respected sir, I am really glad to see that you would be seeing the features of our product The scrum team are having a tight timeline since a few weeks on testing and developing of the product features. Till now we have completed and tested 65%(overall) features of product. Hence, if you allow I will be very happy to show you the product and its features developed till now in its current state.I will request the UI and dev team to get the features on together so that I can show you the product in front of you in 2 days. Let me know your thoughts sir. Regards, Saksham Taeja

Step-in and guide the scrum team at stand up

| Video Response | [\<insert link\>](#)

You can find the link [here](#) |
| --- | --- |

Handling Resource Constraints

List 2- 3 activities that you would carry out as a PM to unblock the scrum team immediately ?	- I will ask about the priorities of there feature testing by other product managers in the company about. - I will try to get a shared Q / A engineer so that my scrum doesn't get to a stop. - from other product managers
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 ?	- I will call all the product managers to get an overview by QA members on the work assignments. - QA team members working, along with the PMs for Gathering all the information on the product - As I am sure that the product particularly is at fault, I may share this to Q / A team member for a certain time. - I will myself handle the feature testing. If the negotiation doesn't work the way
Since there is a potential risk, it is important to raise visibility amongst appropriate stakeholders	- Development team - Product Marketing - QA members
	- I would be thankful of him and let me the PM know that I will try my best to get the testing done asap If I am able to negotiate to share a QA member. -

How would you handle stakeholder feedback?

Feedback Assessment	- Do we need to send notification to user daily? - What will be the type of content of the Notification(image, text, both)? - Do we need to have an email verification step?
Video Response	Share the link to your video here [(insert link)](insert link) *Assuming the name of the stakeholder is **Hemal.***