

# Agile Documentation -Shadesync

Wednesday, October 22, 2025 8:33 PM

## Agile Project Documentation

### Cosmetic Trial Booking System

(Scrum-Based Agile Implementation)

Prepared By: [Sankeerthana]

Role: Business Analyst

Project Type: Academic / Portfolio Demonstration

Methodology: Agile – Scrum Framework

Version: 1.0

Date: Oct-19-2025]

Confidentiality: Internal / Demonstration Purposes Only

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## SECTION A – INTRODUCTORY DETAILS

### 1. Project Overview

**Project Name:** Cosmetic Trial Booking Application

**Methodology:** Agile – Scrum Framework

**Product Owner:** [Sankeerthana]

**Scrum Master:** [-----]

**Development Team:** Backend, Frontend, QA, UI/UX

**Tools Used:** Jira, Confluence, GitHub, Draw.io, OneNote

#### Objective

To build an online cosmetic trial booking platform where customers can register, discover trial sessions, schedule appointments, make secure payments, and receive reminders — ensuring a seamless experience between customers and certified cosmetic stores.

### 2. Agile Approach Overview

Aspect	Description
<b>Framework Used</b>	Scrum
<b>Iteration Cycle</b>	2 Weeks (Sprint)
<b>Artifacts</b>	Product Backlog, Sprint Backlog, Increment
<b>Ceremonies</b>	Sprint Planning, Daily Stand-up, Sprint Review, Sprint Retrospective
<b>Definition of Done (DoD)</b>	Story meets acceptance criteria, passes QA, merged to main branch, demo-ready
<b>Definition of Ready (DoR)</b>	User story has clear acceptance criteria, mockups, dependencies, and estimation

### 3. Project Scope

In Scope (MVP)	Post-MVP Scope
<ul style="list-style-type: none"><li>User registration &amp; authentication</li><li>Session discovery and booking</li><li>Slot management and confirmation</li><li>Secure payment integration</li><li>Notifications (SMS/Email reminders)</li><li>Profile management</li></ul>	<ul style="list-style-type: none"><li>AI-based product recommendations</li><li>Staff dashboards and reporting</li><li>Advanced analytics</li></ul>

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## SECTION B – AGILE FRAMEWORK & TEAM SETUP

### 4. Agile Roles & Responsibilities

Role	Responsibilities
<b>Product Owner</b>	Define user stories, prioritize backlog, ensure business value delivery
<b>Scrum Master</b>	Facilitate sprints, remove blockers, ensure process adherence
<b>Development Team</b>	Design, develop, test, and deliver increments
<b>QA/Testers</b>	Validate functionality against acceptance criteria
<b>UI/UX Designers</b>	Create wireframes and mockups for user-facing modules

### 5. Product Backlog Summary

Epic	User Stories (Sample)	Priority	Story Points	MVP Phase
EP-01 User Onboarding & Auth	US-01 - US-02	High	6	<input checked="" type="checkbox"/> MVP
EP-02 Session Discovery & Booking	US-03 - US-07	High	31	<input checked="" type="checkbox"/> MVP
EP-03 Payments & Refunds	US-08 - US-10	High	26	<input checked="" type="checkbox"/> MVP/Post-MVP
EP-04 Recommendations	US-11	Low	13	<input type="checkbox"/> SOON Post-MVP

EP-05 Notifications	US-12 - US-13	Medium	10	<input checked="" type="checkbox"/> MVP
EP-06 Profile & Data Management	US-14 - US-15	Medium	6	<input checked="" type="checkbox"/> MVP

## 6. Sprint Planning Overview

Sprint	Focus Area	User Stories Included	Planned Points
Sprint 1	Onboarding & Basic Booking	US-01 → US-05	20
Sprint 2	Booking Enhancements & Payments	US-06 → US-09	24
Sprint 3	Notifications & Profile	US-10 → US-15	22

## SECTION C – REQUIREMENTS & WORKFLOWS

## 7. Agile User Story Mapping Table

Epic ID	Epic (Theme)	Feature / User Story ID	User Story (As a ... I want ... So that ...)	Acceptance Criteria (Summary)	Priority	Story Points	MVP Phase	Sprint	Linked Work Items
EP-01	User Registration & Authentication	US-01 Customer Registration	As a new customer, I want to register using my basic details (name, contact, email), so that I can access the booking system.	Registration form must capture all mandatory fields; successful signup confirmation	High	3	<input checked="" type="checkbox"/> MVP	Sprint-1	Relates to US-02 (Login)
		US-02 Secure Login	As a customer, I want to log in securely with my credentials, so that I can view my personalized dashboard.	Login validation through secure authentication; error message for invalid inputs	High	3	<input checked="" type="checkbox"/> MVP	Sprint-1	Depends on US-01 (Registration)
EP-02	Session Discovery & Booking	US-03 View Available Trial Sessions	As a customer, I want to view available trial sessions by certified agents/stores, so that I can choose the best suitable one.	Display available session types/categories dynamically	High	5	<input checked="" type="checkbox"/> MVP	Sprint-1	Relates to US-04, US-05
		US-04 Filter Sessions by Location/Store/Date	As a customer, I want to filter sessions by location, store, or date, so that I can find sessions that suit my convenience.	Filters apply correctly; displays filtered results instantly	Medium	5	<input checked="" type="checkbox"/> MVP	Sprint-1	Relates to US-03
		US-05 View Available Time Slots & Confirm Booking	As a customer, I want to view only available time slots and confirm my booking so that I can secure my preferred session.	System fetches and shows only open slots dynamically	High	8	<input checked="" type="checkbox"/> MVP	Sprint-1	Depends on US-03
		US-06 Modify Booking Details Before Confirmation	As a customer, I want to modify booking details before confirming so that I can correct mistakes.	Edit session type, timing before final booking	Medium	5	<input checked="" type="checkbox"/> MVP	Sprint-2	Relates to US-05
		US-07 Auto-update Booking Summary for Slot Changes	As a customer, I want the system to update my Booking Summary automatically when changing available slots, so that I can easily view the updated overview.	Real-time slot update ensures consistent availability tracking	High	8	<input checked="" type="checkbox"/> MVP	Sprint-2	Depends on US-05, US-06
EP-03	Payments & Refunds	US-08 Secure Payment via Payment Gateway	As a customer, I want to make secure payments via a payment gateway, so that I can confirm my booking.	Payment gateway integration; successful transaction stored in DB	High	13	<input checked="" type="checkbox"/> MVP	Sprint-2	Relates to US-09, US-10

		<b>US-09 Receive Payment Confirmation &amp; Invoice</b>	As a customer, I want to receive confirmation and invoice after payment, so that I have a record of my transaction.	Confirmation message & invoice sent via email/SMS	High	<b>5</b>	<input checked="" type="checkbox"/> MVP	Sprint-2	Depends on US-08
		<b>US-10 Cancel or Reschedule Booking</b>	As a customer, I want to cancel or reschedule my booking, so that I can modify plans when needed.	Refund policy verification; update booking status accordingly	Medium	<b>8</b>	Post-MVP	Sprint-2	Relates to US-08
<b>EP-04</b>	Personalized Recommendations	<b>US-11 Product Recommendations</b>	As a customer, I want to get product recommendations based on my skin type and previous sessions, so that I can make informed decisions.	Display personalized suggestions; AI-driven logic accuracy	Low	<b>13</b>	Post-MVP	Sprint-3	Relates to Profile Module (US-14)
<b>EP-05</b>	Notifications & Alerts	<b>US-12 Session Reminder Notifications (SMS/Email)</b>	As a customer, I want to receive SMS/email reminders 24 hours before my session, so that I don't miss my appointment.	Automated notifications through integrated API	Medium	<b>5</b>	<input checked="" type="checkbox"/> MVP	Sprint-3	Depends on US-05
		<b>US-13 Store Staff Daily Session Reminders</b>	As a store staff, I want to receive daily reminders of assigned sessions, so that I can prepare accordingly.	Scheduler checks every hour and notifies via dashboard/email	Medium	<b>5</b>	Post-MVP	Sprint-3	Relates to US-12
<b>EP-06</b>	Profile & Data Management	<b>US-14 Customer Profile View &amp; Edit</b>	As a customer, I want to view and edit my profile, so that I can update my personal details.	Editable profile section; validation for mandatory fields	Medium	<b>3</b>	<input checked="" type="checkbox"/> MVP	Sprint-3	Relates to US-01
		<b>US-15 Store Staff Session Completion Update</b>	As a store staff, I want to update session completion status, so that records remain accurate.	Update reflected instantly in system dashboard	Medium	<b>3</b>	Post-MVP	Sprint-3	Relates to US-13

## 8. Workflow (Issue Lifecycle)

### Status Flow:

Backlog → To Do → In Progress → In Review → Ready for QA → Done

Each issue in Jira transitions through this lifecycle.

Automation triggers ensure movement to *Done* only when acceptance criteria are met and merged.

## 9. Agile Deliverables

### Deliverable Description

**Product Backlog** Centralized list of all Epics and User Stories (**Ref: Agile User Story Mapping Table**)

**Sprint Backlog** Subset of product backlog items committed for a sprint

**Increment** Working product released at the end of each sprint

**Burndown Chart** Tracks remaining work against time

**Velocity Chart** Measures average story points completed per sprint

## SECTION D – BUSINESS & SYSTEM DETAILS

## 10. Business Rules Summary

1. Registration requires valid email and unique contact number.
2. Only authenticated customers can access booking and payment modules.
3. Session slots are dynamically updated and locked post-confirmation.

4. Refunds are subject to cancellation timelines and policies.
5. Notifications are sent via integrated SMS/Email API.
6. Payment transactions are stored securely in DB.
7. Data validations ensure accurate session and user information

## 11. Non-Functional Requirements (NFR)

Category	Requirement
Security	Encrypted data transfer, JWT authentication
Performance	Real-time slot updates under 2 seconds
Usability	Simple UI with guided booking flow
Reliability	99.9% uptime for booking services
Scalability	Supports increasing users and sessions
Maintainability	Modular codebase, API-based integrations

## 12. Agile Metrics & Performance Tracking

Metric	Purpose
Sprint Velocity	Track delivery consistency
Burndown/Burnup	Track progress toward sprint goal
Defect Leakage	Monitor QA effectiveness
Team Capacity	Plan next sprint workload

## SECTION E – RELEASE & REFERENCES

## 13. Release Plan (Sample)

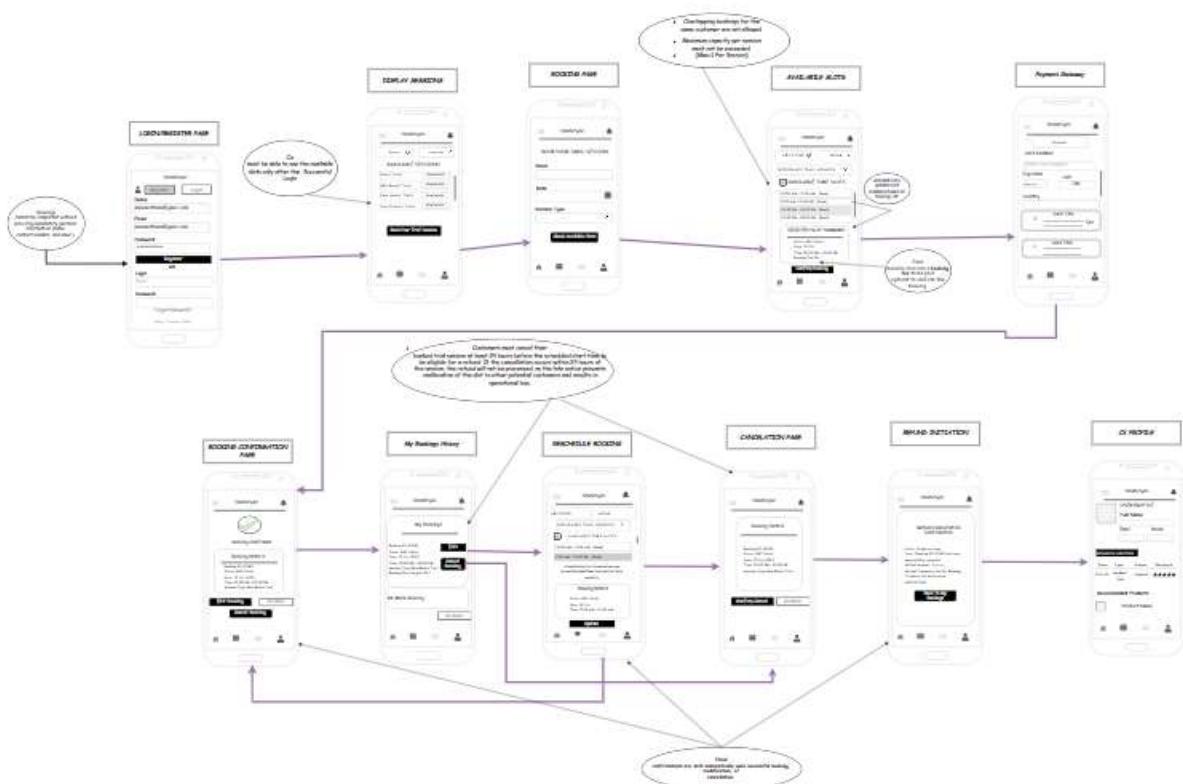
Release	Contents	Sprint Range	Type
Release 1.0 (MVP)	Registration, Booking, Payment, Notification	Sprint 1–3	Major
Release 1.1 (Enhancements)	Recommendations, Staff Dashboard	Sprint 4+	Minor

## 14. Artifacts to Attach

You can embed or link the following diagrams in your Confluence page:

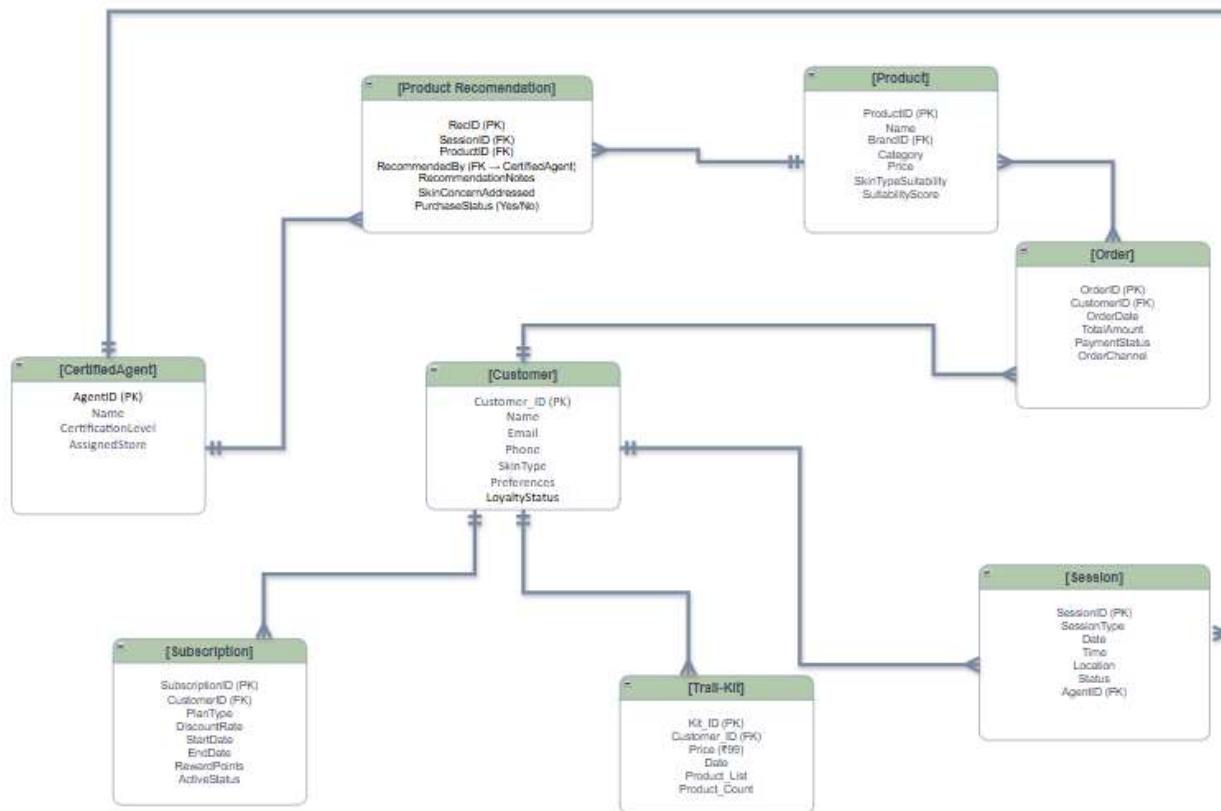
1.

System Architecture Diagram



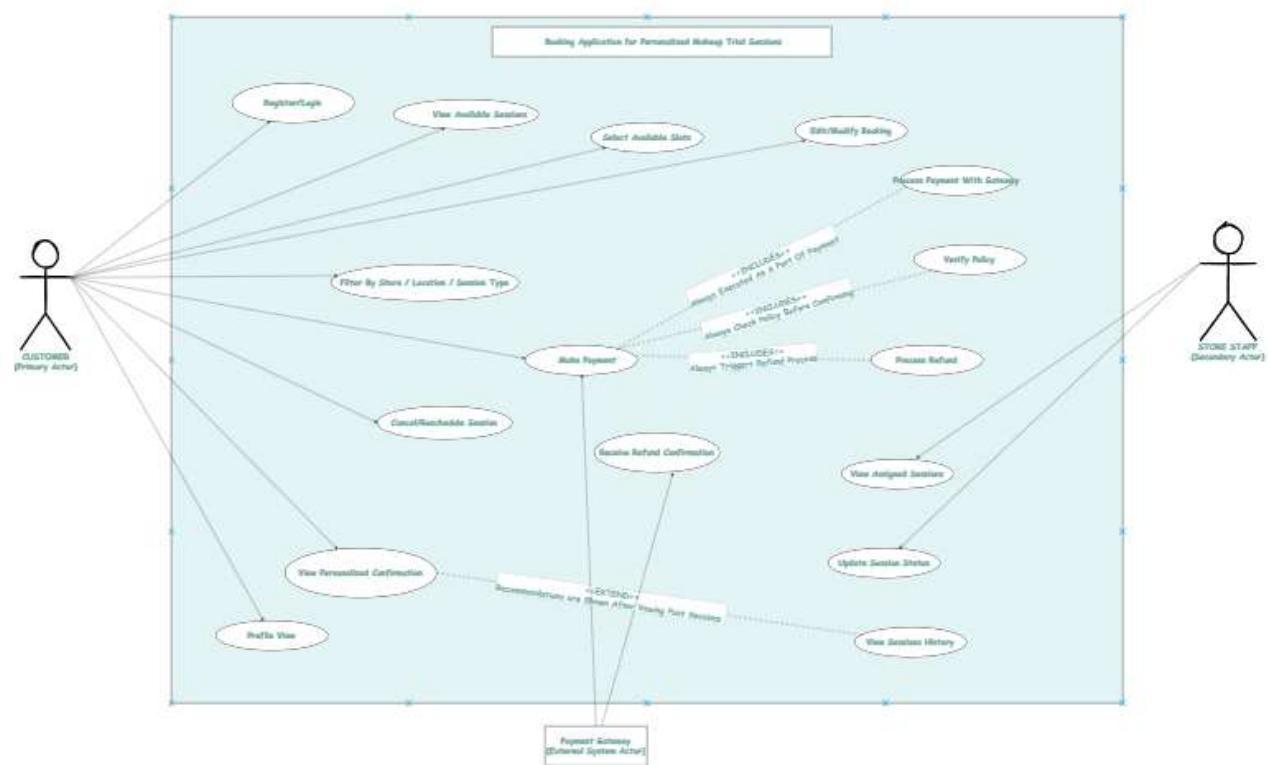
2.

## ER Diagram

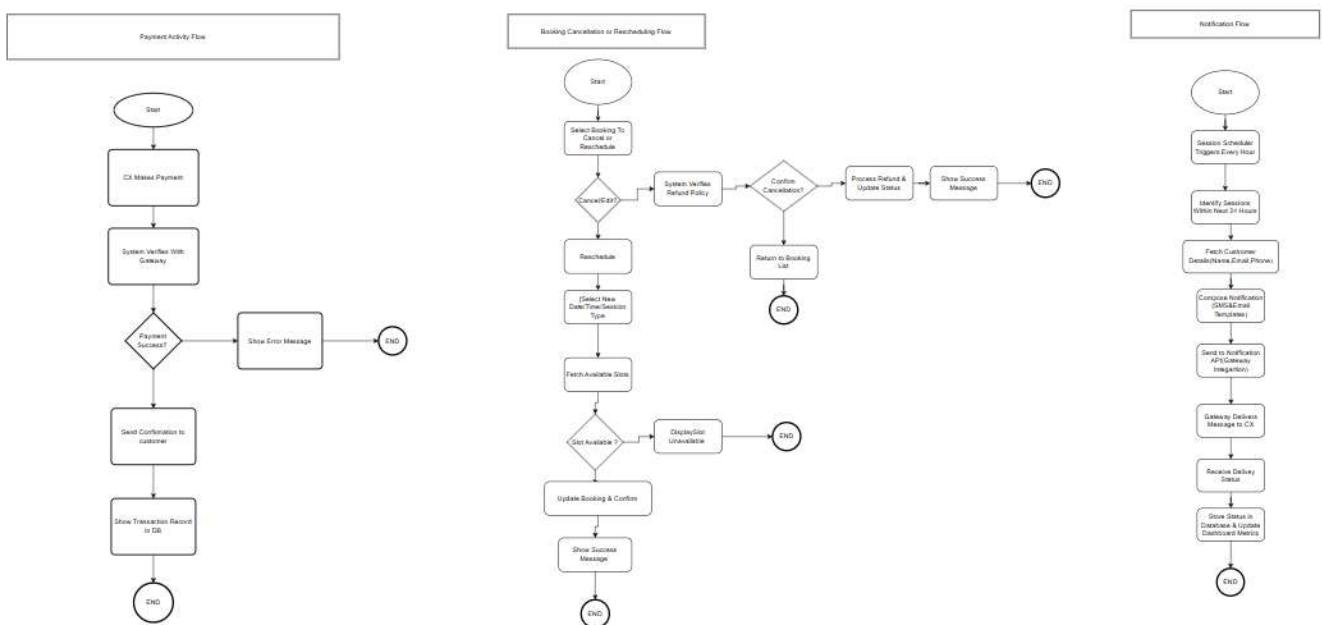


3.

## Use Case Diagram

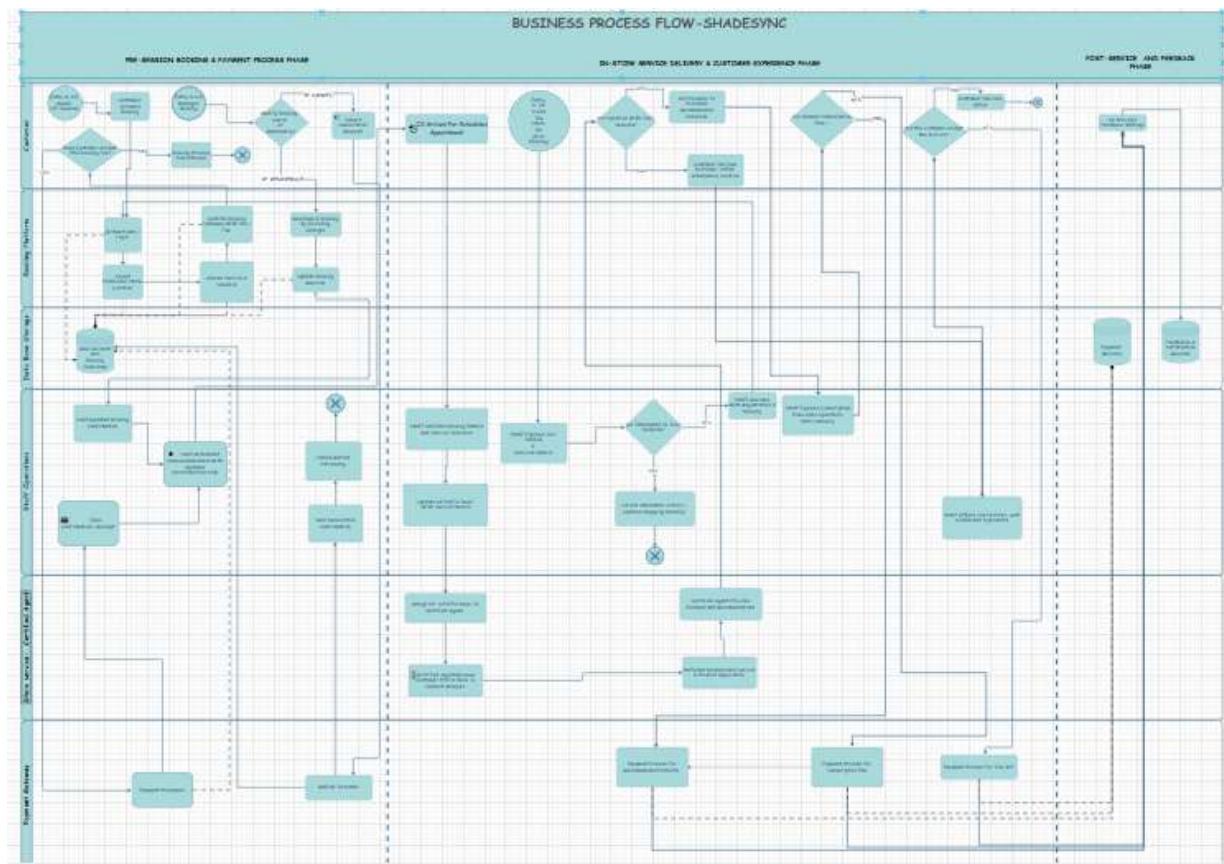


#### **4. Activity Diagrams(Payment Activity Flow, Booking /Cancellation/Reschedule Flow/Notification Flow)**



5.

## BPMN(SWIMLANE)



## SECTION F – APPROVAL & SIGN-OFF

### 15. Approval & Sign-Off

(Digital acknowledgment of completion or stakeholder sign-off)

⌚ [Add Placeholder: Signature or Approval Table]