Benefits and Administration Team (BAAT) Release Plan

Part 1 - Project Charter

1. Create a project charter based on information in the SimAgile Orientation guide and the Company Policies document on eLearning. Your project charter should include the following sections.

Project Name: Employee Payroll And Benefit Application (EPABA)

Project Description: To build a website that provides the employees of Uniworld all information regarding their payroll, benefits, and tax instantly, and which is accessible 24x7

Project Purpose: To release a unified platform to create a 24x7 mobile, centralized portal for the employees and HR department of Uniworld so that they can access, provide, and update information regarding their payroll, tax, and benefits through a single, secure portal

Measurable Objectives and Success Criteria:

To release an MVP product by the end of Sprint 4

- 1. To deliver the MVP version of the portal by the end of the 4th sprint
- 2. For the portal to be accessible 24x7, intuitive, and easy to use
- 3. The portal must be able to respond to requests within 2 seconds
- 4. Compatible with all major browsers
- 5. Ability to be accessed from work, home, or any other location
- 6. Portal needs to have complete information, including supporting documentation and FAQs regarding plan coverage, government requirements, plan descriptions, provider directories, etc., related to benefits for the employees and dependants (wherever applicable)

Summary Milestone Schedule: The Plan is to have 2 releases.

Release #	Sprint #	Start Date	End Date	Comment
Release 1	Sprint 1	12/05/2022	12/16/2022	This version will have all the MVP features. This
Release 1	Sprint 2	12/19/2022	12/30/2022	will be released at the end of Sprint 2.

Release 2	Sprint 3	User st		This version will have all User stories except US-29,25,31,32 (As they are
Release 2	Sprint 4	01/16/2023	01/27/2023	part of Backlog1 & Backlog2)

Project Budget:

(Number of hours per sprint * pay per sprint) +Recreation budget =

Project Owner = 80 * 110 = 8,800 Scrum Master = 80 * 80 = 6,400

Dev Team (10) = 80 * 100 = 8,000 * 10 = 80,000

Recreation budget = 5000

Project Budget for 4 sprints = \$385,800

Name of the Product Owner - Vaishnavi Arni

Name of the Project Sponsor – Michael Russel, VP Human Resources

Name of the Scrum Master – Zain Ul Abdeen

Part 2 - Product Vision

Vision: Build a unified, flexible, user-friendly and secure platform to manage employee payroll, benefits, and taxation creating exceptional experiences for platform users.

Part 3 - Release Plan

1. Analyze all of the user stories in the initial product backlog and create a product roadmap/release plan. The product roadmap should clearly identify the release date for the minimally viable product and the release date(s) of any subsequent versions. When developing your release plan, assume an average velocity of 30 story points per sprint and a total of four two-week sprints. How many release totals do you have planned?

We plan to have 2 Releases distributed under 4 Sprints having around 30 story point velocity each sprint.

Release #	Sprint #	Start Date	End Date	User Stories
Release 1	Sprint 1	12/05/2022	12/16/2022	US - 05,06,03,36,15,17,34,08,12,33,37, 16

Release 1	Sprint 2	12/19/2022	12/30/2022	US - 22,23,10,24,28,41,07
Release 2	Sprint 3	01/02/2023	01/13/2023	US - 35,11,04,13,01,02,26,18
Release 2	Sprint 4	01/16/2023	01/27/2023	US - 39,27,40,21,19,30

After distributing User Stories among 4 sprints there are remaining user stories which have been placed to be worked on post Release after Sprint 4 which are US - 29,25,31,32 to be part of Backlog1 & Backlog2.

2. List the date of each release and provide a short, descriptive name for each release.

Release 1: EPABA -1.0

Date of Release 1: 12/30/2022

This version will have all the MVP features. This will be released by the end of Sprint 2

Release 2: EPABA- 2.0

Date of Release 2: 01/27/2023

This version will contain all non-MVP user stories with a high business value per story point.

Part 4 - Grooming the Product Backlog (20 points)

1. Groom your entire product backlog and describe the approach you used to groom the product backlog. Specifically, list and describe the rules you used to prioritize your product backlog.

Product Backlog has been groomed based on the following criteria-

- Business Value/Story Point
- Required for MVP
- Story point total limits up to 30 points per sprint
- Sprint 1 has User stories that have high business value/ story point and have Required for MVP as YES, with 26 story points being covered in 2 weeks.
- Sprint 2 has User stories that have high business value/ story point but have US, which has Required for MVP as YES as well as NO, with 27 story points being covered in 2 weeks.

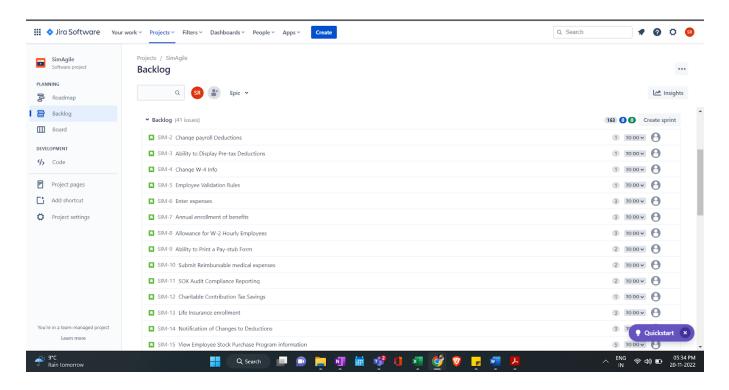
- Sprint 3 has User stories that have lower business value/ story point and have US, which has Required for MVP as NO, with 29 story points being covered in 2 weeks.
- Sprint 4 has User stories that have the lowest business value/ story point and has US, which has Required for MVP as NO, with 29 story points being covered in 2 weeks.

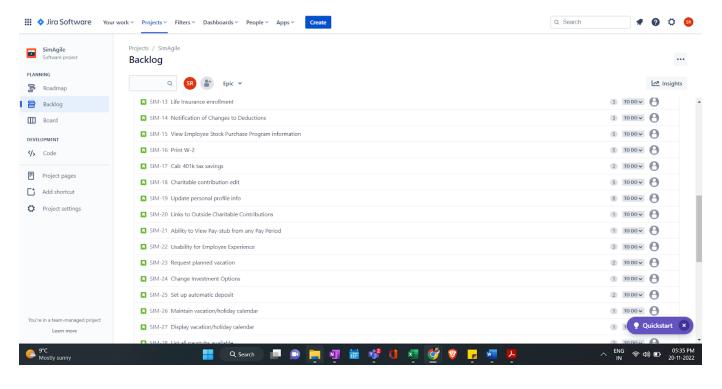
2. A copy of your groomed, prioritized product backlog in Excel below indicating which sprint each user story will be worked on.

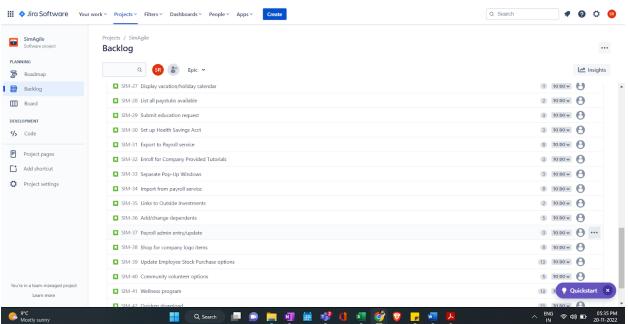
Sprint#	User Stories/Tasks	Kequirea for MVP	Name	Narrative Description	Story Points (1,2,3,5,8,13,21)	(1,2,3,5,8)	Business Value/Story Point
Sprint 1	User Story 05	Yes	Change payroll Deductions	As an employee I want the ability to display and edit payroll deductions.	1	8	o o
Sprint 1	User Story 06	Yes	Ability to Display Pre-tax Deductions	As an employee, I would like to view my pre-tax deductions	1	5	,
Sprint 1	User Story 03	Yes	Change W-4 Info	As an employee, I would like the ability to change my W4 information, so that I can manage how	1	3	3
Sprint 1	User Story 36	Yes	Employee Validation Rules	As an HR admin, I would like the ability to add employee validation rules	1	3	3
Sprint 1	User Story 15	Yes	Enter expenses	As an employee, I would like to enter and submit travel and other valid expenses.	3	8	2.666666667
Sprint 1	User Story 17	Yes	Annual enrollment of benefits	As a HR Administrator, I want the ability to provide annual enrollment of benefits to every eligible		8	2.666666667
Sprint 1	User Story 34	Yes	Allowance for W-2 Hourly Employees	As an HR admin, I would like the ability to add allowance for W-2 hourly employees	3	8	2.666666667
Sprint 1		Yes			2	5	2.5
	User Story 08		Ability to Print a Pay-stub Form	As an employee, I would like to ability to print my pay-stub from any pay period.	2	5	
Sprint 1	User Story 12	Yes	Submit Reimbursable medical expenses	As an employee, I would like to have the ability to enter and requestreimbursable medical expen			2.5
Sprint 1	User Story 33	Yes	SOX Audit Compliance Reporting	As an HR admin, I would like the ability to query and generate audit reports for SOX audits.	2	5	2.5
Sprint 1	User Story 37	Yes	Charitable Contribution Tax Savings	As an employee, I would like to understand how much tax savings were generated because of my		2	2
Sprint 1	User Story 16	Yes	Life Insurance enrollment	As an employee, I would like to enroll for life insurance for myself and my family members.	3	5	1.666666667
Sprint 1	User Story 38	Yes	Notification of Changes to Deductions	As an employee, I would like the ability to be notified of any changes to my payroll deductions	3	5	1.666666667
		кедигеатог			Story Points	Business value Points	
Sprint#	User Stories/Tasks	MVP	Name	Narrative Description	(1,2,3,5,8,13,21)	(1,2,3,5,8)	Business Value/Story Poi
Sprint 2	User Story 22	Yes	View Employee Stock Purchase Program information	As an employee, I would like to view the employee stock purchase information and access resour	5	8	1.6
Sprint 2	User Story 23	Yes	Print W-2	As an employee, the information on your W-2 is extremely important when preparing your tax re	5	8	1.6
Sprint 2	User Story 10	Yes	Calc 401k tax savings	As an employee, I want to calculate my 401k tax savings. Would be nice to have the ability to var	2	3	1.5
Sprint 2	User Story 24	Yes	Charitable contribution edit	As an employee, I would like to view, select and elect to contribute charitable donations to a cha	5	3	0.6
Sprint 2	User Story 28	Yes	Update personal profile info	As an employee, I want to the option to update my profile information so that it reflects the later	8	3	0.375
Sprint 2	User Story 41	No	Links to Outside Charitable Contributions	As an employee, I would like the ability to register my charitable organization for automatic payr	1	8	8
Sprint 2	User Story 07	No	Ability to View Pay-stub from any Pay Period	As an employee, I would like to view my paystubs for any period during the last 2 years. Need to a	1	3	3
Sprint#	Required nor including the Control of the Control o		(1,2,3,5,8,13,21)	Business value Points (1,2,3,5,8)	Business Value/Story Poir		
Sprint 3	User Story 35	No	Usability for Employee Experience	As an employee, I would like the ability to use the portal on a number of devices. Also need to abi	3	8	2.666666667
Sprint 3	User Story 11	No	Request planned vacation	As an employee, I would like to submit a request for vacation to my manager. The request can on	2	5	2.5
Sprint 3	User Story 04	No	Change Investment Options	As an employee, I want the ability to display and edit retirement account investment options. Th	1	2	2
Sprint 3	User Story 13	No	Set up automatic deposit	As an employee, I would like to ability to set up automatic deposits for payroll and medical reimi	2	3	1.5
Sprint 3	User Story 01	No	Maintain vacation/holiday calendar	As an employee, I can create, update and delete my vacation calendar and flexible holiday schedu	1	1	1
Sprint 3	User Story 02	No	Display vacation/holiday calendar	As an employee, I would like to view my current vacation and flexible holiday schedule, so that I	1	1	1
Sprint 3	User Story 09	No	List all paystubs available	As an employee, I would like to view all available paystubs so that I can view any one that I have n	2	2	1
Sprint 3	User Story 14	No	Submit education request	As an employee, I would like to submit a request for an educational investment to my manager.	3	3	1 .
Sprint 3	User Story 20	No	Set up Health Savings Acct	As an employee, I would like to option to set up my Health Savings Account via the employee por	3	3	1 .
		No			8	8	1 .
Sprint 3	User Story 26		Export to Payroll service	As an admin, I would like to enroll export updates to employee profile information to the payrol		2	
Sprint 3	User Story 18	No	Enroll for Company Provided Tutorials	As an employee, I would like to enroll in courses and tutorials that are offered through the comp	3	2	0.66666667
Sprint#	User Stories/Tasks	Kequirea for MVP	Name	Narrative Description	Story Points (1,2,3,5,8,13,21)	(1,2,3,5,8)	Business Value/Story Po
Sprint 4	User Story 39	No	Separate Pop-Up Windows	As a UI designer, I would like to standardize all pop-up windows	3	2	0.666666667
	User Story 27	No	Import from payroll service	As an HR admin, I would like the ability to import the latest payroll run for an employee.	8	5	0.625
Sprint 4			, , , , , , , , , , , , , , , , , , , ,				-
	User Story 40	No	Links to Outside Investments	As an employee, I would like the ability to link to investments outside my company payroll	2	1	0.5
Sprint 4	User Story 40	No No	Links to Outside Investments	As an employee, I would like the ability to link to investments outside my company payroll As an employee, I would like the ability to add or remove dependents.			0.5
Sprint 4 Sprint 4 Sprint 4 Sprint 4	User Story 40 User Story 21 User Story 19	No No	Links to Outside Investments Add/change dependents Payroll admin entry/update	As an employee, I would like the ability to link to investments outside my company payroll As an employee, I would like the ability to add or remove dependents. As an HR admin, I would like the ability to manage the payroll administration and configuration	5	2	0.5 0.4 0.333333333

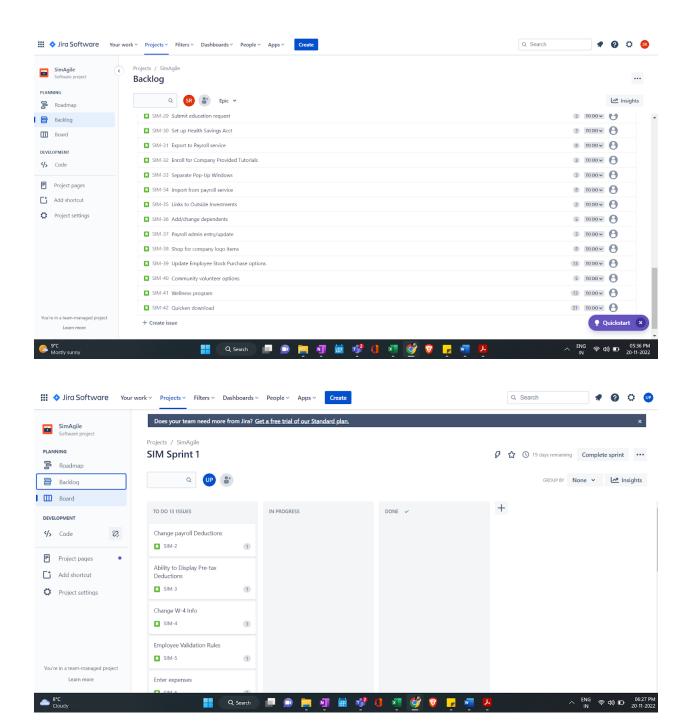
			kequirea for			Story Points	Business value Points	
1	Sprint#	User Stories/Tasks	MVP	Name	Narrative Description	(1,2,3,5,8,13,21)	(1,2,3,5,8)	Business Value/Story Point
39	Backlog 1	User Story 29	No	Update Employee Stock Purchase options	Display and provide ability to edit/change contribution to employee stock purchase program. Se	13	3	0.230769231
40	Backlog 1	User Story 25	No	Community volunteer options	As an employee, I would like to option to view, research and sign up for community volunteer op	5	1	0.2
41	Backlog 2	User Story 31	No	Wellness program	As a HR leader, I would like to have the wellness program information available and easily accessi	13	2	0.153846154
42	Backlog 2	Hear Stony 22	No	Ouicken desunleed	As an HR admin. I would like the shill tute download journal entries from Quicken.	21	1	0.047619049

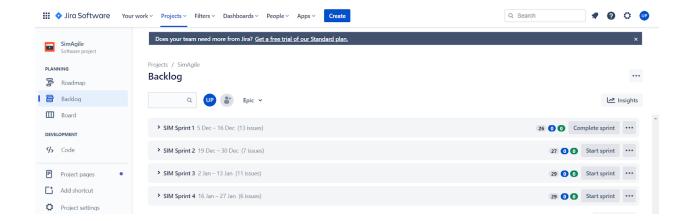
Part 5 - Product Backlog using JIRA Software











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