Manage the Product Development Process

Meets Specifications

Congratulations Anthony

This is one of the more difficult project for this nanodegree, especially Create Project Blueprint exercise. You did very well with your responses, especially around the impact assessment and next steps for your stakeholders. **Thanks for your patience and diligence while we are reviewing your submission.**

🔰 SPECIAL CALL OUT TO YOU: You're great in managing stakeholders, especially around planning for next steps. Loved the manner on how you're handling work prioritization. You did well 💯

All the information are perfectly in place, and you've fulfilled all the Project Rubric requirements. This makes it easier for reviewer like me to get things done fast for you.

Here's 3 more great reference sites for you in managing stakeholders in rounding this project off:

📚 Using Miro Board: https://miro.com/blog/stakeholder-mapping/
📚 A real step-by-step for you: https://www.henricodolfing.com/2018/03/a-step-by-step-stakeholder-mapping-guide.html
📚 Managing stakeholders through communications plan: https://www.smartsheet.com/how-create-stakeholder-management-and-communication-plans

So a BIG WELL DONE to you 🏆

Greetings from

Create Project Blueprint

✓

- The link to the filled out Coordination Activities Map is added in the space provided on the template (ref. slide 7). If possible, a screenshot can also be pasted in the space provided on the template
- Within the activities map in the Google sheets, each of the highlighted cells in table need to have an answer selected using the drop-down

Well done!

✅ This is probably the hardest exercise in this nanodegree - thank you for being diligent in completing this exercise! You've come a long way. You did well.

💡 A bit more guidance for you:

1. Evangelize Internally -
   In most companies (depending upon the project complexity/scope/impact/risk), there is a PRD review process where even though there are different stakeholders invited to the meeting, there is an approver that decides whether the scope can move forward as-is to the next state (or) some feedback needs to be incorporated.In most companies, student will be working with other Product Managers and what you work on will impact other either directly or indirectly. It is important to involve them early on to ensure your product doesn't have any negative impact (or) their feedback on missed critical use-cases are shared with you
   As an organization, the product being built needs to be clearly understand by cross-functional stakeholders so they can plan their work to launch accordingly. On the same note, they may have valuable insight and feedback being in the frontline with customers (marketing ,sales, customer service) that their expertise can leveraged to refine the MVP scope. PM is still responsible for determining whether to incorporate their feedback or notN/A
2. Involve Legal and Compliance -
   "Regulations and the type of product (e.g Kaiser Permanente website/app that handles sensitive patient information) will require involving legal and compliance early to confirm that there are either no concerns (or) you identify the regulations that need to be meet or disclosed so your MVP scope includes itTheir expertise is needed and hence ""Contributors""""Once the work has been identified, it is important to coordinate with legal and compliance to receive any feedback (e.g updated Terms of Use) to be available prior to sprint planningTheir expertise is needed and hence ""Contributors""Milestone (Column G) can have any one of the following values (since it needs to be gathered prior to a sprint and is a one-time activity)
   Before project's sprint 0 starts / Before project's sprint 1 starts/ Before project's final sprint starts"
3. Incorporate Stakeholder Feedback -
   "It is important to review the feedback received from all stakeholders -> prioritize it as a PM - > discuss the prioritized feedback to update the MVP scope and design (what we learnt in Course 2)
   For Column G,
   Ideal to have this started before sprint 0 starts since the MVP scope once update may also change the course of feasibility discussion
   It is acceptable to have this started before project's sprint 1 but not later since this may cause engineering to rebuild what was completed in previous sprints and it is a good practice to minimize this"
4. Initiate and Maintain Feedback Loop -
   "After evangelization is complete, it is important to keep the stakeholders ""informed"" about the changes that are happening to he MVP scope based on their feedback, learning from customer test etc and project progress .The stakeholders here include ""SCrum team/Head of Product / Impacted PMs and Cross-functional stakeholders with the exception of legal and compliance"" and their role is ""Informed"" because their expertise input is not required here and more about keeping them engaged"
5. Plan Development Work -
   This is important to be done as part of Sprint 0 and not later because the purpose of Sprint 0 is to complete engineering work such as system design and review, critical spikes to reduce the number of "unknown unknowns" and potentially the risk"An outcome of the previous step is for the ""Engineering lead"" to determine the spike and engieneering design to be completed before project's sprint 1 starts.Milestone : The purpose of Sprint 0 is to complete the work that is identified here "
6. Manage Product/Feature Testing -
   "Based on the kickoff meeting with the scrum team, the QA team member is responsible for defining the test strategy and reviewng it with the team to ensure there is sufficient coverage to ensure a stable product is launched.Milestone : This needs to be completed to ensure tickets for testing can be clearly defined and created for each sprintBefore project's sprint 0 starts / BEfore project's sprint 1 starts"
7. Setup Analytics Tracking -
   "Based on the kickoff meeting with the scrum team, Data Analyst is responsible for defining the tracking requirements and reviewing it with the team to ensure the infrastructure to measure the effectiveness of the solution being launched is in place for launchMilestone : This needs to be completed to ensure tickets for development can be clearly defined and created for each sprint
   Before project's sprint 0 starts / BEfore project's sprint 1 starts"
8. Prepare For Every Sprint -
   Based on the reviewed test strategy, the QA team member needs to create tickets for each sprint and needs to be available before "sprint planning meeting"Based on the reviewed analytics tracking requirements, the data analyst needs to create tickets for each sprint and needs to be available before "sprint planning meeting"Product Manager will work closely with deisgn team to plan their work on validating the prioritized feedback's updates to be incorporated in the MVP scope. This work needs to be organized in such a way that PM is able to finalize the corresponding user stories for a sprint before "sprint planning meeting"
9. Coordinate Product Feature Launch -
   "Based on the kickoff meeting with the stakeholders, the Product Marketing team will start collaborating with PM to determine the launch activities. The purpose of this task is to define the supporting launch activities and track it,hence it is a one-time milestone vs. ongoing in nature
   Milestone : Earlier the better and it is vs. waiting until the final sprint .Acceptable values : Before project's sprint 0 / sprint 1 starts""Based on the kickoff meeting with the stakeholders, the Customer Service will start collaborating with PM to determine what supporting collateral needs to be created to support the product launch. The purpose of this task is to define the supporting launch activities and track it,hence it is a one-time milestone vs. ongoing in natureMilestone : Earlier the better and it is vs. waiting until the final sprint .Acceptable values : Before project's sprint 0 / sprint 1 starts"
10. Communicate Project Progress -
    "It is important to share the project progress with the stakeholders at every stage so they are not only aware of the progress or risk but they can manage their related work as well. This does not include legal and compliance since they are involved in this project to provide their expertise (which has been completed earlier) only and SCrum team is involved in the development
    Milestone: Around the end of every sprint to share the progress based on the actual sprint deliverable "
11. Receive Product/feature sign off -
    "Just like how the Head of Product was involved in the approval process, they are also involved in the demo and testing with the same ""role"" - Approver.Milestone: This is at the end of the project only ""Just like how the Impacted PMs were involved in the approval process, they are also involved in the demo and testing with the same ""role"" - Contributor i.e their feedback is expertise is important especially if it is affecting their 'owned product'Milestone: This is at the end of the project only ""Just like how the Impacted PMs were involved in the approval process, they are also involved in the demo and testing with the same ""role"" - Informed. i.e their feedback can be heard here but it is upto the PM to act on it and their expertise is not required at this phase
    Milestone: This is at the end of the project only “

Plan for sprint meeting

✓

- Followed the guidelines suggested to provide the requested information in slide 10.
- Clearly articulated the sprint's goal for the scrum team to understand what is targeted to be accomplished in the upcoming sprint (limit to 2 sentences)
- Listed 5 user stories related to the sprint goal described above in the prioritized order that the scrum team needs to develop in the upcoming sprint. Follow the format that was covered in Course 2 and showcased in the Context Slide 9 with an example.
- Shared prioritization rationale to explain why you chose to build these five stories in the order you mention from your MVP scope (limit to 2 bullets)

Clear and logical goal alignment!

✅ This is well done.

REFERENCE MATERIAL

A few great articles for you to upskills:
📚 On visualizing User Story
📚 On Plan Releases using Story Maps
📚 On Sprint Planning Meeting: A simple cheat sheet
📚 On The Ultimate Agile Sprint Planning Guide
📚 On How To Run An Agile Sprint Planning Meeting + Agenda

✓

- Followed the guidelines suggested to provide the requested information in the User Story #1 (Slide 12) and User Story #2 (Slide 13)
- Articulated acceptance criteria clearly such that it is easy to read, understand and yet comprehensive enough to ensure that the user story can be used to build and test.
  - Usability Requirements with link to design prototype or screenshots
  - Non-functional requirements should include at least the following minimum.
  - Boundary constraints that user story will support (e.g can user link multiple tracking devices to sync the same data simultaneously?)
  - Negative scenarios that the user story should fail (cannot provide fitness steps or calories in negative values, upper limit , lower limit etc)
  - Growth capacity (i.e load)
  - Platform such as browser, device, app store etc
  - Other non-functional requirements such as page performance, ADA compliance, policy and regulatory constraints, auditability, etc can be included if the student sees it fit
- Shared assumptions made to include or not include some of the non-functional requirements as part of the acceptance criteria

✅ Great work in passing this section in your previous submission. **Brilliant**

Decoding API Documentation

✓

- Picked the scenario based on the project selected from Course 1 and followed the guidelines suggested to provide the requested information (in slide 20)
- Listed upto 2 design changes that they decided to explore based on the new information from API documentation
  - If there are no changes to be made, share rationale (limit to 2 bullets)
- Listed 2 questions to clarify with the engineering team to aid feasibility discussions and ensure design explorations are effective

✅ Great work in passing this section in your previous submission. **Brilliant**

Re-prioritize sprint backlog

✓

- Followed the guidelines suggested to provide the requested information in the Landing Page too slow (slide 23)
- Is data-oriented in analyzing a reported issue to understand the impact and determine the criticality (limit to 3 bullets)
- Defined the issue priority and share rationale (in 1 sentence)
- Listed out the activities (upto 3) that will be carried out to reflect the priority wherever needed and closes the communication loop (e.g ticketing tool such as JIRA, communication channel such as Slack)
- Listed additional steps to carry out if student determined that the issue cannot occur in the future again.

✅ Great work in passing this section in your previous submission. **Brilliant**

✓

- Follow the guidelines suggested to provide the requested information in the Misaligned Fields (slide 25)
- Is data-oriented in analyzing a reported issue to understand the impact and determine the criticality (limit to 3 bullets)
- Defined the issue priority and share rationale (in 1 sentence)
- Listed out the activities (upto 3) that will be carried out to reflect the priority wherever needed and closes the communication loop(e.g ticketing tool such as JIRA, communication channel such as Slack)

✅ Great work in passing this section in your previous submission. **Brilliant**

✓

- Followed the guidelines suggested to provide the requested information inResponse to Email (slide 27)
- Is data-oriented in analyzing a reported issue to understand the impact and determine the criticality (limit to 3 bullets)
- Defined the issue priority and share rationale (in 1 sentence)
- Listed out the activities (upto 3) that will be carried out to reflect the priority wherever needed and closes the communication loop (e.g ticketing tool such as JIRA, communication channel such as Slack)

That's great stakeholders management!

✅ You've handled this in a calm yet direct, and collaborative manner. Loved your data-driven assessment. Well done with a clear email communications.

Handle potentially difficult situations

✓

- Followed the guidelines suggested to provide the requested information in Respond to GM/CEO Email (slide 30)
- Shared their approach to determine how to handle the request without disrupting the development (limit to 3 bullets)
- Included their email response that focuses on addressing the requestor's need along with clear instructions to have a successful demo(upto 6 lines)

✅ Great work in passing this section in your previous submission. **Brilliant**

✓

- Followed the guidelines suggested to provide the requested information in Step-in and guide (slide 32)
- Were you able to objectively convey the course-correction needed at this juncture clearly along with the reasons so that team member is focused on being solution-oriented and focuses on 'what needs to be done next and by whom'? (video response is <2 minutes)
  - Unblocking situations often require multiple people to work together assistance and sometimes go above and beyond to get everyone over the finish line
  - Did your response cover all the topics that required course-correction (i.e back-end tickets and analytics tickets)
- Do you sound collaborative (and not authoritative)?

✅ Great work in passing this section in your previous submission. **Brilliant**

✓

- Followed the guidelines suggested to provide the requested information in Step-in and guide (slide 34)
- Listed upto 3 activities that student will carry out /coordinate to unblock the scrum team immediately ?
- Identified the different coordination and negotiation activities (upto 2 bullets) that students will need to carry out to de-risk the project due to sharing a team member
- Listed the stakeholders that need to be informed of the potential risk
  - Highlighted the difference in the communication informing the potential risk and plan to address depending upto negotiation outcome (limit to 2 bullets to point out the differences)

A tough one, and you get this through brilliantly.

✅ Brilliant, loved the scenarios approaches. Thanks for adding the additional stakeholder.

✓

- Followed the guidelines suggested to provide the requested information in Handling stakeholder feedback (slide 36)
- Listed questions (upto 3) that will be asked to understand the feedback and determine the next steps
- Were you able to push-back by sharing your reasons clearly (video response is <2 minutes)
  - Do you sound collaborative (and not authoritative)?

✅ Great work in passing this section in your previous submission. **Brilliant**