

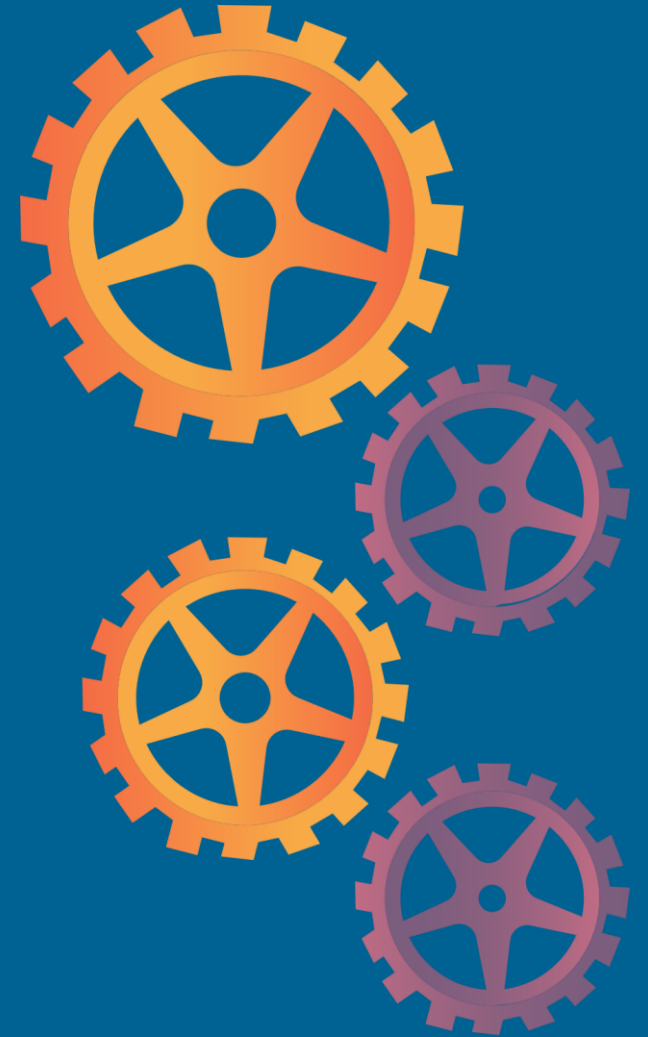
Steps to build a healthy backlog

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Agenda

- Product Backlog definition
- What product backlog includes
- Steps to create a product backlog
- How to prioritize product backlog items
- Product backlog example



A product backlog is:

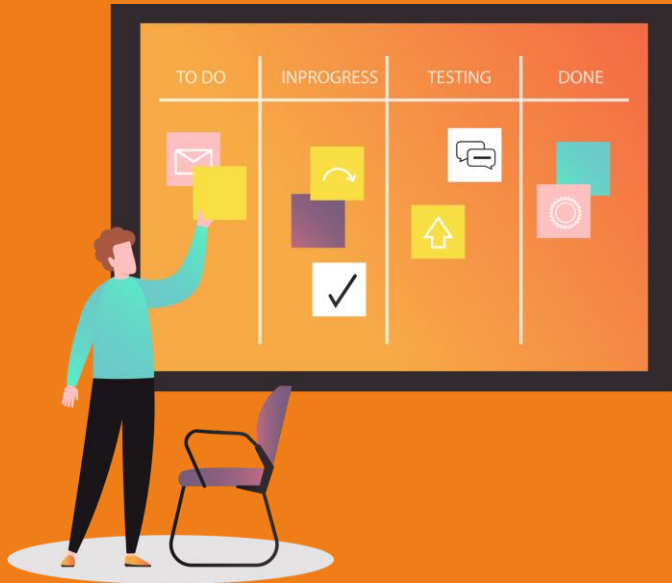
- An essential part of the product development chain
- A prioritized list of product features (user stories) that leads to its full release
- A powerful tool which converts a high-level vision into a product creation

In few words product backlog is:

a specialized to-do list

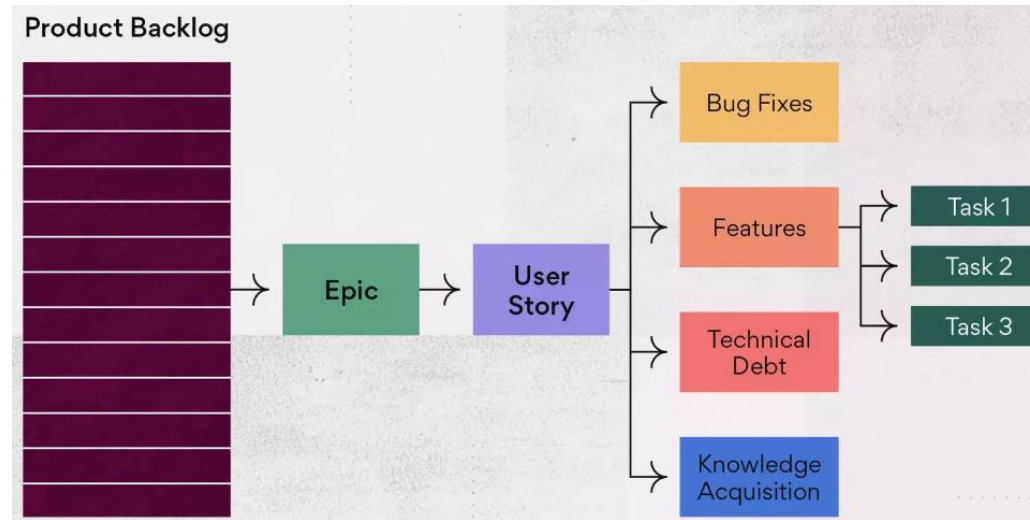
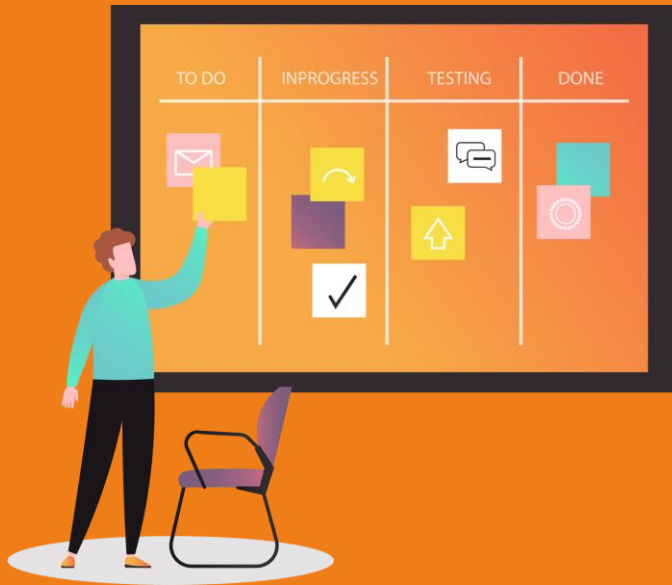


A specialized to-do list



- more than a simple to-do list
- research stage: you gather information to accomplish future tasks
- you create a knowledge acquisition task such as a prototype or experiment to get the information you need to work on the feature
- you break down complex tasks into a series of steps
- you delegate them to team members
- new features are added, existing features are modified or removed, prioritizing their implementation while learning more about the product
- you develop an effective product backlog.

What product backlog includes/1



What product backlog includes/2

- **User stories** which are small but distinct functions of the system
- **Epics**, groups of related user stories, of medium length
- **Features** are a set of features/functionality of the large system
- **Themes-Tasks** are a set of product functions that allow the user to do a discrete task.

A product backlog commonly includes features, bug fixes, technical debts, and knowledge acquisition. These product backlog items are distinct pieces of work that have yet to be delivered for a product



What product backlog includes/3

- **Features:** A feature, also known as a user story, is a function of the product that the product user finds valuable. Features can be complex—often referred to as epics—or they can be simple. Creating a story map can help your team determine what the user needs most.
- **Bug fixes** are self-explanatory, and your Scrum team should address these quickly to uphold the integrity of the product. Some bugs may be important enough to interrupt your team's current sprint, while others can wait for the next sprint. An overall rule with bugs, however, is to keep them at the top of your product backlog so your team doesn't forget about them.
- **Technical debt**, like financial debt, "accrues interest" when ignored. When developers push technical work to the bottom of the product backlog, it builds up and becomes harder to accomplish. Effective backlog management can prevent the buildup of technical debt. When your team stays organized and takes on technical work in smaller, daily increments, you're less likely to accrue interest on a huge piece of work.
- **In knowledge acquisition**, you gather information to accomplish future tasks. Essentially, this is a research stage. When you identify a feature that needs more research, you create a knowledge acquisition task such as a prototype, experiment, or proof-of-concept to get the information you need to work on the feature



Steps to create a product backlog

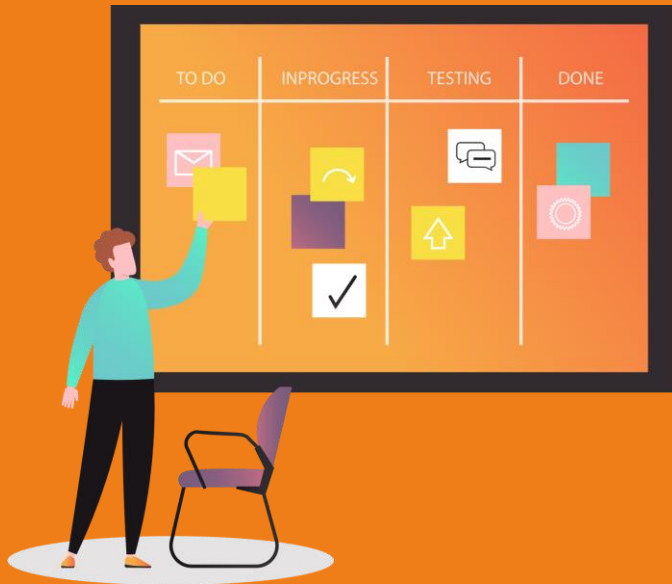
The creation of the product backlog begins in the pre-game phase by creating a vision and a roadmap for the product under construction. Creating a product roadmap is a common way for all project participants to get a common understanding of the product.

Design a product roadmap

- Decide on the type and characteristics of the product (the vision)
- Design the product road map
- Communicate the plan to the participants



Steps to create a product backlog



- Build a product roadmap
- List product backlog items
- Prioritize your backlog
- Update regularly

How to prioritize product backlog items/1

An essential component of managing the product backlog is prioritizing tasks. As the Scrum master, you should have a thorough understanding of what new features stakeholders want to see in the product. Here are some strategies on how to prioritize backlog list items.

- **Refine product backlog items**

Before you can prioritize, you first need to define your backlogs. Add details such as a description, size, and associated goals or metrics.

- **Organize tasks by urgency and importance**

When focusing on backlog refinement, try organizing tasks by urgency and importance. The team should prioritize product backlog items that improve the functionality of the product as well as the user experience.

- **Tackle complex tasks first**

Your team may feel inclined to complete simple tasks first so they can remove them from the product backlog and shorten the list, but this is a less efficient form of project management. The product backlog will continue to grow, so tackling complex tasks first is often the most effective.



How to prioritize product backlog items/2

- **Complete tasks in focused sprints of time**

Agile teams work in focused sprints to complete work, and this method is highly effective for productivity. At the end of each sprint, the product owner and any stakeholders can attend a sprint review with you and the development team to ensure everything is on track.

- **Communicate with your team**

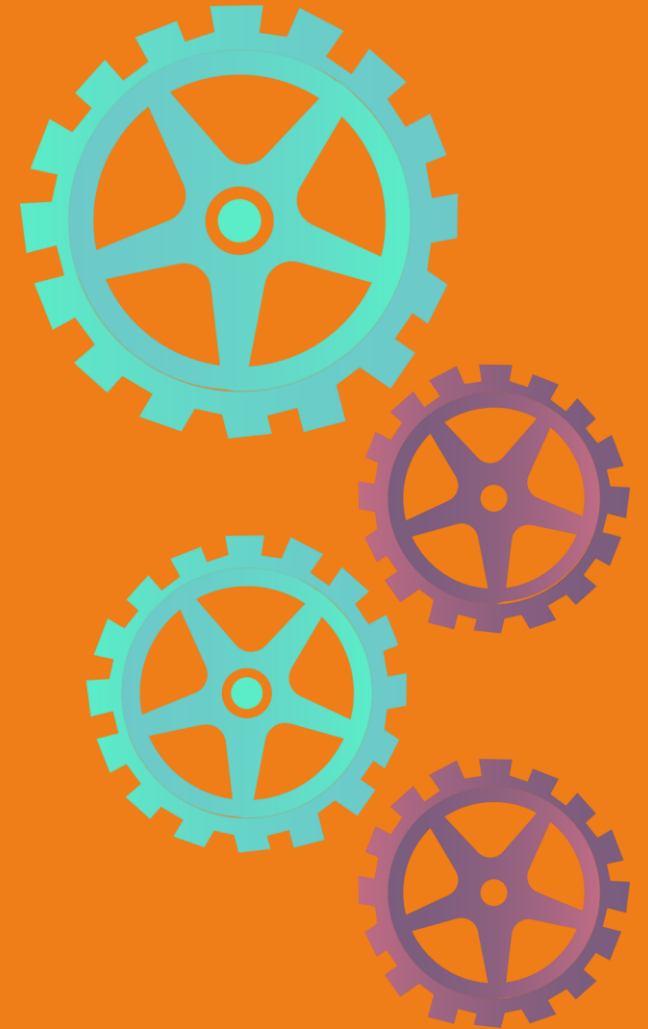
Communication between team members is a crucial part of product backlog prioritization. To successfully sort through the backlog and complete items in a reasonable time frame, you and your team must work together and follow the Scrum guide.

(<https://asana.com/pt/resources/product-backlog>)



Who wants what from a product backlog

- As a **team member**, I want to know what user stories to work on next with an understanding of how my work fits into the overall matrix.
- As a **product owner**, I want to see how features are progressing so I can adjust and refine priorities with the team.
- As a **project manager**, I want to see how the product develops and how overall progress is going.
- As a **stakeholder**, I want to know when my thing is ready.
(<https://www.perforce.com/blog/hns/need-inspiring-product-backlog-example-here-are-6>)



Product backlog example/1

PRODUCT BACKLOG EXAMPLE						
ID	As a...	I want to be able to...	So that...	Priority	Sprint	Status
1	Administrator	see a list of all members and visitors	I can monitor site visits	Must	1	Done
2	Administrator	add new categories	I can allow members to create engaging content	Must	1	Done
3	Administrator	add new security groups	security levels are appropriate	Must	1	Done
4	Administrator	add new keywords	content is easy to group and search for	Must	1	Done
5	Administrator	delete comments	offensive content is removed	Must	1	Done
6	Administrator	block entries	competitors and offenders cannot submit content	Must	1	Done
7	Administrator	change site branding	the site is future-proofed in case brand changes	Could	1	Done
8	Member	change my password	I can keep secure	Must	1	Done
9	Member	update my contact details	I can be contacted by Administrators	Must	2	Work in Progress
10	Member	update my email preferences	I'm not bombarded with junk email	Should	2	Work in Progress
11	Member	share content to social networks	I can promote what I find interesting	Could	2	Work in Progress
12	Visitor	create an account	I can benefit from member discounts	Must		To be started
13	Visitor	login	I can post new entries	Must		To be started
14	Visitor	add comments	I can have a say	Must		To be started
15	Visitor	suggest improvements	I can contribute to the site usability	Should		To be started
16	Visitor	contact the Administrators	I can directly submit a query	Could		To be started
17	Visitor	follow a member's updates	I'm informed of updates from members I find interesting	Should		To be started
18	Visitor	view a member's profile	I can know more about a member	Must		To be started
19	Administrator	generate incoming traffic report	I can understand where traffic is coming from	Must		To be started
20	Administrator	export incoming traffic report into .pdf	I can share traffic data with my leadership team	Must		To be started



Product backlog example/2

[illegible]

Product backlog example/3

The following example user stories were written to describe the functionality in an early version of the Scrum Alliance website in early 2004.

- "As a _____, I _____, so that _____."
- As a site member, I can view the profiles of other members so that I can find others I might want to connect with.
- As a site administrator, I can edit any site member profile so that I can correct problems for members.
- As a site visitor, I can see a list of all upcoming "Certification Courses" and can page through them if there are a lot, so I can choose the best course for me.
- As a trainer, I can delete one of my courses or events, so it's no longer listed if I cancel for some reason.
- As a visitor, I can download presentations, PDFs, etc. on Scrum so that I can learn from them or use them.



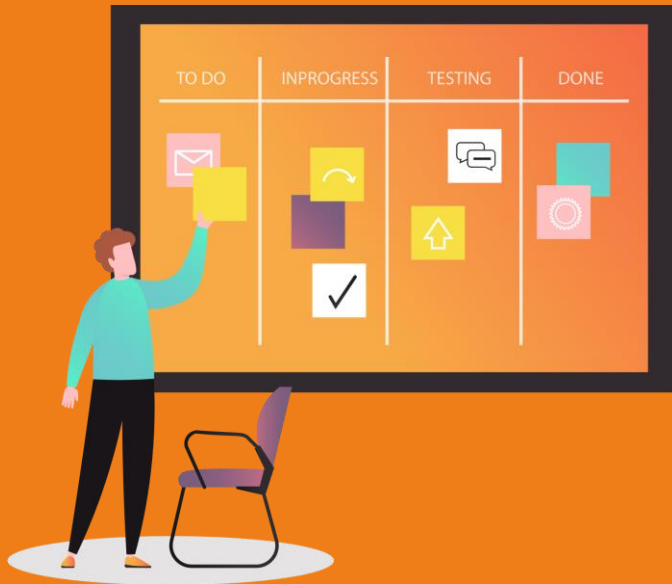
Product backlog example/4 (Planning Poker)

The user stories here were written for the first version of www.PlanningPoker.com, which allows estimators in different locations to estimate collaboratively.

- As a moderator, I want to create a new game by entering a name and an optional description so that I can start inviting estimators.
- As an estimator, I want to see all items we will try to estimate this session so that I have a feel for the sizes of the various items.
- As a participant, I want to immediately see that an estimate has been given by a specific estimator so that I know who has already given an estimate and who we're still waiting for.
- As a participant, I want to see who gave what estimates during the current round so that I know this when we're discussing the estimates.
- As a developer, I want to have created database indexes so that the queries run as fast as possible.

(<https://www.mountaingoatsoftware.com/agile/scrum/scrum-tools/product-backlog/example>)





References

- <https://www.mountangoatsoftware.com/agile/scrum/scrum-tools/product-backlog/example>
- <https://www.perforce.com/blog/hns/need-inspiring-product-backlog-example-here-are-6>
- <https://asana.com/pt/resources/product-backlog>

Thank you

The project „Agile2Learn was financed with the support of the Erasmus+ Programme of the European Commission under the Grant No.: 2021-1-CZ01-KA220-VET-000025558

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