

## **1.4 User Stories Refinement**

Office or Division:	Systems Development Division and Systems Quality Assurance			
	Division			
Classification:	Simple			
Type of Transaction:	G2G - Government Agency/Employee/Official			
Who may avail:	All Subject Matter Divisions (SMDs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Request for Systems		Softcopy Template provided by SDD to be		
Support (RSS)		accomplished by SMD to be accomplished by SMD		
Business Process Flow		SMD		
User Stories with Acceptance Criteria		Template provided by SDD to be accomplished by SMD		
Data Entry Specifications		Template provided by SQAD to be accomplished by SMD		
Data Validation Specifications		Template provided by SQAD to be accomplished by		
		SMD		
Table Formats		To be provided by SMD		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1. Attend the meeting	1. Identify and	None	4 Hours	The Project Team
on Product Backlog	prioritize the			(composed of
Items/ User Stories	PBIs.			Scrum Team,
Refinement Meeting				Product Owner,
I to more mooting				QA Team, and
				Scrum Master)
	2. Set the	None	4 Hours	Product Owner,
	acceptance	None	4110015	QA Team, and
	criteria of the			
	high priority PBIs			Scrum Master)
	2.1 Break large PBIs into smaller PBIs			
	2.2 Estimate the story points/effort needed to develop the functionality described in each PBI			The Scrum Team
	TOTAL:	None	8 Hours	
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