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AGILE PRODUCT BACKLOG TEMPLATE

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AGILE PRODUCT BACKLOG <PROJECT NAME>

**COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE**

DATE

Document History

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1. WHAT IS THE PRODUCT BACKLOG?

To finish projects effectively, agile project management makes use of a wide variety of tools and techniques. The product backlog is a tool that the majority of Agile project teams utilize. One could argue that the product backlog is the most crucial Agile project artifact. A prioritized list of all the tasks that need to be done for the project is called the product backlog.

A list of user stories is the most generic format for the product backlog, although it can take many other forms as well. User stories are developed and added to the backlog as the project team identifies required work. Many people associate the word "backlog" with negative feelings. But that is not how Agile works.

The Scrum Product Owner is responsible for owning and managing the product backlog in an Agile Scrum Team. But the scrum expert and the scrum team both pitch in with the backlog.

2. CHARACTERISTICS OF THE PRODUCT BACKLOG

The product backlog is an essential component of an Agile project and requires meticulous management at all times. The product backlog is defined by a number of features that must be known:

- 1) During the course of a project, the product backlog is updated, revised, and sometimes even deleted to make room for new features.*
- 2) It is recommended to estimate all items in the backlog using user points, which represent the effort needed to complete the item (rather than hours or man-hours).*
- 3) Make sure the most important things get done first by prioritizing them in the backlog. You can use factors like risks, benefits/value, costs, or estimates (story points) to determine the order of importance.*
- 4) Everything in the backlog needs to contribute to the project in some way; anything that does not should be removed.*
- 5) When iterative sprint planning takes place and items are chosen for the next sprint, some items in the backlog will typically have a more detailed level of detail than others.*

3. HOW DO WE BUILD THE PRODUCT BACKLOG?

The project team almost never starts with a clean, well-defined set of requirements. A collection of requirements and ideas necessary to finish the project are developed by the Scrum Product Owner, Scrum Master, and Scrum Team. Various software applications, dry-erase boards, or notecards can be used to jot down these ideas. In many cases, these concepts are dispersed across numerous product features and functionalities.



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Consequently, the group needs to compile these suggestions into a structured list in order to begin estimating tasks and creating a prioritized list. To achieve this, we use the following format to create user stories for all of our ideas:

"Functionality is important to me as a type of user."

With each concept, we will generate a set of user stories, which will be expanded upon as the project progresses and the stories' needs are met. The Product Owner is responsible for overseeing the user stories and their placement in the backlog.

After all the initial ideas have been transformed into user stories, the next step is for the team to estimate how much work will be required to finish each story. Estimating the user stories can be done using a variety of methods. According to many methods of estimation, the bigger the number of user stories, the higher the associated costs and/or completion times.

After the team has estimated all user stories, they can start to prioritize them. Priority setting can be accomplished using a variety of methods. Each user story's estimate, along with stakeholder and customer demands, risk, and value, must be considered by the team in order to establish priorities. After the most important item is listed at the top of the backlog, the user stories are listed in descending order of priority.

The following diagram shows one possible component of a product backlog:

| Product Backlog for New Payroll System | | | |
|---|---|-----------------|-----------------|
| Task ID | Story | Estimate | Priority |
| 4 | As a user, I want to enter my work hours so I can make sure I get paid on time | 5 | 1 |
| 2 | As an administrator, I want to approve timesheets, so employees get paid | 4 | 2 |
| 3 | As a user, I want to log in to the system so I can perform payroll functions | 4 | 3 |
| 1 | As a user, I want to log off of the system so no one can enter erroneous information in my account | 4 | 4 |
| 6 | As an administrator, I want to run consolidated payroll reports so I can provide a weekly status to senior management | 10 | 5 |
| 5 | As an administrator, I want the ability to create new accounts so we can add employees after they are hired | 7 | 6 |
| 8 | As a user, I want the ability to edit my timesheet so I can correct any mistakes | 5 | 7 |
| 7 | As an administrator, I want the ability to set automated reminders so employees will verify and sign their timesheets on time | 9 | 8 |
| 9 | As an administrator, I want the ability to archive timesheets so the organization can file them for audit and tax purposes | 15 | 9 |



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4. USING THE PRODUCT BACKLOG

The iterative sprint planning and sprint execution cycles can make use of the preliminary product backlog once it is built. As mentioned earlier, the product backlog will be updated on an ongoing basis and new user stories will be added as the project progresses and the team learns more requirements. There was no flaw in the team's preparation, and this is a common occurrence.

The number of user stories that the team hopes to complete in the next sprint is decided during sprint planning sessions. The next user story in the priority list and the team's capabilities will determine this. Every member of the team contributes to the product backlog and helps decide how much work can be accomplished from it for each sprint iteration; however, the product owner is ultimately responsible for managing the backlog.

To finish a project and deliver a product successfully, product backlogs must be managed with care. Regular feedback from stakeholders and customers, in addition to all team members, is essential for the backlog. Agile methodology emphasizes regular communication between the team and stakeholders/customers. This way, the client is involved all the way through the project's planning and execution, and they get the product they desire.

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