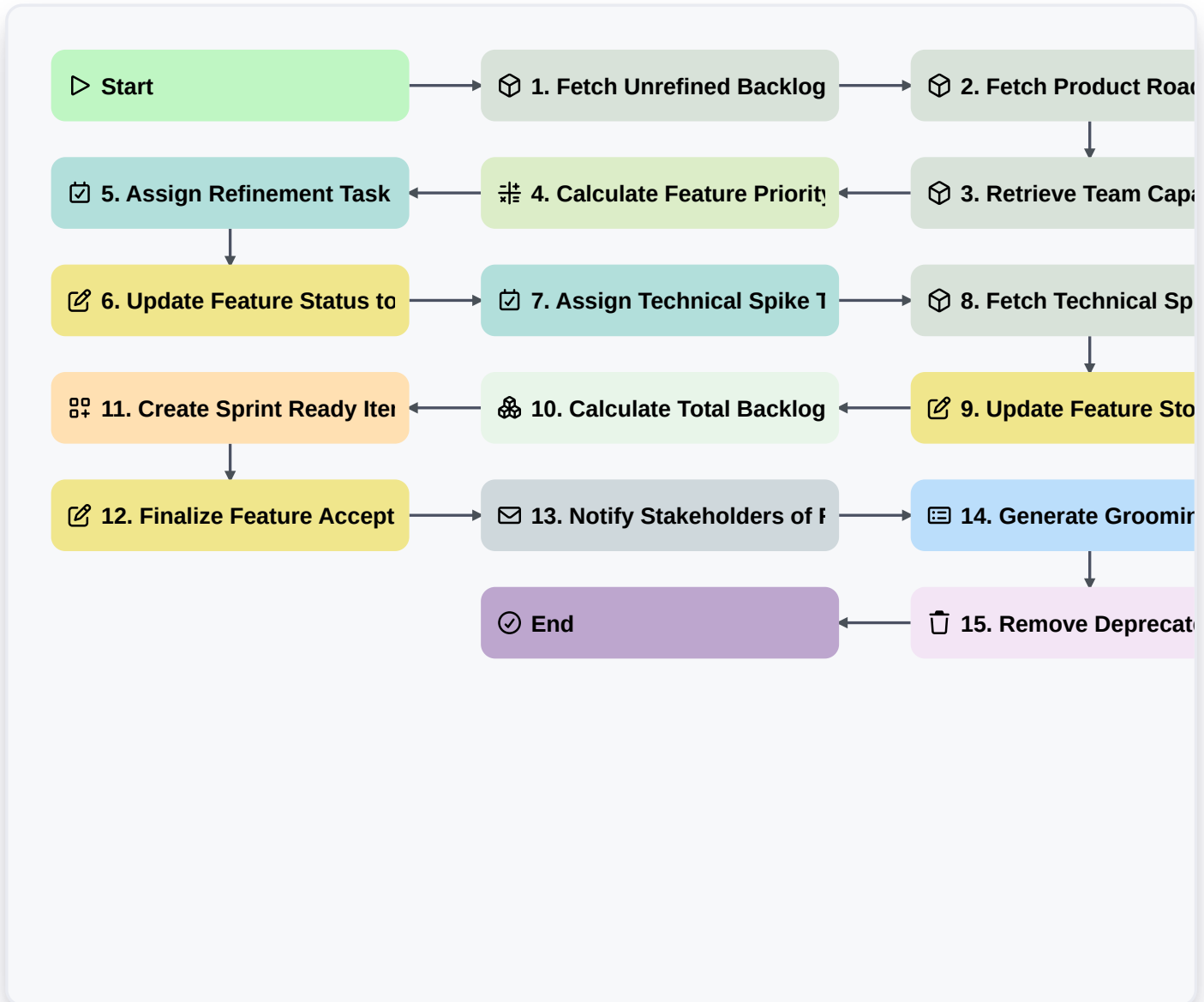


Product Feature Backlog Grooming Process



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Unrefined Backlog Items

Retrieve all entries from the 'Product Backlog' data model where status is 'New' or 'Unrefined'.

📦 2. Fetch Product Roadmap

Retrieve upcoming milestones from the 'Roadmap' data model to align grooming with high-level goals.

📦 3. Retrieve Team Capacity

Get current developer availability and sprint velocity from the 'Resource' data model.

🔢 4. Calculate Feature Priority Score

Apply a formula (e.g., $\text{Impact} * \text{Confidence} / \text{Effort}$) to determine the relative priority of the feature.

📋 5. Assign Refinement Task

Create a task for the Product Owner to review and add acceptance criteria to the selected backlog items.

📝 6. Update Feature Status to 'Refining'

Update the status of the selected backlog entries to 'In Refinement' to prevent duplicate work.



7. Assign Technical Spike Task

Create a task for the Engineering Lead if a feature requires technical investigation/research.

8. Fetch Technical Spike Results

Retrieve the completed notes and complexity estimates from the 'Spike Results' data model.

9. Update Feature Story Points

Update the 'Effort/Story Points' field in the Backlog data model based on the outcome of the grooming session.

10. Calculate Total Backlog Effort

Sum the 'Story Points' of all items currently in the 'Ready for Sprint' status to check against capacity.

11. Create Sprint Ready Item

Create a new entry in the 'Sprint Ready' data model for features that have passed all grooming criteria.

12. Finalize Feature Acceptance Criteria

Update the 'Definition of Ready' checkbox and 'Acceptance Criteria' text field in the backlog entry.

13. Notify Stakeholders of Refined Features

Send an email to the Stakeholder list with a summary of the newly refined features and their priorities.

14. Generate Grooming Summary Report

Generate a report showing the change in backlog health, total points refined, and upcoming high-priority items.

15. Remove Deprecated Features

Delete or move to 'Archive' any backlog entries that were identified as redundant during the grooming process.

End

End of the Workflow/Process.