**AGILE PRODUCT REQUIREMENTS TEMPLATE EXAMPLE**

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| **NAME** | Product Beta Tracking System | **START DATE** | **END DATE** | **OVERALL PROGRESS** |  |  |
| **PROJECT MANAGER** | Brent Williams | 09/02 | 10/10 | 35% |  |  |
|  |   |   |   |   |   |   |   |   |   |
| **AT RISK** | **TASK NAME** | **FEATURE TYPE** | **RESPONSIBLE** | **STORY POINTS** | **START** | **FINISH** | **DURATION**in days | **STATUS** | **COMMENTS** |
| No | SPRINT 1 |   | Alex B. |   | 09/03 | 09/13 | 11 | Complete |   |
| No | Feature 1 |   | Frank C. |   | 09/03 | 09/07 | 5 | Complete |   |
| Yes | Feature 2 |   | Jacob S. |   | 09/07 | 09/12 | 6 | Not Started |   |
| No | Feature 3 |   | Jacob S. |   | 09/09 | 09/13 | 5 | In Progress |   |
| No | SPRINT 2 |   | Jacob S. |   | 09/16 | 09/24 | 9 | Complete |   |
| Yes | Feature 4 |   | Alex B. |   | 09/16 | 09/17 | 2 | Approved |   |
| No | Feature 5 |   | Frank C. |   | 09/17 | 09/21 | 5 | On Hold |   |
| No | Feature 6 |   | Shari W. |   | 09/22 | 09/24 | 3 | Complete |   |
| No | SPRINT 3 |   | Shari W. |   | 09/24 | 10/05 | 12 | Not Started |   |
| No | Feature 7 |   | Alex B. |   | 09/24 | 09/29 | 6 | Not Started |   |
| No | Feature 8 |   | Kennedy K. |   | 09/27 | 10/02 | 6 | Not Started |   |
| No | Feature 9 |   | Jacob S. |   | 10/02 | 10/05 | 4 | Not Started |   |

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| REQUIREMENTS |
| 1. USER STORY |
| As a customer, I want to be able to track my order status so that I can plan accordingly. |
| ACCEPTANCE CRITERIA | • The customer should be able to view real-time order status updates.• Notifications should be sent for significant status changes. |
| 2. DESCRIPTION |
| FEATURE / REQUIREMENT NAME | Order Tracking System |
| DESCRIPTION | Develop a system that allows customers to track their order status from placement to delivery. | PRIORITY | **High** |
| ESTIMATION | 8 story points |
| 3. DEPENDENCIES |
| DEPENDENT USER STORIES | None |
| EXTERNAL DEPENDENCIES | Integration with courier service APIs for real-time updates. |
| 4. ACCEPTANCE CRITERIA |
| CRITERIA 1 | Customers can see the current status (e.g., processing, shipped, delivered) when they log in. |
| CRITERIA 2 | Notifications are sent via email and mobile app push notifications. |
| 5. ASSUMPTIONS AND CONSTRAINTS |
| **ASSUMPTIONS** |
| Customers have stable internet connections for real-time updates. |
| **CONSTRAINTS** |
| Budget allocation for third-party API integration is limited. |
| 6. RISKS AND MITIGATION |
| RISK  | IMPACT | MITIGATION |
| Potential delays in API integration from courier services. | Could delay the real-time tracking feature rollout. | Explore alternative courier APIs and develop a fallback plan. |
| 7. ITERATION / RELEASE PLAN |  |  |  |
| **ITERATION: Sprint 5** |
| USER STORIES INCLUDED | Order Tracking System, User Profile Enhancements |
| ESTIMATED COMPLETION DATE | End of this sprint |
| 8. REVIEW AND RETROSPECTIVE NOTES |  |  |  |
| REVIEW NOTES | Order tracking system implemented successfully. Some users reported delayed notifications. |
| RETROSPECTIVE | Improve notification system performance for future sprints. |

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