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# How to manage product backlog

In Scrum Process Canvas, the [scrum tool](#), perform the steps below to identify and detail the user stories of your scrum project. You may try the steps interactively by visiting the [interactive product tour](#).

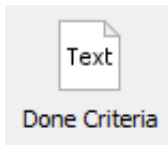
## Step 1: Define done criteria

Done criteria are the rules that are used when judging the completion of user stories. Unlike acceptance criteria that are unique for individual user stories, done criteria are applicable to all user stories. As with the acceptance criteria, all conditions of the done criteria must be satisfied for the user story to be considered 'Done'.

1. In the Scrum Process Canvas, click on the work item **Manage User Stories** to open it.



2. The first step requires you to define the Done Criteria. To perform the step, click on the action artifact **Done Criteria**.



4. When you are done, you can move on to the next step. To do this, click on **Complete Step** at the bottom right corner, and then select **Complete** from the popup menu.

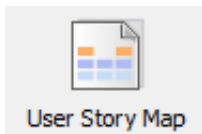


## Step 2: Manage product backlog

### Defining user stories

A User Story Map shows the mapping between use cases, epics and User Stories. You can add User Stories here. A set of epics that represent the high-level functionality of project were discovered. Break down the epics into user stories.

1. Click on the action artifact **User Story Map**.



2. This opens the User Story Map. Select an Epic.



3. Click the + button below the use case to add a User Story.
4. Enter a short title as the name of User Story.

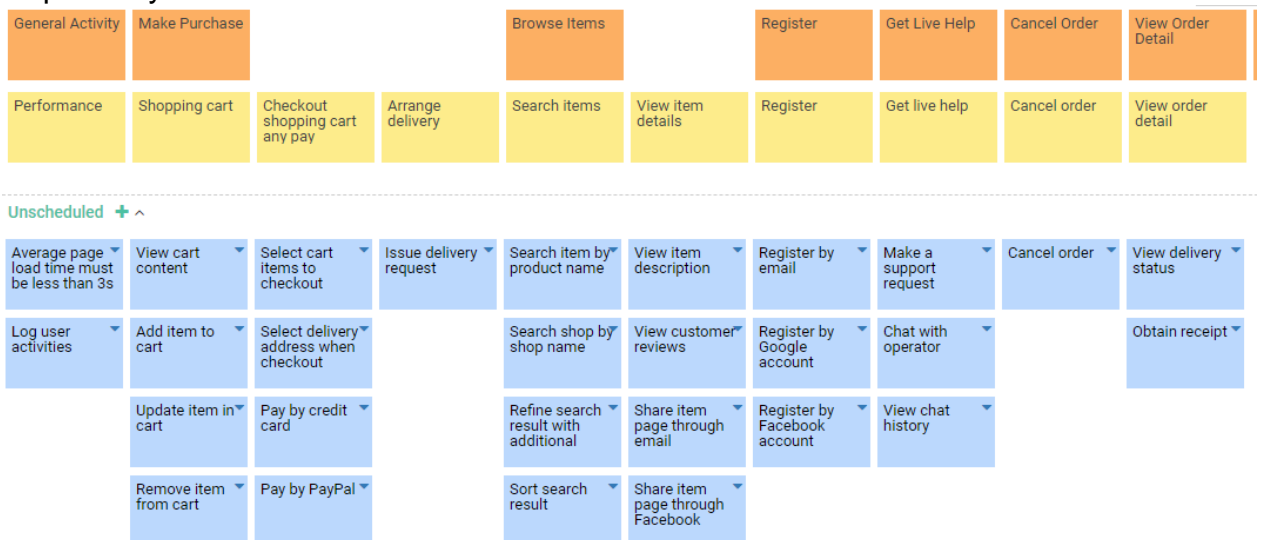
Average page load time must be less than 3s

5. Press **Enter** to create another User Story.
6. Name the User Story.

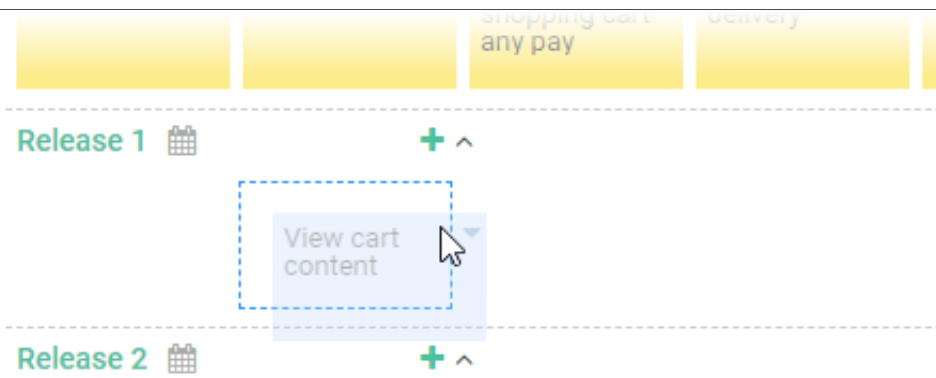
Average page load time must be less than 3s

Log user activities

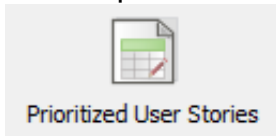
7. Repeatedly create the other Stories.



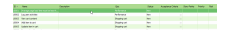
8. You may also arrange the User Stories into releases. To do this, drag the User Stories to the corresponding release compartment.



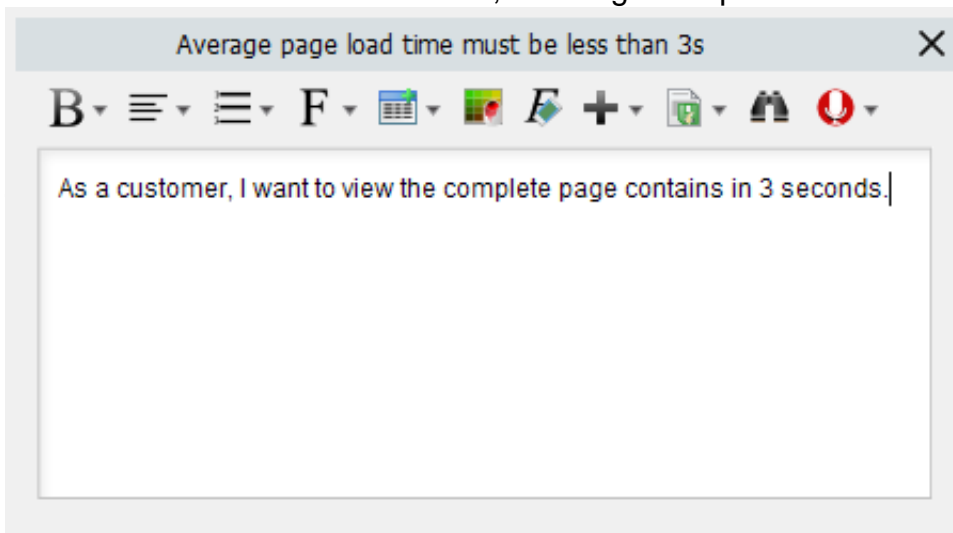
9. Drag the other Stories into **Release** compartments.
10. When you finish drawing, Go back to the work item page via the breadcrumb.
11. This step has one more action artifact - **Prioritized User Stories**. Click to open it.



12. This shows an ETL Table that lists the User Stories you created in the User Story Map.



13. Enter the description in the in the **Description** pane. Typically, user stories are described in this format: As a 'role', I want 'goal/requirement' so that 'reason/benefit'.



Story.

14. Enter the description for the other Stories.

ID	Name	Description	Epic	Status	Acceptance Criteria	Story Points	Priority	Risk
US001	Average page load time must be less th...	As a customer, I want to view the complete page contains in...	Performance	New	...			
US002	Log user activities	As an administrator, I want to view the user activities so tha...	Performance	New	...			
US003	View cart content	As a customer, I want to summarized view of shopping cart.	Shopping cart	New	...			
US004	Add item to cart	As a customer, I want to add the items that I want to buy in...	Shopping cart	New	...			
US005	Update item in cart	As a customer, I want to make changes to cart items so that...	Shopping cart	New	...			
US006	Remove item from cart	As a customer, I want to remove an unwanted item from th...	Shopping cart	New	...			
US007	Select cart items to checkout	As a customer, I want to select the cart items to checkout a...	Checkout shopping cart any pay	New	...			
US008	Select delivery address when checkout	As a customer, I want to select or create delivery address d...	Checkout shopping cart any pay	New	...			
US009	Pay by credit card	As a customer, I want to settle payment by credit card.	Checkout shopping cart any pay	New	...			
US010	Pay by PayPal	As a customer, I want to settle payment by PayPal.	Checkout shopping cart any pay	New	...			
US011	Issue delivery request	As a courier office clerk, I want to receive a delivery reques...	Arrange delivery	New	...			
US012	Search item by product name	As a site visitor, I want to search a product with its name.	Search items	New	...			
US013	Search shop by shop name	As a site visitor, I want to search a shop with its name.	Search items	New	...			
US014	Refine search result with additional crit...	As a site visitor, I want to filter the search result by specifi...	Search items	New	...			
US015	Sort search result	As a site visitor, I want to sort the search result with differe...	Search items	New	...			
US016	View item description	As a site visitor, I want to view the items' description in the ...	View item details	New	...			
US017	View customer reviews	As a site visitor, I want to read the reviews made by others ...	View item details	New	...			

## Detailing user stories

User Stories are reviewed by the product owner from time to time. User Stories that are agreed to implement will be sufficiently detailed. Let's take a look at how Story can be detailed.

1. Let's start by defining the acceptance criteria. Click to select the User Story first.
2. Acceptance criteria define the 'Definition of Done' for a user story. It provides clarity to the team on what is expected of a user story, remove ambiguity from requirements, and help in aligning expectations. Click on the ... button to edit its acceptance criteria.

ID	Name	Description	Epic	Status	Acceptance Criteria	Story Points	Priority	Risk
US001	Average page load time must be less th...	As a customer, I want to view the complete page contains in...	Performance	New	...			
US002	Log user activities	As an administrator, I want to view the user activities so tha...	Performance	New	...			
US003	View cart content	As a customer, I want to summarized view of shopping cart.	Shopping cart	New	...			
US004	Add item to cart	As a customer, I want to add the items that I want to buy in...	Shopping cart	New	...			
US005	Update item in cart	As a customer, I want to make changes to cart items so that...	Shopping cart	New	...			
US006	Remove item from cart	As a customer, I want to remove an unwanted item from th...	Shopping cart	New	...			
US007	Select cart items to checkout	As a customer, I want to select the cart items to checkout a...	Checkout shopping cart any pay	New	...			

3. Define the other acceptance criteria. Press **Enter** to create a new item.

4. When finished, click **Close**.
5. Define acceptance criteria for other User Stories reviewed.
6. Let's enter the story points for reviewed User Stories. Story point is a number that represents an estimation of the overall size and complexity a User Story. Double click on a cell and enter the story point.

ID	Name	Description	Epic	Status	Acceptance Criteria	Story Points	Priority	Risk
US001	Average page load time must be less th...	As a customer, I want to view the complete page contains in...	Performance	New	...			
US002	Log user activities	As an administrator, I want to view the user activities so tha...	Performance	New	...			
US003	View cart content	As a customer, I want to summarized view of shopping cart.	Shopping cart	New	User can view the de...	3		
US004	Add item to cart	As a customer, I want to add the items that I want to buy in...	Shopping cart	New	User can add an item... User can add an item... User is not allowed to... User is not allowed to... The amount of item a...			

7. Select the priority of User Stories. User stories are prioritized to deliver the greatest and most immediate business benefits early.
8. Select the risk of User Stories, which represents level of uncertainty around the successful completion the User Stories.
9. Set the due date of User Story. Double click on the cell of **Due Date** and select the date from the popup date selector.
10. Click **OK** to confirm.

## Approving user stories

User Stories are set to **Approved** state when it's being reviewed and agreed to implement. Such a Story is sufficiently detailed and is a candidate to be assigned to a sprint at the sprint planning meeting. Note that only User Stories that are in Approved state will be available for selection when creating sprint backlog.

1. Change the status of approved user stories to **Approved**.

Item	Epic	Status	Acceptance Criteria	Story Points	Priority	Risk	Split From	Due Date
Customer, I want to view the complete page contains in...	Performance	New	...					
Administrator, I want to view the user activities so tha...	Performance	New	...					
Customer, I want to summarized view of shopping cart.	Shopping cart	New	User can view the de...	3	Must	High		Aug 30, 2...
Customer, I want to add the items that I want to buy in...	Shopping cart	New	User can add an item...					
		Removed	User can add an item...					
		Approved	User is not allowed to...	2	Must	High		Aug 31, 2...
			User is not allowed to...					
			The amount of item a...					

2. Go back to the work item page via the breadcrumb.

As said before, requirements will keep appearing and changing throughout the project. Instead of completing a step, you should commit changes only. Unlike completing a step, by committing changes, changes will be forwarded to the other part of the process, while keeping you on the same step.