

Product Backlog Template (Agile) Template

for

XYZ Clinic Appointment System

VERSION 1.0

Prepared for



4/05/2025

Prepared by

Blueage Marketing Team

1. Project Name:

XYZ Clinic Online Appointment System

2. Prepared By:

[Your Name], Business Analyst

3. Date:

08/05/2025

4. Product Backlog Table

Backlog ID	User Story / Feature	Priority	Story Points	Status	Sprint	Notes
PB-001	As a patient, I want to register and log in so I can access my dashboard	High	3	Ready	Sprint 1	UI approved
PB-002	As a patient, I want to view available appointment slots so I can book conveniently	High	5	In Progress	Sprint 1	Requires real-time slot updates
PB-003	As a patient, I want to receive a confirmation email after booking	Medium	2	Backlog	TBD	SMTP integration pending
PB-004	As a receptionist, I want to view and manage all appointments on a dashboard	High	8	Backlog	TBD	Needs role-based access control
PB-005	As a patient, I want to reschedule my appointment without canceling	Medium	5	Backlog	TBD	Suggested in stakeholder meeting
PB-006	As a patient, I want to receive SMS reminders 24h before my appointment	Low	3	Backlog	Future	Requires third-party SMS API
PB-007	As an admin, I want to generate daily appointment reports	Medium	4	Backlog	TBD	Reporting format TBD

5. Priority Legend

- **High** – Must have (critical to MVP)
- **Medium** – Should have (important but not urgent)
- **Low** – Nice to have (non-critical features)

6. Status Legend

- **Backlog** – Awaiting grooming or approval
- **Ready** – Groomed, estimated, and ready for development
- **In Progress** – Currently being worked on
- **Completed** – Fully implemented and tested