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**VISHAL KIRITBHAI UPADHYAY**

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**SUMMARY:**

- **Extensive experience of Project Manager and Scrum Master in government business applications for building operations, Environmental Health Department Detroit MI and Walmart Bentonville AR in USA.**
- **Extensive international experience in IT project management across India and USA.**
- Possess proven ability to communicate effectively with both Technical and Business personnel on varying organizational levels.
- Excellent task management, organization, and team collaboration skills.
- Created Project Initiation documents like kick-off presentation, project charter etc.
- Participated in business process analysis sessions for different project.
- Communication with client and getting requirements and understanding.
- AWS Certified Solution Architect – Associate at DevOps TechLab Ahmedabad.
- Working knowledge of Excel, Word, Power Point, JIRA (or similar); with strong analytical skills.
- Working knowledge of Agile principles (preferably Scrum), acting as Scrum Master for team.
- Facilitate Scrum events including developing User Stories a) Daily (Scrum) stand-up b) Sprint Planning c) Sprint Retrospective d) Scrum of Scrums e) Release Planning f) Sprint Demonstration g) Backlog Refinement sessions and others h) Backlog Grooming.
- Liaise with the Product Owner and the Systems Analysts in order to ensure completeness and clarity of user stories and acceptance criteria.
- As a Scrum Master guide the Development Team and the Product Owner to adhere to Scrum practices and rules.
- Support team to provide transparency on Sprint progress through JIRA Dashboards.
- Ability to give KT to team members and coaching skills.
- Collaborate with developers and product owners.
- Regularly communicate to management regarding the status of specific project deliverables.
- Coach/mentor team on the Agile Scrum methodology in order to constantly improve the Scrum team's standards of work.
- Produce detailed status reports, track actions, and manage progress meetings.
- Planning and coordinating QA and UAT testing and ensuring completeness of the test cases.
- Manage the development team, develop project and program documentation and specifications.
- Updating project plans and progress reports for Senior Management
- Generated to Be Analysis (TBA) documents according to the business requirements.
- Review timesheets.
- Ability to write and present effective project materials, including presentations and status reports.

**PROFESSIONAL EXPERIENCE:****Logilite Technologies Ahmedabad, India.****From - Oct 2018****SCRUM MASTER****Responsibilities:**

- Participated in business process analysis sessions for different projects.
- Communication with clients and getting requirements and understanding that with ERP concept.
- Generated to Be Analysis (TBA) documents according to the business requirements.
- Support team to provide transparency on Sprint progress through JIRA Dashboards.
- Create and maintain an effective Product Backlog.
- Detailed knowledge of Excel, PowerPoint, Visio, and Jira.
- Doing task management, organization, and team collaboration skills.
- Demonstrated experience in iterative methodologies (Agile/Scrum) leading Scrum meetings

- and developing Sprints Planning, Product Backlogs grooming, and developing User Stories.
- Collaborate with developers and product owners.
- Facilitate the team's Scrum ceremonies, i.e. Sprint Planning, Daily Scrum, Sprint Review, Sprint Retrospective.
- Liaise with the Product Owner and the Systems Analysts in order to ensure completeness and clarity of user stories and acceptance criteria.
- Regularly communicate to management regarding the status of specific project deliverables.
- Promote visibility and transparency, particularly by keeping information radiators up to date (whiteboards) and reminding the team to update tasks.
- Coach/mentor team on the Agile Scrum methodology.
- Execute projects using a Global delivery model with a multi-cultural team of 30+ employees located across India and the USA.
- Produce detailed status reports, track actions, and manage progress meetings.
- Planning and coordinating QA and UAT testing and ensuring completeness of the test cases.
- Updating project plans and progress reports for Senior Management
- Created Project Initiation documents like kick-off presentation, project charter, etc.

**Client: Wal-Mart Bentonville AR USA**

**April 2018 – September 2018**

**Implementation: UST Global**

## **SCRUM MASTER / PROJECT HANDLING**

### **Responsibilities**

- Gathers information, analyses data trends, identifies root causes, and develops work products Coach/mentor team on the Agile Scrum methodology in order to constantly improve the Scrum team's standards of work.
- Hands-on with System Development Life Cycle.
- Provide status reports to stakeholders in a timely manner.
- Improves team productivity by improving software development practices/processes with the Scrum Team.
- Identifies and manages the risks associated with projects and programs to achieve project success.
- Support team to provide transparency on Sprint progress through JIRA Dashboards.
- Support the Product Owner to create and maintain an effective Product Backlog.
- As a Scrum Master guide the Development Team and the Product Owner to adhere to Scrum practices and rules.
- Detailed knowledge of Excel, PowerPoint, Visio, and Jira.
- Constantly assess a situation or team holistically, and accurately diagnose what's working and what's causing problems.
- Do task management, organization, and team collaboration skills.
- Communicate effectively with both Technical and Business personnel on varying organizational levels.
- Demonstrated experience in iterative methodologies (Agile/Scrum) leading Scrum meetings and developing Sprints Planning, Product Backlogs grooming, and developing User Stories.
- Collaborate with developers and product owners.
- Regularly communicate to management regarding the status of specific project deliverables.
- Identifies and removes impediments to the Scrum Teams delivery by working with people outside of the team to resolve external dependencies and roadblocks.
- Promote visibility and transparency, particularly by keeping information radiators up to date (whiteboards) and reminding the team to update tasks.
- Coach/mentor team on the Agile Scrum methodology in order to constantly improve the Scrum team's standards of work.

**FutureNet Pvt. Ltd., Ahmedabad, India**

**Jan 2017 – March-2018**

Currently known as: <https://globalsolgroup.com/>, <https://www.satrix.com/>

**Client: City of Detroit, Detroit MI USA**

## **PROJECT MANAGER / SCRUM MASTER**

### **Responsibilities:**

- Execute projects using a Global delivery model with a multi-cultural team of 30+ employees located across India and the USA.
- **Key Domain Experience:**
- Project planning, schedule & budget management, scope & change management, Stakeholders Management, Risk management, People management, and knowledge management, Quality management.
- **Key Responsibilities:**
- Managed and oversaw all Accela projects, executed by a team of 30+, which included application development and maintenance, product customization, and technology migration.
- Institutionalized Management process by implementing best corporate & Industry practices for Software development, Project management, and Quality processes that led to timely, delivery of IT projects.
- Manage team members communicate, coordinate, and cooperate; generally, assists the team in meeting delivery goals and assuring the team has all of the information necessary without undue roadblocks.
- Working across teams/disciplines to ensure release readiness and quality deployments.
- Managing staff, including hiring, compensation, and employee performance assessments.
- Manage or work as part of a team dependent on the workloads.
- Provides metrics and status to senior management.
- Prepares and presents the Statement of Work and proposals for identified clients in conjunction with account management.
- Development capacity planning and helping in the release schedule.
- Support/Collaborate with team members to implement Agile/Scrum best practices Provides and supports the implementation of business solutions.

**Client: City of Detroit, Detroit MI USA**

**Jan-2016 – Dec- 2016**

#### **SCRUM MASTER**

##### **Responsibilities:**

- Created Project Initiation documents like kick-off presentation, project charter, etc.
- Participated in business process analysis sessions for the Permit & Licensing, Building, and Environmental Health.
- Generated To Be Analysis (TBA) documents according to the business requirements set forth by the Agency.
- Implemented and configured Permit, Business License, and Enforcement record types within Accela Automation and Accela Citizen Access (ACA) aligned with best practices.
- Implemented and Configured Environmental Health record types with Accela Automation and Accela Citizen Access (ACA) aligned with best practices.
- Project management for project scheduling, tracking, issue management, risk management, change management, and status reporting.
- Works with the direction of the project manager and reports to a project manager.
- Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of the project.
- Prepares reports and matrix for upper management regarding the status of the project.
- Provide project management for project activities to ensure that the project is completed on time, within budget, and within scope.
- Demonstrated experience in iterative methodologies (Agile/Scrum) leading Scrum meetings and developing Sprints Planning, Product Backlogs grooming, and developing User Stories.
- Collaborate with developers and product owners.
- Facilitate the team's Scrum ceremonies, i.e. Sprint Planning, Daily Scrum, Sprint Review, Sprint Retrospective.
- Prepare and issue Weekly & Monthly Reports.

##### **EDUCATION:**

- **Master in Computer Application (MCA), Information Technology**, Ganpat University, 2008.
- **Bachelor Degree in Science, Physics**, Govt. Science College, India, 2002.