

Are You Ready?  
Are You Done?

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# Definition of Ready: Stories, Bugs, Sprints

User Story	Bug	Sprint
<ul style="list-style-type: none"><li>• Acceptance Criteria defined and agreed to by PO</li><li>• Linked to SRS</li><li>• Story Points estimated</li><li>• Dev and test tasks created</li><li>• All tasks have Original Estimate and Remaining Work</li><li>• Tasks are appropriately sized</li><li>• All tasks have Activity set</li><li>• Owner assigned for the story</li><li>• Owner assigned for each task</li></ul>	<ul style="list-style-type: none"><li>• Expected Results are clear</li><li>• Story Points estimated</li><li>• Dev and test tasks created</li><li>• All tasks have Original Estimate and Remaining Work</li><li>• Tasks are appropriately sized</li><li>• All tasks have Activity set</li><li>• Owner assigned for the bug</li><li>• Owner assigned for each task</li><li>• Severity assigned</li><li>• Priority assigned</li><li>• Has been reviewed for possible impacts to:<ul style="list-style-type: none"><li>• Requirements</li><li>• SDDs, Interface Specs, connecting products</li><li>• Test cases</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Stories and Bugs are Ready, per their DoR</li><li>• Work Items have been stack-ranked</li><li>• Total Story Points are within historical demonstrated capacity (if data available and team size is stable)</li><li>• Each team member is within historical demonstrated capacity</li></ul>



# Definition of Done: Stories, Bugs, Sprints

User Story	Bug	Sprint
<ul style="list-style-type: none"><li>• Code reviewed, checked in and dev tested</li><li>• Code independently tested from daily build or equivalent</li><li>• Closed, or if still Active, has been moved to backlog or next sprint</li><li>• Tasks Closed and Remaining Work = 0, or if still Active, has been moved to backlog or next sprint</li></ul>	<ul style="list-style-type: none"><li>• Code reviewed, checked in and dev tested</li><li>• Code independently tested from daily build or equivalent</li><li>• Closed, or if still Active, has been moved to backlog or next sprint</li><li>• Tasks Closed and Remaining Work = 0, or if still Active, has been moved to backlog or next sprint</li><li>• Impacts to related deliverables are complete:<ul style="list-style-type: none"><li>• Requirements</li><li>• SDDs, Interface Specs, connecting products</li><li>• Test cases</li></ul></li><li>• If deferred, has been risk-assessed, including documentation of available workarounds</li></ul>	<ul style="list-style-type: none"><li>• Quality Check queries are run and issues resolved. This includes:<ul style="list-style-type: none"><li>• Sprint Work Items are Closed, or active items have been moved to backlog or next sprint</li></ul></li><li>• Sprint Review conducted and bugs and actions documented<ul style="list-style-type: none"><li>• Includes PO Approval</li></ul></li><li>• Sprint Retro conducted and actions documented</li><li>• Code Review Report has been updated</li><li>• Release Notes have been updated</li></ul>