

Definition of Ready & Definition of Done Checklist

Definition of Ready

WE SHOULDN'T START DEVELOPMENT UNTIL ALL BELOW ARE YES:

- ☐ Is the business and technical goal clear?
- ☐ Are the requirements provided in JIRA (i.e. UAT Scenarios)?
- ☐ Are priorities set?
- ☐ Do I have all the required credentials?
- ☐ Do I know who is responsible for the task approval on the Customer side of the Team?

Definition of Done

**UNTIL WE DON'T ANSWER YES FOR ALL THE QUESTIONS BELOW,
OUR WORK CANNOT BE STATED AS DONE.**

- ☐ Is the source-code created in line with the project accepted git branching model?
- ☐ Was the code peer-approved?
- ☐ Have I tested my own source code before 'push' and it was working well?
- ☐ Has the issue been approved on staging by the Customer or the authorized QA Team member?
(Did I make sure work was accessible for the PO/QA with respect to the agreed staging model?)
- ☐ Was I present during the deployment - have I checked my solution on production just after prod deploy?
- ☐ Was it signed off by QA on production (incl regression/integration/test automation)
- ☐ Is the task signed off by the Product Owner/Customer person responsible?
- ☐ Is documentation ready in line with the method agreed for the project?