

Team DoD-DoR Template

Backlog Item Definition of Ready	DoR Cert		Backlog Item Definition of Done	DoD Cert	Action Items
Acceptance criteria defined, written in Given-When-Then format, and understood by all Team members	<input type="checkbox"/>	↔	Acceptance criteria met; all must-fix defects resolved	<input type="checkbox"/>	
<ul style="list-style-type: none"> All the GWT "Given" states are the preconditions for test 					
All applicable NFRs identified and listed	<input type="checkbox"/>	↔	All applicable NFRs have been met	<input type="checkbox"/>	
Security checklist considered, security items identified	<input type="checkbox"/>	↔	Coding Standards: Security checklist met	<input type="checkbox"/>	
Any required documentation changes have been defined	<input type="checkbox"/>	↔	Any identified documentation changes have been completed or influenced	<input type="checkbox"/>	
Test automation needs have been assessed and documented	<input type="checkbox"/>	↔	Test scripts documented and reviewed, automated where applicable	<input type="checkbox"/>	
Includes final versions of any required enabling specs & artifacts:					
<ul style="list-style-type: none"> Wire frames Creative assets, e.g. images XML schemas Verbiage (English, Spanish) 	<input type="checkbox"/>	↔	All enabling specs met, where appropriate	<input type="checkbox"/>	
Will the PO require a demo?	<input type="checkbox"/>	↔	PO accepted backlog item as done. (Based on demo if required as part of DoR)	<input type="checkbox"/>	
Known assumptions and dependencies captured.	<input type="checkbox"/>				
Immediately Actionable: There is nothing beyond the team's control that must be done first in order to start or complete the	<input type="checkbox"/>				
Estimated: Backlog item understood clearly enough that all Team members were able to estimate the effort it should take to complete the backlog item.	<input type="checkbox"/>				
Sized-to-fit: easily fits into the team's commitment time (1 week, 1 sprint, etc.)	<input type="checkbox"/>				
(implies that it was estimated by the Team)					

IMPORTANT NOTES:

- The items listed in this template are only examples to show some things to consider, and to show formatting for the checklist.
- The actual lists for your team must be completed as part of a team exercise.
- The team must agree to abide by these definitions.
- The team must agree to review and complete them for each backlog item.
- The team must agree to inspect and adapt them frequently.

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