

DONEness Definitions on a Page

PURPOSE OF A DONENESS DEFINITION

DONEness definitions (DoD) ensure that everyone on the Scrum team has the same understanding of quality outcomes and what it means to say that something is **DONE**. Additional benefits include:

- guides: discussion, estimation, design
- limits the cost of rework
- limits the risk of misunderstanding between the development team and the customer or product owner



HOW TO MAKE SURE THE DONENESS DEFINITION IS USED



- Display prominently somewhere in the team room
- Review frequently and update as needed
- Keep DoD in mind when estimating the size of each story and forecasting the stories
- Product Owner should validate Sprint Review
- Scrum Master and the Development Team should routinely check.

PROBLEMS WITH DONENESS DEFINITIONS

- Obsessing over the list of criteria can be counter-productive; the list needs to define the minimum work generally required to get a PBI DONE.
- If the definition of done is merely a shared understanding, rather than spelled out and displayed on a wall, it may lose much of its effectiveness.



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DONEness Definitions

Writing an Understandable DONEness Definition

- **Make it CLEAR** - write it in plain language so everyone understands; no ambiguity
- **Make it TESTABLE** - a key way to make it clear is to ensure that it is a black and white decision whether each item in the checklist has been met
- **Make it CONCISE** - if everyone can remember each item, they are more likely to tick them off
- **Make it REALISTIC** - document what you are actually going to do, not your aspirations.

Creating a DONEness Definition

1. Create subtopics for DONEness (product, technical, infrastructure, regulatory, etc.).
2. Get a group together (20+ people) from appropriate of the company. Form them into teams around the subtopics in step 1.
3. Each team creates a list of DONEness from within their subtopic (90 minutes).
4. Each team presents their list (give each team 5 minutes to present and 10 minutes for questions).
5. Discuss/debate/combine/simplify/clarify (60-90 minutes).
6. Merge the result into a single list.

A Sample DONEness Definition

- The Product Owner likes it.
- It has been integrated with the rest of the product and nothing else broke.
- All tests (unit, functional, integration, performance, security) ran successfully.
- All artifacts are properly checked-in.
- All coding and design standards have been followed.
- All documents and specifications have been updated.
- All naming standards for all artifacts (code, tests, documents, etc.) have been followed.
- All regulatory requirements have been followed (i.e., requirements specifications, requirements traceability matrices, etc.)
- Code Review
- Database Review (schemas, procedure standards)
- Upgrade/downgrade scripts complete and tested.
- Continuous Integration build passing



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