

DEFINITION OF DONE

The Definition of Done is a formal description of the state of the Increment when it meets the quality measures required for the product. The moment a Product Backlog item meets the Definition of Done, an Increment is born.

- Sutherland and Schwaber (2020) Scrum Guide™.
The Definitive Guide to Scrum: The Rules of the Game.

What does delivering to the Definition of Done involve?



Quality

Defines the standards of the Increment the Team produces



Thorough Testing

Defines the level of testing and review that's required



Documentation

Appropriate documentation is updated as part of the Increment.

The Definition of Done - Examples

For each PBI in this Sprint, the following criteria have been satisfied:

Software team -

- Code is easy to understand and is "self-documenting"
- Code has been peer reviewed
- Code is checked-in
- Unit testing completed
- Functional testing completed
- Integration testing completed
- Regression testing completed
- Severity 1-2 defects have been resolved
- Code has been promoted to staging
- Design documentation updated
- Architecture Design documented
- UI elements meet accessibility standards
- Meets security and performance standards
- Acceptance criteria has been satisfied

Business Area -

- Peer reviewed
- Spell checked
- Grammar checked
- Written in plain English
- Follows style guide (or template)
- Communication messages promoted
- Files stored correctly in organisation's document management system
- Acceptance criteria has been satisfied

Shared understanding of what "Done" means

- Everyone must understand what "Done" means and team members must have a shared understanding of what it means for work to be complete, to ensure transparency.
- The definition guides the Team in knowing how many Product Backlog items it can select during a Sprint Planning.
- If there are multiple teams working on the same product, those teams all must use the same baseline Definition of Done.
- Each Increment is additive to all prior Increments, ensuring that all Increments work together.