



Agile Practices Help-sheet

Definition of Done

- » **A Definition of Done (DoD) is essential for working agile.** For an agile team when something is Done it means there is nothing else (or little else) to do with that piece of work, and the team can use Done work to accurately measure progress.
- » Definition of Done is a check list of activities and artefacts that are verifiable or demonstrable and required for the completion of the work. This may include such items as:
 1. Story with acceptance tests is written and agreed to by the customer
 2. Code and tests written, reviewed and committed
 3. DR documentation completed and added to knowledge base
- » A team may have multiple Definitions of Done that apply at different levels, such as; Release, Feature, Iteration, Story. These definitions should be hierarchical so the story definition is part of the iteration definition.
- » The Definition of Done will change over time, and the team should be pushing the DoD as close to production delivery as possible. Initially a team may have a story level DoD finishing with sign off with the customer, over time this may extend to include performance testing, or security verification, leaving less work that is undone.
- » How to **create and maintain a Definition of Done** (*from <http://www.gettingagile.com/2007/10/05/building-a-definition-of-done/>*):
 1. Have the team brainstorm what they need to do and what needs to be produced to put their deliverable into production by Release, Feature, Iteration, Story or by whatever is appropriate.
 2. Identify what can and cannot currently be done
 3. Capture Impediments of what cannot currently be done – reflect on each item that cannot be done and identify the obstacle to its inclusion in the DoD.
 4. Get consensus and a commitment from the team on what can be done and use this as the DoD.
 5. Put the DoD on a big visible chart next to the story wall
 6. In the team social contract add an item that the team will use the DoD.
 7. Review the DoD and blockers in team retrospectives, work on removing the blockers and as well as anything from the DoD that adds no value.