

Definition of Ready (DoR) & Definition of Done (DoD)

Brainstorming Session

Definition of Ready (DoR) Maturation (Simplification) - *Example*

Gradual Maturation of Definition of Ready (DoR)

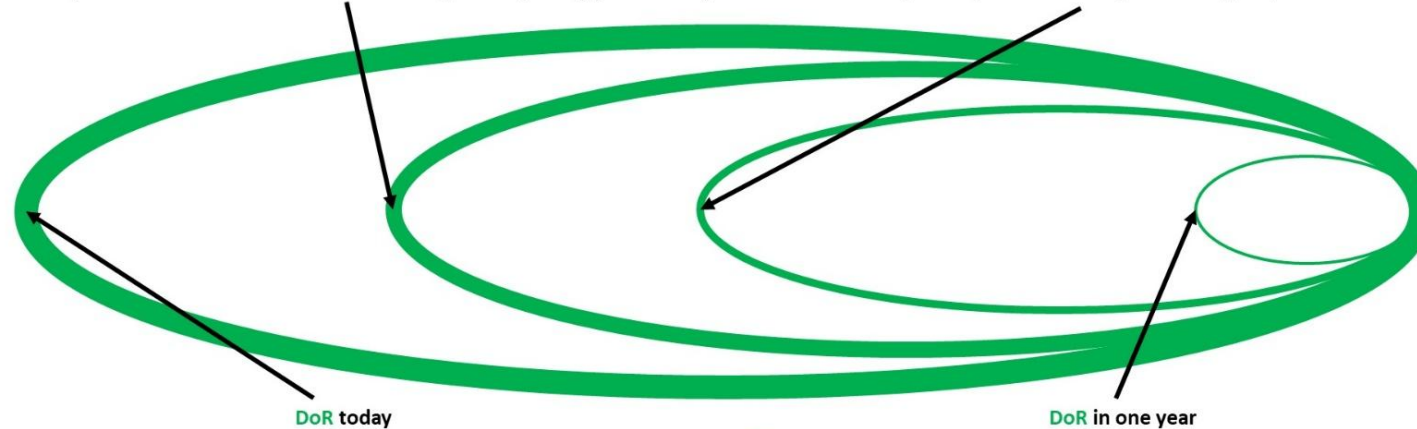
What are your team's contingencies for a successful sprint planning?

DoR in three months

- Each PBIs (mostly large technical tasks) are identified
- Each technical PBI is further broken into smaller technical tasks
- Each technical task is assigned to a developer (based on technical skills)
- All dependencies are documented for risk mitigation reporting (a.k.a. "CYA")

DoR in six months

- Capacities and velocities were heavily used, to drive sprint planning
- Each PBI has *story points* that are entered in a tracking tool
- "Advanced calculus" was used on story points to project sprint scope
- Other teams/developers-loaners required during as sprint are identified



DoR today

- A BRD (contractual document) is attached to a "user story" tracking tool ticket 🗳️
- Each ticket field is populated (e.g. status, priority, assignee, other *blah* data)
- A sign-off is obtained and a RACI chart is created by PMO
- For all PBIs, design and architecture are finalized and locked in, by a chief architect
- All technical tasks (the "*how*") are entered in a tool and estimated, in days and hours
- An exact completion date of all PBIs is *committed* to, and promised to business

DoR in one year

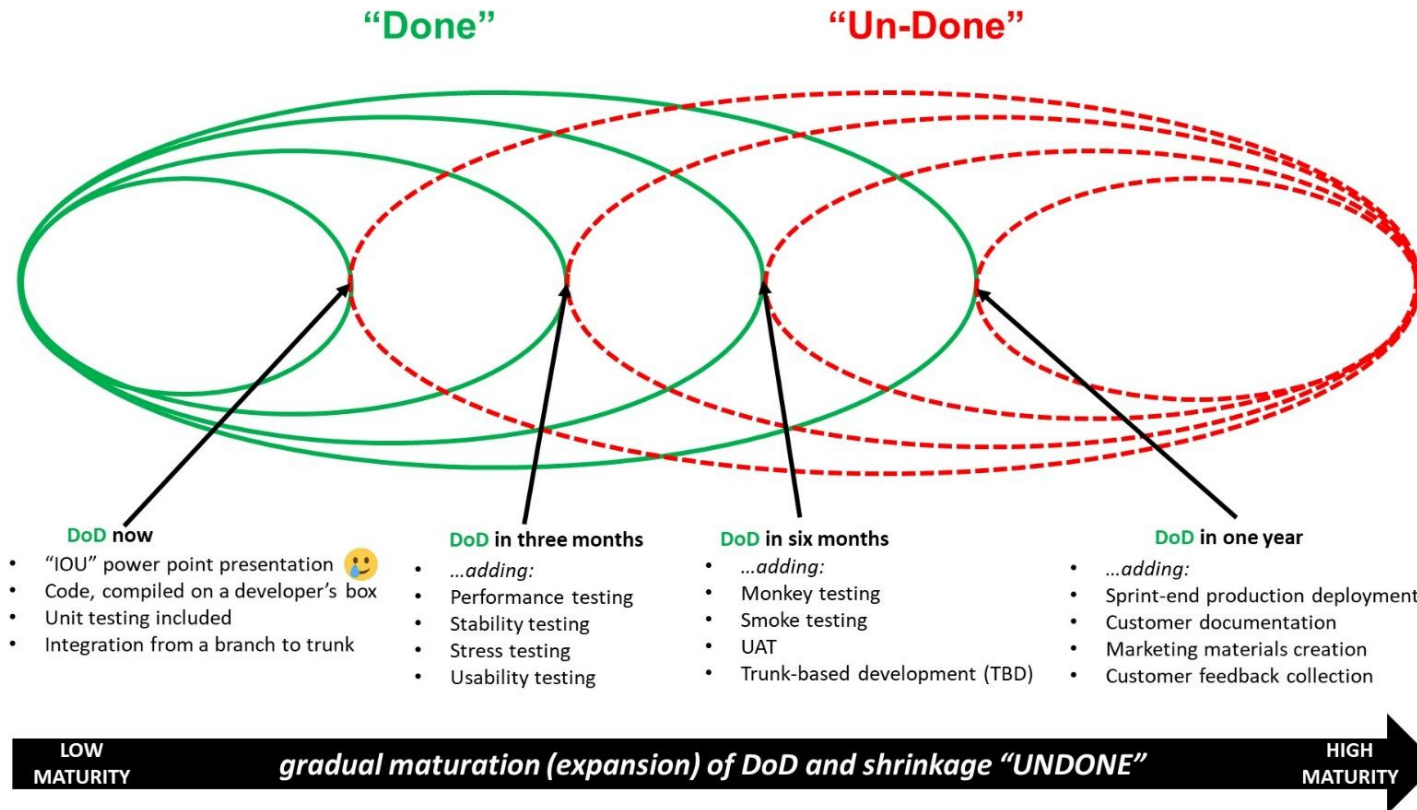
- Each PBI meets an *INVEST* criteria
- Each PBI's business value is understood by a product team
- Each PBI is sliced vertically, by product *features* (the "*what*")
- All required skills are present on a product team

gradual maturation (simplification) of DoR

Definition of Done (DoD) Maturation (Expansion) - *Example*

Gradual Maturation of Definition of Done (DoD)

What are your team's contingencies for a successful PSPI release?





Definition of Ready (DoR) Template

Business Wish List

Includes all business conditions and requirements that must be satisfied before a Product Backlog Item (PBI) is considered ready for review and potential selection during Sprint Planning.

Technology Wish List

Includes all technical conditions and requirements that must be satisfied before a Product Backlog Item (PBI) is considered ready for review and potential selection during Sprint Planning.

Definition of Ready (DoR)

A mutually agreed-upon (business and technology), checklist of criteria a PBI must meet before it can be pulled into a sprint. It ensures a team doesn't start work on something that's too vague or unprepared.



Definition of Done (DoD) Template

Scope of Work

Includes technical and nontechnical toll gates—such as business, operational, legal, and regulatory requirements—that must be passed for a Product Backlog Item (PBI) to become part of a Potentially Shippable Product Increment (PSPI).

Team Capabilities

Assumes that all required capabilities are always present on a team or can be added to a team, on a very short notice, without causing disturbance to a workflow or causing work delays.

Team Member	Skill Set	Domain Knowledge
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____

Team Limitations

Includes all required capabilities that a team does not have at the moment and should develop over time.

Org. Restrictions

Includes all types of toll gates (technical, business, legal) that are delegated to other teams and are not expected a team.

Definition of Done (DoD)

A shared, agreed-upon (business and technology), set of criteria that a PBI must satisfy to be considered complete. It ensures consistency and quality across all PBIs a team delivers.