1. The Definition of Done (DoD):

- Design Reviewed
- Coding is Done
- End-user document is ready
- Testing
- No defects
- Acceptance testing
- Live on production servers

2. Definition of Ready

a- For a sprint:

- Prioritized sprint backlog
- Defects, user stories and other work the team has committed to are contained in the sprint backlog
- No hidden work
- All team members have calculated their individual capacity for the sprint
- All users' stories meet the definition of Ready.

b- For a user story:

- Well-defined User story
- User story acceptance criteria defined
- User story sized by the delivery team
- Scrum team accepts user experience artifacts
- Performance criteria identified
- The Person who will accept the user story is identified.
- A Team is able to 'demo' the user story.